

Kawaiaha‘o Church School Family Handbook



Kawaiaha‘o Church School

872 Mission Lane
Honolulu, Hawai‘i 96813
Phone: (808) 585-0622 Fax: (808) 585-0831
www.kawaiahaoschool.org

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Mission Statement

Kawaiaha‘o Church School is a Christian program whose mission is to provide children, their families and teachers with an appropriate Montessori educational experience emphasizing Hawaiian cultural values and language.

Founding History

Kawaiaha‘o Church School is a Christian based non-profit educational institution owned and operated by Kawaiaha‘o Church Corporation. The Congregation of Kawaiaha‘o Church established the School in June of 1975 for 2 1/2 to 5 year olds. At present, Kawaiaha‘o Church School operates 2-3 years old, Preschool (3-6 yrs. Old) and Lower and Upper Elementary (Grades K through 6).

Educational Goals and Philosophy

The child’s spiritual growth in Christ and their intellectual and emotional development through culture-based learning is our first priority. We believe that education is a partnership between the child, parent and school. When children are allowed to develop freely within a prepared environment, it will help them acquire inner guidance and an understanding of themselves and the world around them. Our goal is to nurture the natural curiosity and wonder of children to inspire a love for learning.

Program Overview

Kawaiaha‘o Church School provides a Christian, culture-based curriculum using the Montessori philosophy and method that emphasizes the development of the whole child; intellectual, physical, social, emotional, and spiritual. The program is characterized as:

- An environment rich in Christian and Hawaiian values
- Loving, nurturing and safe
- A prepared environment that is child-centered and responsive
- Learning activities that are spontaneous, dynamic, and self directed
- Hands on experience with materials
- Intrinsic motivation and freedom within limits
- Mixed age grouping that stresses cooperation and collaboration in a peaceful, community setting

The child’s natural sense of wonder, exploration, discovery, independence, and concentration are nurtured in the classroom. The program moves the child from concrete experiences in primary to abstract concepts in Elementary. At the concrete level, a student observes and classifies natural phenomena. At the abstract

level, the student conducts experiments to determine causes. Throughout the child's experience in all programs, culture-based curriculum is integrated in all content areas.

The 2-3 year old classrooms are prepared to meet the 2-3 year old's growing emotional and cognitive abilities. Classroom exercises include sensorial work and instruction in math and language. As the child grows emotionally, physically and intellectually, the activities in the classroom continue to change to meet his/her needs. In many instances, this is the first experience the child has of being away from his/her caretaker. Waiting one's turn, sharing and patience are important lessons that each child learns. An emphasis on the importance of a peaceful environment, with the necessary nurturing and caring, is a characteristic of this program.

The Primary program (3-6 year olds) emphasizes development of psychomotor and perceptual skills, social and cognitive abilities and the spiritual growth in Christ. The environment aims to instill a sense of order and independence and also to combine coordination of movement with concentration. The culture-based curriculum is kinesthetic; learning through whole body experiences rather than only hands on experiences. Starting at the primary level, children are presented lessons in sensorial, math, language arts, geography, history, zoology, botany, and practical life. The child's mastery and security in each of these areas builds the foundation for a successful transition into the Elementary program (6-11 year olds). The practice of prayer and the discussion of Jesus' love for them accompanied with Bible stories and songs prepare them in a relationship with Christ.

Kindergarten-aged children may enroll in the Primary program or in the Kindergarten program. The Kindergarten program incorporates both Montessori, integrated curriculum, Christian education, Hawaiian language and culture. This program prepares the children for both group work and collaboration; also allowing them to work at their own pace individually. This program is aimed at serving as a bridge to our Elementary Program.

All kindergarten-aged children (whether in the Primary program or Kindergarten program) will also have the opportunity to participate in the Enrichment program. During the enrichment class the children will be able to express their creativity through the Arts and Hawaiian cultural based curriculum. The enrichment program is aimed at strengthening the keiki's sense of self and their understanding of the world around them through the exploration of arts, science, geography, anthropology, history, culture, and oceanography. Some of the more specific curriculum includes: learning how to draw a self portrait; creating a timeline of their lives; study of the oceans; learning how continents are formed; diving deeper into the history of Hawai'i; and exploring weather patterns and navigation. The keiki will be experiencing these lessons in a rich art studio environment to further grow their creativity and expression to grow their curiosity and passion along their learning journey.

The Elementary program (1st through 6th grade)-Montessori materials and culture-based curriculum are continued in elementary. The elementary curriculum is highly individualized, allowing for acceleration or reinforcement when appropriate. Study in the elementary level is research-oriented. The school provides a pragmatic balance between cosmic education (which relates all areas of the human experience encouraging creative exploration) and skill in the areas of reading, writing, and math. Testing is administered in different forms, either individually or as a group in those subject areas as a means of assessing mastery of basic facts using an authentic assessment method.

