

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

☐

Operating

☒

Capital

Legal Name of Requesting Organization or Individual: Dbai:

Amount of State Funds Requested: \$500,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Early School is a private, non-sectarian preschool providing early childhood education to Oahu's children between the ages of 18 months - 5 years old. We lease our classroom facilities from the Church of The Crossroads. We also currently lease State land adjacent to our classrooms from the Department of Transportation, which State land is where our school's playground facilities are located. The structures on the playground are old and in need of replacement. We are seeking this State Grant to finance the capital improvement project of our playground remodel.

Amount of Other Funds Available:

State: \$0

Federal: \$0

County: \$0

Private/Other: \$0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$0

Unrestricted Assets:

\$1,468,459.90

New Service (Presently Does Not Exist): ☐

Existing Service (Presently in Operation): ☐

Type of Business Entity:

☒

501(C)(3) Non Profit Corporation

☐

Other Non Profit

☐

Other

Mailing Address:

2510 Bingham Street

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:
Vicki Lynn Sato

Title:
Executive Director

Email:
vicki@theearllyschool.org

Phone:
808-955-5881

Vicki Lynn Sato

Authorized Signature

Vicki Lynn Sato/Executive Director

Name and Title

1/17/2025

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: THE EARLY SCHOOL

Issue Date: 01/17/2025

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5064

UI#: XXXXXX3950

DCCA FILE#: 25240

Status of Compliance for this Vendor on issue date:

| Form | Department(s) | Status |
|-------|---|-----------|
| A-6 | Hawaii Department of Taxation | Compliant |
| 8821 | Internal Revenue Service | Compliant |
| COGS | Hawaii Department of Commerce & Consumer Affairs | Exempt |
| LIR27 | Hawaii Department of Labor & Industrial Relations | Compliant |

Status Legend:

| Status | Description |
|---------------|---|
| Exempt | The entity is exempt from this requirement |
| Compliant | The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance |
| Pending | A status determination has not yet been made |
| Submitted | The entity has applied for the certificate but it is awaiting approval |
| Not Compliant | The entity is not in compliance with the requirement and should contact the issuing agency for more information |

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☐ 6) Budget
 - a) Budget request by source of funds (Link)Not Applicable
 - b) Personnel salaries and wages (Link)Not Applicable
 - c) Equipment and motor vehicles (Link)Not Applicable
 - d) Capital project details (Link) Attached
 - e) Government contracts, grants, and grants in aid (Link)Not Applicable
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing

Vicki Lynn Sato
AUTHORIZED SIGNATURE

Vicki Lynn Sato/ Executive Director
PRINT NAME AND TITLE

1/17/2025
DATE

Application for Grants

Certification – Please attach immediately after cover page

Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

Declaration Statement

I, Vicki Sato, declare that the following is true and correct to the best of my knowledge:

1. I am currently the Executive Director of The Early School, a preschool on Oahu.
2. The Early School is licensed by the State of Hawaii DHS to serve as a Preschool.
3. The Early School is a Domestic Nonprofit Corporation incorporated under the laws of the State of Hawaii. The Early School is registered with the department of commerce and consumer affairs and in possession of a valid certificate of vendor compliance issued by the State that documents the organization's compliance and good standing with the United States Internal Revenue Service, department of taxation, department of labor and industrial relations, and department of commerce and consumer affairs.
4. The Early School Has been determined and designated to be a nonprofit organization by the Internal Revenue Service.
5. The Early School complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability.
6. If The Early School receives a State Grant, the School agrees not to use state funds for entertainment or lobbying activities. The Early School would also allow the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to our records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
7. The Early School has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
8. The Early School has a governing board of directors whose members have no material conflict of interest and serve without compensation.
9. The Early School will not be using any State grant aid to acquire land.

I declare that the above is true and correct to the best of my knowledge.

DATED: January 17, 2025


Vicki Lynn Sato, The Early School

Public Purpose

The Early School is a private, non-sectarian preschool located on Oahu and provides early childhood education to Oahu families. The purpose of the Grant request is to remodel our playground. The Early School desires to reestablish the school as a model of early childhood education center that champions an emergent curriculum and play-based, child-centered learning.