School Affiliation

Kawaiaha‘o Church School is affiliated with the American Montessori Society (AMS), and serves as an internship site for students enrolled in the Montessori Teacher Training Program at Chaminade University of Honolulu. Our Group Child Care (GCC) and Elementary ASC is licensed by the Department of Human Services (DHS) and the Hawai‘i Council of Private Schools (HCPS). Kawaiaha‘o Church School is accredited by the Western Association of Schools and Colleges (WASC) and the Hawaii Association of Independent Schools (HAIS) Accreditation.

Admission

Kawaiaha‘o Church School offers programs for children ages 2 to 11 years old. KCS does not discriminate on the basis of race, religion, national origin, or political belief. Each application for admission is assessed individually, pursuant to the enrollment criteria for the programs and curriculum of KCS.

The environment can adapt to students of varying academic ability and diverse learning styles. Children with exceptional needs (behavioral/emotional, developmental learning differences) are accepted at Kawaiaha‘o Church School if the Director(s) and Classroom Teacher, and the parents feel the child’s needs will be met within the Kawaiaha‘o Church School setting. We will limit the number of students who require additional staff resources to ensure that all students fairly receive appropriate instruction and attention. The school makes every reasonable attempt to guide the children to success in the program.

Nevertheless, all new students are admitted with a 60-day probationary status.

Enrollment Criteria

2-3 years old

For a child to be considered for our Toddler program, he or she must be:

At least 2 years old

Primary

For a child to be considered for our Primary program, he or she must be:

At least 3 years, Toilet-trained

Kindergarten

For a child to be considered for our Kindergarten program, he or she must be 5 years by July 31st of that same year.

Elementary

For a child to be considered for our Elementary program, he or she must be:

At least 5 years, 9 months

Write his/her name and write/recognize numbers

Verbalize his/her needs

Respect classroom rules and relate positively to peers and adults

Read phonetically and/or recognize words

Concentrate and complete tasks

Take direction from an adult

Make work choices independently

In addition to the above criteria, prospective elementary students from outside of Kawaiaha‘o Church School must:

Submit student evaluations and one letter of recommendation from their previously attended school (applications without these documents will not be accepted).

Have student and parent interview with elementary teacher.

Applications are accepted in the following order:

1. Current KCS students whose applications and payment of required fees are received by an established re-enrollment deadline.
2. Siblings of current KCS students whose application and payment of required fees are received by an established re-enrollment deadline.
3. Children of Kawaiaha‘o Church members.
4. New students with a Montessori background.
5. New students with a commitment to the three-year cycle.

Applications from families outside KCS are received throughout the year. Regardless of the date of application, prospective students are not considered for enrollment until one month following the KCS re-enrollment deadline for current families. Date of application will be taken into consideration when all other factors are equal. Once the school year has commenced, entrance into the program will be considered on an individual basis. Upon enrollment, families will be provided with an application to the Before School Care and After School Care Program. This program is available to all enrolled KCS families at an additional fee.

Enrollment in the dual-language classroom will be made available to interested families if space is available.

Health Requirements

For all students new to Kawaiaha‘o Church School, the following health requirements must be documented and turned in to the Admissions office before your child’s first day of school. The information should be documented on a “Student Health Record” (Form 14), which can be obtained from your child’s physician or from the school’s website.

I. TUBERCULOSIS CLEARANCE

- A negative tuberculin (t.b.) skin test (Mantoux) or chest x-ray for all new KCS students, to have been completed within one year before the student’s first entrance into school in Hawaii.
- The PPD Mantoux skin test (or chest x-ray) will provide acceptable t.b. clearance, but a tine test is not acceptable.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).
- No exemptions are allowed.
- Without a tuberculosis clearance, children are not permitted to start school.

II. HEALTH RECORDS (Form 14 and DHS Form 908)

- All new students must submit a current record of all health requirements (Form 14) prior to enrollment.
- These requirements must include (in English) records of a physical examination (completed within one year prior to Hawaii school entry), updated immunizations, and a record of a negative tuberculosis test.
- In addition, all Preschool students (including Two Year-Olds) must also submit the DHS Form 908.

- Blank copies of these forms are available on the school’s website. The Form 14 is also available through your (local) physician’s office.

II. PHYSICAL EXAMINATION

- Must be completed within one year prior to first entrance into school in Hawaii.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).

III. IMMUNIZATIONS

All immunizations must meet the minimum ages and intervals between vaccine doses as required by Hawaii Administrative Rules, Title 11, Department of Health; Chapter 157, Examination and Immunization.

REQUIRED IMMUNIZATIONS:

Twos & 3-6 Preschool

DTaP, DTP = 4 doses

Polio = 3 doses

MMR = 1 dose

Hep B = 3 doses

Hib = 1 dose

Varicella = 1 dose

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

Kindergarten through Grade 6

DTaP, DTP = 5 doses

Polio = 4 doses

MMR = 2 doses

Hep B = 3 doses

Varicella = 1-2 doses

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

IV. ADDITIONAL HEALTH INFORMATION

- Medical exemptions must be obtained from your child’s doctor.
- Religious exemption forms may be obtained from and completed at Kawaiiaha’o Church School.
- Hawaii State Law requires all students to meet the above school health requirements.
- Tuberculosis clearance is required prior to the student’s first day of school.

IMPORTANT SUMMER ENROLLMENT INFORMATION:

Students who were enrolled in previous KCS summer programs must complete any outstanding health requirements prior to enrolling at KCS for any subsequent summer programs.

Student Placement

The Admissions and Director(s) review applications of all new and returning students. When a child is placed in one of our programs and classrooms, the following is considered: boy/girl ratio, ability level, prior Montessori experience, age, classroom size, and special needs. A well-balanced classroom is critical for the success of both new and returning students.

Siblings

It is up to the discretion of the Director(s) and the classroom teacher as to whether it is appropriate for siblings to be placed in the same classroom.

Tuition and Fees

Parents are required to make payment arrangements for tuition through our online payment system, TADS. Details on accessing this system is found in our school's admissions office or school website.

Student Withdrawals

In the event a student withdraws from KCS, the parent and/or guardian must provide written notice at least 30 days prior to the effective withdrawal date. With this written notice, KCS will return the last month's deposit if the last month's tuition balance is paid in full. If 30 day written notice is not made, the last month's deposit will be forfeited. In the event of an early withdrawal, tuition will not be pro-rated. No tuition is refunded for temporary withdrawals (illness, vacations, or other reasons)

Attendance Policy and Procedures

Beginning the school day on time allows your child to participate in valuable social interaction and learning experiences, which they would otherwise miss. Regular attendance is critical to the learning process and academic success of children.

Children benefit greatly with a set daily routine and a predictable schedule. Arriving at school every day on time helps children to know what to expect from the teacher and the classroom. Morning circle time is a crucial part of the school day. During morning circle, children greet each other and the teacher introduces new activities. The teacher and the children discuss what will happen in class that day, as well as what has happened in the past.

Late arrivals can be disruptive and inconsiderate to the rest of the class, and regular attendance is imperative to a child's education. If unforeseen circumstances cause you to be late, and circle time is already in progress, please allow your child to enter the room quietly so the class is not disturbed.

Piko is where we gather as an entire school in our courtyard and starts at 8:00 a.m. During this time the entire school pledges to our American and Hawaiian flag/Hawai'i Pono'i, pledge to ke Akua, school and other 'Oli, various mele/songs, mission statement, birthday blessings, important information, and daily announcements.

2-3 year old classes:

All children are required to be in school by 8:00 a.m. for Piko. We highly recommend that the children participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 9:00 a.m., please notify the office and teacher in advanced in writing. Prior arrangements are to be made with the school office for all absences or appointments.

Primary 3-6 year old classes:

All children are required to be in school by 8:00 a.m. for Piko. We highly recommend that the children

participate in our daily Piko/assembly meeting with the entire school. If you plan to arrive after 9:00 a.m., please notify the office and teacher in advanced in writing. Prior arrangements are to be made with the school office for all absences or appointments.

Elementary K-6th grade:

All children are required to be in school by **7:45 a.m.** **Children will be considered tardy after 7:45 a.m.** and will need to check in with the school office for a tardy slip. Prior arrangements are to be made with the school office for all absences or appointments. If prior arrangements have not been made, a child arriving after 9:00 a.m. will be considered absent for the day and alternate arrangements for care will need to be made. Dismissal time is 2:30 p.m.

Auto-Line:

Auto-Line is from 7:30-8:00 a.m., and located on Mission Lane loading zone fronting the school’s black iron gate. You may use the Auto-Line if you are dropping your child off and remaining in your car. Using the Auto-Line will allow you to drop off your child curbside without having to sign-up for BSC. Please allow the teachers to assist your child when exiting the vehicle. The Auto-Line teacher will sign-in your child.

School Hours and Attendance

2-3 year old Program 7:45 – 2:30 Before School Care 7:00 – 7:45 After School Care 2:30 – 5:00

Primary Program 7:45 – 2:30 Before School Care 7:00 – 7:45 After School Care 2:30 – 5:00

Elementary Program 7:45 – 2:30 NO BEFORE SCHOOL CARE After School Care 2:30 – 5:00

Late Pick up Program 5:00 – 5:30

******The Elementary Program school day commences at 7:45 a.m. Elementary children arriving after 7:45 a.m. will be considered late and must report to the office before going to class.***

Release of Children

Children are expected to be picked up at their scheduled time by authorized persons. Children will only be released to someone other than parents who are listed on the emergency form. Exceptions must be made in writing in advance. It is understandable that unplanned situations arise and last minute arrangements may need to be made regarding the pick-up of children. In these cases, please call the office and provide a detailed description of the person who will be picking up your child. Parents/guardians are responsible for notifying the office in writing of any special custody arrangements. Parents/guardians will be asked to provide evidence of any legal action, which curtails the non-custodial parent’s rights.

Before and After School Care

Before School Care is available between the hours of 7:00 – 7:45 a.m. and After School Care between 2:30 – 5:00 p.m. for toddler, primary, and elementary children (ASC only). Before and after school care can be arranged through the admissions office for an additional charge. Any changes made to your student account requires a “ Change of Status” form turned in to the admissions office and will then be updated in TADS.