Services to be Supported by the Grant:

1. Curriculum Development:
 - Enhancing our emergent, play-based curriculum tailored to the interests and needs of children ages 18 months- 5 years old.
 - Professional development for educators to refine their skills in observing and facilitating child-driven learning.
2. Outdoor Learning Environment:
 - Design and construction of a naturalistic, developmentally appropriate playground that serves an educational resource.
 - Integration of outdoor learning opportunities to encourage hands-on exploration and engagement with the natural world.
3. Community Outreach:
 - Sharing best practices with other early childhood education programs to promote high-quality standards statewide.
 - Hosting workshops and events for families to demonstrate the benefits of emergent curriculum and outdoor learning.

This initiative aligns with the public purpose of fostering the social, emotional, cognitive and physical development of young children in Hawai'i, supporting the State's commitment to quality early education. The project will emphasize the creation of an innovative outdoor learning environment where the playground functions as a "third teacher", promoting exploration creativity, and holistic development in alignment with best practices in early childhood education

Background and Summary

The Early School is a licensed, nonprofit early childhood education center in Hawai'i, serving children ages 18 months to 5 years. Established to nurture the social, emotional, cognitive, and physical development of young children, The Early School employs a Reggio-Emilia-inspired approach emphasizing emergent curriculum, play-based learning, and child-centered exploration. With a commitment to high-quality education, The Early School fosters creativity, curiosity, and community engagement while prioritizing diversity and inclusion.

The Early School seeks a Grant of \$500,000 to achieve the following goals:

- A. Establish a Model Early Education Program:** Reinvigorate its position as a leading example of emergent curriculum and play-based, child-centered learning.
- B. Develop an Innovative Outdoor Learning Space:** Design and construct a state-of-the-art playground that functions as a "third teacher," enhancing outdoor exploration and fostering holistic development.
- C. Empower Educators:** Provide professional development to teachers, equipping them with skills to implement emergent and child-driven learning approaches.
- D. Support Community Engagement:** Offer workshops and events for parents and educators, sharing best practices in early education and outdoor learning.

This initiative will address critical needs in early childhood education by providing a developmentally appropriate, play-based program that supports the whole child. Research underscores the importance of unstructured play and outdoor exploration for cognitive, social, and physical development, yet many schools lack the resources to prioritize these elements. By establishing a model program and sharing best practices, The Early School aims to inspire and elevate the standards of early education statewide, benefiting not only its students but also the broader educational community in Hawai'i.

The project will directly serve:

- A. Children ages 18 months to 5 years old,** fostering their social, emotional, physical and cognitive development.
- B. Families,** by providing resources, education, and engagement opportunities to support children's growth.
- C. Early childhood educators,** through training and exposure to innovative teaching methodologies.

The Early School is located in central Mō'ili'ili, serving children and families across Oahu. The school's reach extends statewide through its commitment to sharing resources, conducting professional development, and hosting workshops for educators and families in Hawai'i's early education community.

III. Service Summary and Outcomes

1. Scope of Work (SOW): Design and Installation of New Playground at The Early School

A. Design Phase

1. Initial Consultation and Site Assessment

- Meet with school representatives to understand their vision and requirements.
- Conduct a site assessment to evaluate the space, topography, and existing infrastructure.
- Provide a preliminary site layout.

2. Conceptual Design

- Develop multiple conceptual designs based on initial consultations and site assessment.
- Present designs to school representatives for feedback and approval.

3. Detailed Design

- Create detailed landscape architectural and engineering drawings of the approved conceptual design.
- Include specifications for materials, equipment, and safety features.

B. Installation Phase

1. Pre-Installation Preparation

- If necessary, obtain permits and approvals from relevant authorities.
- Prepare the site by removing the existing playground equipment, clearing debris, and making any required modifications.

2. Installation of Playground Equipment

- Install playground structures for various ages, including swings, slides, climbing features, and balance beams.
- Ensure all equipment is installed in accordance with national safety standards and guidelines.