Before care activities for primary and elementary children would include events on the playground or gym or quiet activities in the classroom on days with inclement weather. After school care activities would include events on the playground or gym, arts and crafts activities, food preparation, or quiet activities in the classroom on days with inclement weather. Snack is also served daily. We will make provisions for the individual needs of children as best as we are able to provide.

Pick up after 2:30 or (5:00 if in ASC) is considered late. There is no grace period. A \$1 per minute charge will be assessed. It is especially important for teachers to have access to work and cell phone numbers, in order that the parents may be reached in an emergency. Please make sure the emergency form in your child’s file is kept current.

In the event that a child is not picked up by 5:30 p.m. and the After Care provider has not been notified by the parent of an emergency situation, individuals on the Emergency Form will be contacted to pick up the child. If they cannot be reached, Child Protective Services may be called to pick-up the child.

The school will observe, and be closed, on legal holidays. There will be no childcare provided on these holidays. Please consult your school calendar and note the days the school will be closed.

Extracurricular Programs

Kawaiaha‘o Church School provides extracurricular programs, such as Keiki Cartwheels, Ukulele Class, and Amazing Athletes, taught by outside professionals who have passed a screening for instructing children. The instructors will send out flyers regarding class times, costs, and sign-up processes. The instructors manage communication and class sign-ups directly with the parents and do not involve the Kawaiaha‘o Church School Administrative staff. If you have questions regarding an extracurricular programs, please contact the instructor directly. If a child is not picked up when the extracurricular program ends, the child will be taken to After School Care.

Student Testing and Reports

Standardized Testing

Elementary students (3rd-6th grade) will be administered a national achievement test each spring. These tests are given to provide students with the experience of taking such tests; provide some predictive information; provide a formalized achievement benchmark to the parent and teacher; and evaluate composite scores that may indicate more emphasis in a given curriculum area for the teaching staff.

Student Reports

2-3 year old and primary level, parent conferences are scheduled after the first 6 weeks for new enrolled

students, mid-November, then again in the spring. Personal development, academics, issues and concerns are discussed at each conference.

Primary student reports are intended to reflect the teacher's assessment of the child's achievements. Students do not receive grades, but the student report will indicate mastery level for given concepts/curriculum area.

At the elementary level, parent conferences are scheduled for late fall and again in spring, at which time student reports are distributed.

Parents who have a concern regarding his/her child are encouraged to schedule a conference with the child's teacher. Your child's education is a partnership between the parents and the school and fluid communication will strengthen this partnership. You may request a conference at any time.

Discipline Policy

The Montessori philosophy stresses self-discipline of the child. In an atmosphere of freedom within limits, the focus is placed on a sense of responsibility, respect for persons and materials, consideration of others and cooperation. Montessori discipline emphasizes non-punitive, positive methods that avoid personal humiliation. Discipline is in the form of logical consequences and will be appropriate to the child's developmental stage and level of understanding. This Discipline Policy includes the Before and After School Care Programs.

Misbehavior

Although the functioning of the classroom promotes the acceptance of a wide variety of individual needs, at times a child's behavior may become disruptive to individuals, groups, or to the work cycle of the class. Recurrences of this behavior can have a substantial impact, not only on a child engaging in the behavior, and/or children involved, but also on the class as a whole. When a teacher deems behavior to be negative and damaging to other children, the class environment, or a child, steps will be taken to protect the overall functioning of the class. Depending on the nature of the problem and a child's history, the school will determine what will be in the best interest of the classroom community and Kawaiiaha'o Church School.

On occasion outside professional help may be required. The professional may be asked to participate in the creation and monitoring of a behavioral plan. Kawaiiaha'o Church School does not recommend specific professionals but has a list of people or organizations that may be used as a resource. It is the responsibility of parents to choose the professional, keeping in mind that it is important that the child, family and school are all able to work with whoever is selected. Tuition does not cover this situation.

Listed below are examples of misbehavior:

- Assault – Assault or harassment, whether physical, sexual, or verbal, will not be tolerated. Any form of assault will be responded to with the possibility of suspension or expulsion.
- Uncontrollable behavior – Including, but not limited to, screaming, escaping from the classroom, or running away from the teacher in a manner which could be dangerous to the child's safety.

- Bullying – Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more children in the school, on school grounds, or at school activities or events. Bullying will not be tolerated at Kawaiiaha‘o Church School, and depending on the severity of the action, a behavioral plan may be developed or expulsion may occur.
- Disrespect – Disrespectful behavior is not tolerated at Kawaiiaha‘o Church School. Rude, negative, or hurtful comments, damaging or destructive actions, or a disregard for personal or school property is unacceptable. Depending on the severity of the action, a behavioral plan may be developed or expulsion may occur.
- Biting – Biting is a natural stage of development for young children. It is usually a temporary condition that is most common between children 13 and 24 months of age. It is not a sign that the child, the parents, or the school has failed. However, it is an indicator that the child, the parents, and the school must work together to provide the child with alternative coping techniques. Incidents of biting can be stressful and frightening for the child, the parents and teachers involved. KCS’s goal is to help each child develop self-discipline by redirecting the child and using natural and logical consequences.

There are clearly defined steps one can take to help a child learn how to stop biting. KCS staff will work with the family to learn tools and new habits to alter the coping behavior. While KCS strives to keep all children safe and secure, biting does happen. Our response to biting will be to care for and help the child that is bitten and to help the biter to stop the behavior, as well as to examine the setting around the biting incident.

Teacher/parent communication is critical when dealing with biting behavior. KCS requires that if a child bites another child, a call will be made to parents of both children announcing the incident. KCS staff will report all bites to Administration.

KCS reserves the right to recommend dismissal of any child when the school believes it necessary for the protection of others in the classroom community and if his/her placement is not in the best interest of that child, another child, or the school environment.

Health and Safety Policies

Illness or Accident

Please inform the office if your child will be absent due to illness. Children should be kept home if they are exhibiting one or more of these symptoms:

- **99-100 degree temperature**
- **sore throat**
- **runny nose/eyes (due to congestion or allergies)**
- **coughing**
- **intestinal upset**
- **diarrhea and/or vomiting**
- **unable to contain the spread of germs**

A child who has vomited, had a fever, or diarrhea, must wait 24 hours after these symptoms subside

before returning to school.

All communicable diseases must be reported to the office immediately and a doctor's written release may be required before re-admission. Communicable diseases include but are not limited to:

- chicken pox
- measles
- mumps
- streptococcal infections
- scabies
- conjunctivitis (pink eye)
- impetigo
- head lice
- ringworm
- pinworms

All parents will be notified of the existence of a communicable disease at school. If a child is deemed too ill to be in school, and/or exhibiting symptoms such as a runny nose with colored discharge or fever, parents will be called to take the child home.

Medication

A medication permission form (available from the school website) completed and signed by the parents must be submitted to the school office prior to a teacher dispensing any medication. The form must include the following information: type of medication to be given, method of administration, dosage, time(s) to be given, starting/ending dates.

The medication must be in its original container with the prescription label affixed with the child's name. This is true for over the counter medications (including sunscreen) as well as prescription medications (including inhalers and epi-pens). All medications must be given to the child's head teacher and may not be stored in lunch boxes. All medication needing refrigeration must be stored in a sealed plastic bag clearly labeled with the child's name.

Peanut Allergies

If your child has peanut allergies and has been prescribed an epinephrine injection (epi-pen) please send at least 2 (two) for the Before and After School Care Program if applicable, and for the classroom. Each epi-pen should be sealed in a plastic bag labeled with your child's name and the prescription label with the expiration date.

Staff trained in CPR and first Aid are also trained in administering epi-pens. KCS snacks are peanut-free. If a child's epi-pen prescription expires, parents will be notified to bring current epi-pens to school. As it is vitally important to be prepared in case of accidental ingestion of peanuts, KCS will not admit a child who has peanut allergies unless the school has a current prescription epi-pen for that child.

Diapering

All diapering for children in our toddler program will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process. The diapering procedure will be posted above the area diapering is to take place.

Sanitation Practices

Hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others.

Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Classroom materials and shelves are sanitized at least once a week or as needed.

School Accidents

An Accident Report will be provided to parents in case of minor accidents at school. In case of any kind of head injury from the neck up, parents will be immediately contacted by telephone. School accidents are prevented by teacher/child ratio, daily discussion of classroom safety rules, and constant supervision. In rare situations where immediate medical attention is required, the school will phone 911 and contact the parents. If it is necessary to transport a child to a hospital, one of the child's teachers will accompany and stay with him/her until the parents arrive.

Sun Protection

Given our climate, it is important for parents to apply sunscreen to children prior to arriving at school in the morning. Please provide your child with a hat to wear outdoors. Teachers are not allowed to apply sunscreen to children.

Child Abuse

Kawaiaha'o Church School complies with the Child Protection Act of 1987 and the mandatory reporting requirements under that Act. Any employee of Kawaiaha'o Church School who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made to Hawai'i Child Protective Services. If the employee is uncertain as to whether reasonable cause to suspect child abuse or neglect exists, the employee should report according to the law and this policy and allow the Hawai'i CPS to determine whether an investigation is warranted.

Emergencies

An updated Emergency Contact form must be submitted to the office with changes in your emergency information **especially changes in phone numbers**. It is essential that names and phone numbers of persons outside the immediate family be provided. If there is a serious accident or illness, and if no hospital preference is stated on your emergency card, your child will be taken to Queen's Medical Center.

Disaster Preparedness/Emergency Evacuation Plan

Emergency/Disaster

- KCS reassures all families that children will be cared for during any emergency or disaster during school hours. The following are a few suggestions for parents:
 - ✓ If the media has announced that schools in the area are closing, we in all likelihood will be closing as well.
 - ✓ Please do not call the school so that we may keep the telephone lines open and available for immediate and urgent needs.
 - ✓ Establish individual and family plans for all emergency disasters. These plans should include location of shelters, how you will get there should evacuation become necessary, separation of family members, supplies needed, etc.
 - ✓ In the event that inclement weather, natural disaster, lockdown or any other serious situation occurs during school hours or is a factor as to whether the school will be open on any given day, families will be notified through ***One Call Now***.