3. Surfacing and Landscaping

- Install appropriate safety surfacing materials (e.g., rubber mulch, synthetic lawn with padding, poured-in-place rubber, or engineered wood fiber).
- Landscape the surrounding area to enhance the aesthetic appeal and functionality of the playground.

4. Final Inspection and Handover

- Conduct a thorough inspection to ensure all equipment and installations meet safety and quality standards.
- Provide a final walkthrough with school representatives.
- Handover all relevant documentation, including maintenance guidelines and warranties.

2. Project Timeline:

- a. Design Phase: 3 months
- b. Installation Phase: 6 months

c. Project Completion Date: 9 months

3. Quality Assurance and Evaluation

The Executive Director, the Landscape Architect and Playground Designer and the General Contractor will use the deliverables below to monitor, evaluate and improve as needed.

4. Measure of Effectiveness:

Increased Physical Activity Levels:

Measure the percentage of children engaging in outdoor physical activity daily, comparing pre- and post-installation rates of playground use. Data can be gathered through teacher observations and activity logs.

Improved Social Interaction Among Students:

Track the number of observed cooperative play instances and social interactions during outdoor time. Use teacher reports and anecdotal records to document changes.

Reduction in Behavioral Incidents:

Monitor and report changes in the frequency of behavioral incidents during outdoor playtime, using data collected through incident reports filed before and after the new playground installation.

Parent and Teacher Satisfaction:

Conduct surveys with parents and teachers to assess their perceptions of the playground's impact on children's physical health, social skills, and enjoyment of outdoor activities. Include pre- and post-installation survey results.

Alignment with Safety Standards:

Evaluate the playground's compliance with safety and accessibility standards, reporting inspection results and the completion of recommended adjustments to meet state and national guidelines.

Community Engagement and Feedback:

Measure community and family involvement in the playground project through attendance at planning meetings, volunteer participation, and ongoing feedback on the playground's impact.

By tracking these outcomes, The Early School will provide the expending agency with clear, measurable evidence of the playground's impact on the physical, social, and emotional development of its students. Adjustments to these measures can be made in alignment with the level of appropriated funding

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Budget request by source of funds [\(Link\)](#) **Not Applicable**

Personnel salaries and wages [\(Link\)](#) **Not Applicable**

Equipment and motor vehicles [\(Link\)](#) **Not Applicable**

Capital project details [\(Link\)](#)

Government contracts, grants, and grants in aid [\(Link\)](#) **Not Applicable**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$125,000 | \$125,000 | \$125,000 | \$125,000 | \$500,000 |

3. The Early School has not yet determined which other sources of funding to pursue.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

NOT APPLICABLE

5. The Early School has received monies from the American Rescue Plan Act (ARPA) grant of \$245,260.00 for the 2023-2024 year for specific use toward Operating Expenses and Staff Retention Awards.
6. The balance of its unrestricted current assets as of December 31, 2024 is **\$1,468,459.90.**

V. Experience and Capability

1. Necessary Skills and Experience

The Experience and Capability involves three experienced roles in this capital project. The Executive Director of The Early School has previously been involved with another school in their two-campus playground remodel with the help of the Landscape Architect and Playground Designer who will be creating a safe, functional and aesthetically pleasing playground that aligns with the Vision, Mission and Values of The Early School.

- All work shall be performed in compliance with local, state and federal regulations.
- The contractor shall be licensed in the state of Hawaii and provide evidence of insurance and bonding.

2. Facilities

The Early School, 2510 Bingham Street, Honolulu, Hawaii 96826, operates on a unique parcel of land located beneath a freeway onramp in Honolulu, Hawai'i. This location, while unconventional, has been thoughtfully adapted to provide a safe, engaging, and developmentally appropriate environment for young children.