Fire Drills

Fire drills are held monthly. Children will walk to a meeting place away from the school structure. In the event our facility is damaged by fire, we will care for the children on Church grounds until parents arrive.

Tsunami Warning

KCS does not fall in a Tsunami inundation zone, however, in the event of a Tsunami Warning/Watch school will be closed, if the warning is made during school hours, administration and teachers will remain with the children until parents have arrived. It is recommended you remain in a safe area until the “all clear” signal is given. You will be notified through ***One Call Now***.

Hurricane/Tropical Storm

Hurricane or Tropical Storm Watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. WARNINGS are issued when it could affect O’ahu within 24 hours. When a WATCH is issued, we will monitor the storm and make a decision to close the school before a WARNING is issued. You will be notified through ***One Call Now***.

Flood

KCS does not fall in a flood inundation zone. However, if water begins to rise around our facilities, or we are advised to evacuate, we will move the children to the 2nd floor or if necessary, to an evacuation facility designated by the Oahu Civil Defense. You will be notified through ***One Call Now***.

Earthquake

Should an earthquake occur, we will care for the children until parents can safely arrive. You will be notified through ***One Call Now***.

Soft Lockdown

A Soft Lockdown occurs when there is a suspicious person on campus that seems to be non-threatening. Doors will be locked only.

Lockdown

A Lockdown will commence when there is eminent danger on campus or in the community. You will be notified through *One Call Now, DO NOT COME TO SCHOOL TO PICK UP YOUR KEIKI WHEN WE ARE IN LOCKDOWN STATUS*. You will be notified of an “all clear” notification through *One Call Now*.

Missile

In the event of a Missile warning during school hours, we will seek immediate shelter in the school office and Gym youth room. School will be closed until further notice if it occurs during off school hours.

Parent & Staff Relations

Parent Communication

Kawaiaha‘o Church School welcomes thoughtful, responsible comments from parents. It is essential that faculty, staff and parents communicate openly, respectfully and with a high degree of trust. The following list is provided to help facilitate appropriate communication between parents and school.

1. If your concern is regarding your child, a birthday celebration, work or curriculum in the classroom, please contact your child’s teacher.
2. If you have a concern regarding registration, school records, financial matters, general information, please contact Admissions.
3. If your concern has to do with special events, fundraising and after school programs, please contact the Special Events Coordinator.
4. If your concern is regarding school policies, or safety considerations, please contact the Director.

Parent and Kawaiaha‘o Church School Partnership

Open, honest, and respectful communication between parents, faculty and staff are essential to a strong partnership to benefit our children.

Working together, parents and KCS faculty, staff and administration, have a strong influence on the emotional, social, academic, and spiritual development of our children. By modeling adult working relationships based upon respect and openness, we also help children to grow and mature in their relationships with others. Trust and mutual respect are the two most important factors in the Parent and KCS partnership.

Parent involvement and support is critical to the success of KCS. Staying informed about important school events, reading written communication, volunteering, attending pertinent meetings and communicating concerns openly and constructively to faculty and staff closest to an issue, all help to build a foundation for a successful partnership. KCS is committed to open and timely communication regarding pertinent information. In addition, thoughtful questions and suggestions directed to either the school or the Kaleihiwa Parent Organization are always welcomed.

General Information

First Days Of School

In order to make your child's transition to school positive, we suggest the following:

1. Take the opportunity to let your child see the school in advance.
2. Be positive as you talk to your child about his new school.
3. Outline the arrival procedure with your child in advance.
4. In the morning, say a short good bye.
5. Consistent attendance is important for the child.

School Attire

Children are required to wear school uniform t-shirts daily and dressed in clothing appropriate for outdoor play and physical education. A child should wear clothes and shoes he can manage himself. Overalls, jumpsuits, dress shoes or boots may cause difficulty for the younger child, and are discouraged. Please have your child wear shoes with Velcro that he can put on himself. Clothing promoting aggressive commercial characters or displaying offensive language is prohibited. Jewelry, watches and other personal belongings are strongly discouraged for primary and elementary children, since they are often distracting, and may be removed at the discretion of the Teachers.

On the first day, 2-3 year olds and primary children must bring an extra full set of clothing in a labeled plastic bag. Each garment should be labeled with the child's name. Please help your child recognize and be able to identify his own clothing and lunch bag. Your encouragement will help the child learn to take responsibility for personal property. All forgotten personal belongings are placed in a bin inside the school office. All unclaimed items are donated to the Kaka'ako Shelter prior to the December holiday break and again at the end of the school year.

Snacks

A nutritious snack is provided in the morning for all 2-3 year old, primary, and elementary students. A nutritious snack is also provided for all students participating in the after school program.

Lunch

Lunch is an important learning and social experience for the child. Typically, children do not drink enough water to prevent dehydration. We know through research that the brain functions rely heavily on an ample water supply. The school provides bottled water from a cooler in each classroom. KCS will serve the children water at lunch. Milk will be served with morning snack.

If your child is bringing lunch from home, please send a balanced lunch containing an item from each basic food group. Uneaten portions will remain in the lunch bag. The uneaten food is sent home so that you may adjust portions accordingly.

Snacks of obvious high sugar/fat content and low nutritional value will be returned home. Be sure the foods you send can be opened independently and eaten easily.

If you purchase lunch through Keiki Lunchbox and find it is not enough food, please supplement your child's lunch with other nutritional food.

Refrigeration or heating of food is not provided. You may wish to include a cold pack in your child's lunch. A soft sided or cloth lunch bag is preferred. Due to limited storage space, please send the standard size with the approximate dimension 10 x 8 x 3 1/2. Oversized boxes create a storage problem. Your child's name must be prominently and permanently marked on the outside.

We recommend that your child participate in the preparation of his lunch. Parents are encouraged to come and eat lunch with their children in their classroom. Please contact your child's teacher to schedule a time. Please limit visits to one family member at a time. Eating lunch with your child is a special opportunity for you to learn more about your child's classroom and their environment. Please respect this time with your child by turning off cell phones. Parents who are using cell phones while at lunch with their child may be asked to leave the classroom.

Napping

All toddler and primary children are offered an afternoon nap or rest period. Exceptions to napping will be considered at the request of the parent and at the discretion of the classroom teacher. Mats are not provided for children. A crib sheet to cover the mat is required. They may bring in a small lightweight blanket (with their name marked on it) and a very small stuffed animal.

Messages

All messages regarding your child should be in written form. Written notes enable our Teachers and office staff to efficiently organize and disseminate the considerable amount of communication received daily. It is important that any communication be in writing regarding observations, concerns, schedule changes, instructions, etc.

Teachers are not available to speak on the phone during class time. Should you wish to leave a message for a Teacher please call the School at 585-0622. Teachers will be available to return calls during their break. In the event of an emergency, please speak with our office staff.

Family Mailboxes

Each family has been assigned a message box in which notes from the Office, Teachers and Parent Group may be placed. These message boxes are located at the entrance to each classroom. Parents are responsible to check their mailboxes daily. Mailboxes are for school communication only. Mailboxes are strictly forbidden for personal use such as for party invitations, or for commercial use.

Also, please read the bulletin board posted at your child's classroom. Posted notices are of a timely nature which include notification of contagious illnesses, reminders of field trips or meetings, etc.

Field Trips

Occasional field trips are scheduled throughout the year for Preschool and Elementary. Transportation for most of these trips are arranged through licensed bus companies or the children will walk to their destination. On occasion, we will ask for volunteer drivers for the elementary program only. Volunteer drivers must have adequate auto liability insurance. The volunteer is liable in the event of accident, injury or death resulting from use of his/her vehicle. Specific guidelines will be provided to drivers prior to the field trip.

4/6 passenger buggies are used in the 2-3 year old classrooms for all weekly excursions. When they leave the school campus on the buggies, the child/teacher ratio and group size meets State DHS Licensing requirements.

At the start of each school year, families are required to complete an emergency form which includes a section for a parental permission form for field trips and related activities outside the school during regular school hours. The Before School Care and After School Care Programs do not go on field trips.

All field trips will be posted on your classroom bulletin boards well in advance. Children should wear their KCS t-shirt, which may be purchased online with Kula Threads.

Lost and Found

Unclaimed clothing items are kept in a bin inside the school office. All unclaimed contents of this bin are donated to the Kaka'ako Shelter prior to the December holiday break and again at the end of the school year.

School Observation and Tours

Prospective parents are encouraged to observe classrooms and tour the school. Tours and observations take place every Thursday from 9:00 a.m. Appointments are necessary and can be made by calling the school's main line.

General Etiquette for Observation

- School tours are given on Thursdays at 9:00 a.m.
- Observers must use hushed tones and limited communication within the classroom. Children are friendly and may approach the observer. If this happens, we would expect the observer to be warm and responsive. However, the observer should not interrupt the children at work or engage them in conversation unless approached.
- Picture taking is prohibited in the classroom without prior consent from the Director.

New Family Orientation

Families new to KCS are required to attend an orientation before the start of the new school year. General school policies are reviewed and discussed. New families will have the opportunity to meet their child's teachers.

Kaleihiwa Parent Organization

As approved by the Kaleihiwa Parent Organization on October 28, 2010:

The purpose of the Kaleihiwa Parent Organization is to provide necessary support for Kawaiaha‘o Church School. Kaleihiwa Parent Organization exists to serve Kawaiaha‘o Church School.

Membership: All parents of KCS students are automatically members of the Kaleihiwa Parent Organization. Active members will be supportive of the school’s faculty, staff, administration and mission and be committed to the enrichment of our keiki’s spiritual growth, cultural experience, and education.

Officers:

School Liaison – The connection from the parent group to the school administration and KCS Council.

Spokesperson – Responsible for taking notes and communicating the group’s activities to the general parent membership.

Bookkeeper – Responsible for transactions between the parent group and the Kawaiaha‘o Church Business Office.