Our facilities include:

1. Playground Space

- The outdoor area under the freeway onramp serves as our primary playground. This space offers protection from direct sunlight and rain, providing year-round usability. The current setup includes basic play structures, open areas for physical activity, and a small shaded seating area.
- **Adequacy in Relation to the Request:** While functional, the playground's current condition limits its potential to fully support the developmental needs of our students. The structures are aging, and the space requires upgrades to improve safety, accessibility, and educational value. The grant will fund these critical improvements, ensuring the space meets or exceeds national safety standards and supports our commitment to quality early childhood education.

2. Classroom Facilities

- Adjacent to the playground, The Early School's classrooms are housed in a well-maintained, open-air structure that includes learning spaces tailored to different age groups, a staff office, and child-friendly restrooms.
- **Adequacy in Relation to the Request:** The proximity of classrooms to the playground allows seamless transitions between indoor and outdoor learning. Enhancing the playground will complement the educational activities that begin indoors, fostering an integrated learning environment.

3. Accessibility and Safety

- The playground is enclosed with secure fencing, and access to the playground

is monitored by staff during school hours. The shaded area provided by the freeway onramp minimizes UV exposure and creates a cooler environment for play, a significant advantage in Hawai'i's climate.

-
- **Adequacy in Relation to the Request:** The safety measures in place are foundational, but the proposed upgrades will include additional features such as shock-absorbing surfacing, ADA-compliant equipment, and spaces designed for gross motor skill development, further enhancing the facility's safety and inclusivity.

Conclusion

The Early School's facilities are in need of further improvement to support the outlined mission of the school in service to the community and the requested Grant will allow us to maximize the potential of our playground space beneath the freeway onramp. With these improvements, we can provide a safer, more enriching environment that aligns with best practices in early childhood education while addressing the unique opportunities and challenges presented by our location.

VI. Personnel: Project Organization and Staffing

Proposed Staffing, Staff Qualifications, Supervision and Training

1. Executive Director of The Early School

Role: The Executive Director oversees the entire project from the school's perspective, ensuring it aligns with the institution's vision, mission, and goals.

Key Qualifications:

- **Experience:** Partnered with Trinity Christian School's administration to ensure a safe and healthy playground for two campuses.
- **Commitment:** to the alignment to The Early School's Vision, Mission and Values for a safe, functional and aesthetically pleasing environment for the school to learn and grow in an age-appropriate, developmentally appropriate outside space.

Responsibilities:

- **Project Approval:** Review and approve the project scope, design, budget, and timeline.
- **Stakeholder Communication:** Serve as the primary point of contact between the school, the design team, and the contractors.
- **Budget Management:** Ensure that project expenditures align with the approved budget.
- **Decision Making:** Make key decisions regarding design elements, safety features, and overall project direction.
- **Progress Supervision:** Oversee the project's progress, ensuring milestones are met and addressing any issues that arise.
- **Training:** Training Staff in best practices of an Emergent Curriculum, play-based and child-centered learning.
- **Community Engagement:** Communicate project updates to parents, staff, and the broader school community.

2. Landscape Architect & Playground Designer Wolf Landscape Architect

Role: The Landscape Architect and Playground Designer are responsible for creating a safe, functional, and aesthetically pleasing playground design that meets the needs of the children.

Key Qualifications:

- **Landscape Architect License:** Holds a valid landscape architect license issued by the Hawaii State Board of Landscape Architects.
- **Experience:** Over six years of experience in landscape architecture, focusing on residential and commercial projects.
- **Design Expertise:** Proficient in creating sustainable and aesthetically pleasing designs that enhance the outdoor experience.
- **Client-Centered Approach:** Dedicated to understanding and fulfilling the unique vision and requirements of each client.
- **Commitment to Quality:** Ensures that all projects are executed with the highest standards of quality and craftsmanship.

Brian Wolf's expertise in playground installations and his collaboration with educational institutions highlight his commitment to creating high-quality, sustainable outdoor environments for communities.