Meetings: Meetings will be held once monthly. All are encouraged to attend. KPO Officers will publicize the meetings via classroom posters and email blasts to classroom lists.

The KPO may choose to support the school in the following ways: 1. Sponsor school-wide social activities which promote parent/student interest and school support while fostering Kawaiaha‘o Church School’s spiritual, Montessori and Hawaiian values. 2. Sponsor enrichment opportunities for parents and families. These can be presented in the form of visiting speakers, book or journal clubs, support groups, and the like. 3. Raise funds to support school activities, physical improvements, and materials pertaining to curricular use. If fundraising happens to exceed the goals that have been set, then those excess funds will be spent as determined by KPO.

Parent Participation Policy

The KCS Parent Participation Policy provides parents and extended family members the opportunity to get involved with and support KCS.

Each family is required to provide 10 loving hours of service to the school per school year. Single parent families are required to provide ½ that amount.

Please check with your child’s teacher and the school’s Events Coordinator for a list of parent participation opportunities.

Summer Program

A summer program for Primary students is offered during the summer. Regular faculty as well as part time summer hires conduct the program. Details for the coming summer will be made available in the spring. A separate enrollment process is required for this program.

Fundraising campaigns

Kawaiaha‘o Church School faculty, staff and families participate in fundraisers throughout the year. Fundraisers are approved by the School Administration to ensure children and staff shall not be exploited in activities which would be detrimental to the children or the program.

Maximum Number of Children Permitted by License

GCC 2 -7 years-127 children

Elementary 1st to 6th grade – 49 children

Elementary After School Care (over 5 years of age to 12) – 49 children

Consent to Publication

Kawaiaha‘o Church School's website, social media, pamphlets, and advertising are tools to communicate with school families, teachers, prospective students, and the larger community. Photos are often used to show student and family involvement in various programs and activities. In addition, there may be times that we invite the local news to our school to cover an event and your child's picture may be taken. We respect your right to privacy and upon enrollment, you will be given the choice to consent to publication, which is included in our general release form.

Liability Insurance Coverage

KCS is covered for general liability insurance under Kawaiaha‘o Church Corporation through the United Church of Christ Insurance Board.

Discrimination Disclosure and ADA Compliance

Kawaiaha‘o Church School admits all children regardless of race, color, national origin, gender, religion, disability, political beliefs, sexual orientation and marital or family status. In compliance with the Federal ADA law, the School accepts children with disabilities as long as the child’s needs are adequately met.

Smoking & Alcohol

Kawaiaha‘o Church School prohibits the use of alcohol and smoking on School premises and on Church grounds.

Changes in Policy

The State Licensing Division of the Department of Human Services as well as the parents and guardians of enrolled children at Kawaiaha‘o Church School will be notified in writing of any changes in services no later than thirty days before the date of change.

Confidentiality

Disclosure of information: Information pertaining to an individual child or his/her family will not be disclosed to persons other than the parents or school staff directly involved with the child unless the parent’s written permission has been granted or an emergency arises. In circumstances that involve the

reputation of the school, staff or children, the Director will use his/her discretion in releasing information.

Celebrations and Holidays

At KCS, holidays are celebrated from a cultural perspective reflecting the diversity of the school and island community. Our focus is the enhancement of our culture-based curriculum. We highlight ceremonies, foods, traditional clothing, arts and crafts, and underlying lessons of cultural values.

Children are encouraged to share items from home that reflect the particular holiday. A parent's choice to absent their child from any celebration will be accommodated by the Teachers and office. This must be submitted in writing for inclusion in the child's file and for Teacher notification. If the child is not kept at home, he/she will be made comfortable in the office.

Birthdays

A child's birthday is unique and special, and we enjoy sharing this important occasion. At the beginning of the child's birthday month, a biography form will be sent home. This form should be completed and returned to your child's teacher prior to the birthday celebration. The primary as well as elementary children participate in a traditional Montessori birthday celebration called a "Sun Ceremony." A birthday candle is lit to represent the sun, the child holds the globe and walks around the sun symbolizing a year in their life, while the teacher reads the biography representing that year.

We welcome you to bring a special snack for the birthday celebration. Portions should be small for the children. Some suggestions are fresh cut fruit, small muffins, trail mix, jello or a frozen treat. If invitations are being sent out to a home birthday party, the parent must use the U.S. Mail. The child may not pass out invitations in class or in the mailboxes. Balloons, characters, clowns, and outside vendors are **not permitted** at school.

Monthly Chapel

On the first Wednesdays of each month, our students along with Teachers and staff, attend chapel at Kawaiaha'o Church at 8:00 a.m. Each classroom participates with reciting bible memory verses, sharing praise and worship music.

Coffee Hour

Once a quarter, parents are invited to sit and "talk story" with faculty and administration. For an hour, beginning at 8:00 a.m. in the CE room, fresh coffee and assorted refreshments are provided to enjoy.

Hawaiian Snow Day

Just before the Christmas holiday break, our students are treated by the KPO to a snow day on campus. Several tons of snow is trucked to school. All our children are encouraged to dress in their festive snow gear to enjoy the Hawaiian snow.