Responsibilities:

- **Site Analysis:** Conduct site assessments to evaluate the physical characteristics and constraints of the project area.
- **Design Development:** Create conceptual and detailed designs, incorporating input from school representatives and adhering to safety standards.
- **Material Selection:** Specify appropriate materials and equipment that meet safety, durability, and aesthetic requirements.
- **Collaboration:** Work closely with the Executive Director, contractors, and other stakeholders to ensure the design aligns with project goals.
- **Regulatory Compliance:** Ensure that the design complies with local, state, and federal regulations, including ADA accessibility standards.
- **Construction Documentation:** Prepare detailed construction drawings and specifications for the installation phase.

3. General Contractor-GOTO Construction (Tentative)

Role: The General Contractor is responsible for managing the construction and installation of the playground, ensuring the project is completed on time, within budget, and to the specified quality of standards.

Key Qualifications:

Extensive Experience: Over 30 years of experience in construction and project management.

Project Management: Comprehensive management of projects from inception

to completion, including planning, design, construction, and closeout.

Quality Control: Rigorous quality control measures to ensure that projects are completed on schedule, within budget, and exceed client expectations.

Value Engineering: Focus on cost-effective solutions without compromising quality, ensuring the best value for clients.

Safety and Durability: Commitment to creating safe and durable playgrounds that provide long-lasting enjoyment for children.

Responsibilities:

- **Project Planning:** Develop a detailed project plan and schedule, coordinating with subcontractors and suppliers.
- **Site Preparation:** Prepare the site for construction, including clearing debris and making any necessary modifications.
- **Installation Management:** Oversee the installation of playground equipment, surfacing, and landscaping, ensuring all work meets safety and quality standards.
- **Resource Management:** Manage resources, including labor, materials, and equipment, to ensure efficient project execution.
- **Permitting and Inspections:** Obtain necessary permits and arrange for inspections to ensure compliance with regulations.
- **Safety Compliance:** Implement and enforce safety protocols to protect workers and children.
- **Quality Control:** Conduct regular inspections to ensure all work meets the design specifications and quality standards.
- **Final Handover:** Complete a final inspection and handover the project to the school, providing all necessary documentation and warranties.

Organization Chart

- **Board of Directors**-Provides governance and approval of strategic initiatives, including the playground improvement project.
 - **Executive Director**-Oversees the implementation of the project, including adherence to grant requirements.
 - **Supporting Strategies:** Assists with administrative and financial aspects of the project.

- **Landscape Architect and Playground**-Responsible for creating a safe, functional and aesthetically pleasing playground design that meets the needs of the children,
- **General Contractor**-Responsible for managing the construction and installation of the playground, ensuring the project is completed on time, within budget, and to the specified quality of standards.
- **Teachers/Aides**-Provide functional input and support the integration of the playground into daily programming.

Compensation

The three highest paid staff range for The Early School includes:

Executive Director: \$75,000-\$80,000

Teacher: \$58,000 - 62,000

Teacher: \$48,000- \$52,000

VII. Other

1. Litigation

The Early School does not have any pending litigation to which they are a party, including the disclosure of any outstanding judgement.

2. Licensure or Accreditation

The Early School is in the Candidacy stage of NAEYC Accreditation and expects a Final Report by March 3, 2025. The Early School is Fully Licenced by the Department of Health.

3. Private Educational Institutions

The Early School is a private, non-sectarian preschool located on Oahu and provides early childhood education to Oahu families.

4. Future Sustainability Plan

With the help of the Landscape Architect and Playground Designer with the General Contractor, we will follow recommended Maintenance Guidelines and Warranties to maintain and upkeep new playground and equipment.

Applicant: Nonprofit,The Early School_500000_CIP

| FUNDING AMOUNT REQUESTED | | | | | | |
|---|---|---------------|--------------------------|-------------------------------------|---|--------------|
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OTHER SOURCES OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2022-2023 | FY: 2023-2024 | FY:2024-2025 | FY:2024-2025 | FY:2025-2026 | FY:2026-2027 |
| PLANS Professional Development, Workshops for educators and educators | | | 30000 | | | |
| LAND ACQUISITION | Not Applicable | | | | | |
| DESIGN | | | 20000 | | | |
| CONSTRUCTION | | | 230000 | | | |
| EQUIPMENT | | | 220000 | | | |
| TOTAL: | | | 500000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |