



Ke Kula Kamali'i Pu'uwai La'a

"The School of Young Children for Their Sacred Hearts"

Early Learning Center (ELC)

Parent Guidelines

2022 - 2023



Excellence in Education - Foundations for Life

Sacred Hearts School
239 Dickenson Street
Lahaina, HI 96761

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*subject to change

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Ke Kula Kamali'i Pu'uwai La'a

"The School of Young Children for Their Sacred Hearts"

History

In the Fall of 2001, Reverend Joseph Bukoski III, ss.cc., along with then Sacred Hearts School principal, Bernadette Wojdyla, opened Ke Kula Kamali'i Pu'uwai La'a. The State of Hawaii Department of Human Services issued a certificate of approval to operate a GCC preschool program on August 7, 2001. The 2021-22 school year marks 20 years. Ke Kula Kamali'i Pu'uwai La'a opened with 24 students, in one classroom. Since then, Ke Kula Kamali'i Pu'uwai La'a has expanded to two classrooms - three year olds, and four to five year olds. It is currently licensed for "48 students, ages three to under seven years of age." There are plans to expand further.

Enrollment in 2001 was full before the first Parent Orientation night when parents and students visited the facility for the first time. During its first year, the center served 24 children, ages three and four, with a staff of 3 adults. Currently, the center serves up to 16 three year old students with two teachers and one aide, And up to 12 four & five year old students with one teacher.

Our Philosophy

Sacred Hearts School is a small Catholic school providing a faith-based education to students in preschool through eighth grade. We are devoted to the intrinsic and intellectual age appropriate development of our students. Through our teaching, students develop a respect for themselves, others and the world in which they live. We are devoted to the education of young minds and the building of caring individuals. We strive to educate our students by recognizing the dignity of the whole child, spiritual, intellectual, social, emotional, aesthetic and physical. We believe that faith gives today's students the fortitude to rise above tomorrow's challenges.

You, as parents, are your child's first teachers. The Ke Kula Kamali'i Pu'uwai La'a staff are their second teachers, with backgrounds in Early Childhood Development. We are committed to "teaching as Jesus did" in our calling as educators. We believe that each child is born with a gift. As teachers, it is our role to help uncover that gift and inspire our children to flourish and reach their full potential. We believe that children learn best when they are having fun and that keiki need room to express themselves creatively in order to thrive. We support our children in strengthening their faith. We teach our students to reach for the stars. We cultivate a learning environment where students can pursue and develop their gifts and their passions and emerge as confident, vibrant, happy children. At Sacred Hearts School, children gain not only the knowledge they need academically but also the knowledge of who they are as individuals. We instill our passions for learning and living onto our students.

Ke Kula Kamali'i Pu'uwai La'a

"The School of Young Children for Their Sacred Hearts"

Mission Statement

The Mission of our Sacred Hearts School community is to provide excellence in education and to nurture a life of prayer, faith, and service in the Catholic tradition.

Vision Statement

A place where children walk with God on their journey of learning about themselves and their world.

Goals

The goals of Ke Kula Kamali'i Pu'uwai La'a are:

- To establish and maintain a safe and healthy learning environment
- To increase physical and intellectual competence
- To support social and emotional development
- To provide positive guidance to students and families
- To establish positive and secure relationships with families
- To ensure responsiveness to students' needs through a well run and purposeful program ●
- To maintain professionalism

Long Term Goals

- WASC accreditation (*achieved*)
- Staff Education (*ongoing*)
- Parent/Student fun nights
- Playground improvements (*ongoing*)
- Fundraising for ELC Art Room and facility improvements (*ongoing*)

Instructional emphasis is placed upon developing a positive self-esteem and recognizing each child as God's creation with individual gifts. To achieve the greatest possible spiritual development, the environment of the child provides an unfolding, integrated approach to discovering God's love. Through these experiences, the child may understand the beliefs of the Catholic Church more fully, develop a personal prayer life, and participate in the word of God.

*subject to change

General Information

Location: 239 Dickenson Street Lahaina, HI 96761

ELC Hours: Monday through Friday 7:50am - 3:30pm

ELC Telephone: (808) 662 - 8689

Sacred Hearts School Office Telephone: (808) 661 - 4720

Sacred Hearts School Office Fax: (808) 667 - 5363

School Year: August to May

Arrival and Dismissal

Students are to be dropped off and picked up at the designated area **ONLY** - the parking lot directly across from Maria Lanakila Church on Waine'e Street. Park your car in a stall and walk your child to the Early Learning Center. For safety reasons, students are **NOT** to be dropped off or picked up at either driveway on Dickenson Street at any time. There are volunteer crossing guards to assist parents and children during drop off and pick up in front of the church. Students are **NEVER** to cross Honoapi'ilani Highway at the Dickenson Street intersection.

Each child is to be signed in and out only by the person(s) listed on the Pick-Up Authorization Form. Please inform the teachers of any changes on the authorization form by telephone, written note, or verbal communication. Additional and unfamiliar authorized adults must provide photo identification in order for us to release the child to them.

Students may be dropped off as early as 7:30am - 7:45am for *Junior Kindergarten* and 7:45am for *preschoolers*, but must be in school no later than 8:00am. This early arrival will help in the transition when your child graduates to Kindergarten. More importantly, the morning activities are a major focus in our daily routine. If your child's class is reciting the daily pledge or prayer when you arrive, please wait until they are finished before entering the classroom. Additionally, if your child will be absent (due to illness or appointments), you must notify their teacher via Class Dojo by or before 7:45am.

All children must be picked up by 3:30pm. There is a late fee of \$5.00 per minute after 3:30pm. If you know you are going to be late, please make arrangements to have your child picked up on time by an authorized person. If someone is picking up your child who is NOT on the list, you **MUST** call their teacher and that person who is picking up, **MUST** bring a photo ID before we will release your child into their care.

Occasionally, we have an early release scheduled on the school calendar. It is the parent's responsibility to be aware of calendar events and changes in release times. Late fee still applies.

Application, Admission, and Registration

Non-Discriminatory Statement

Ke Kula Kamali'i Pu'uwai La'a Early Learning Center is a non-discriminatory educational institution regarding sex, race, creed, ethnic origin and special needs. In compliance with state law and the American with Disabilities Act (ADA), it is this center's policy to not discriminate against persons on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the (center's) programs and services.

Our ELC staff are trained in Early Childhood Education and are not qualified to service children with learning disabilities. Children who present learning disabilities as diagnosed by the Public School Screening will be considered on an individual basis. We can aid in seeking special education services.

Admission

Per Hawaii Educational Laws, all children entering any school in the State of Hawaii for the first time are required to meet certain health requirements (HRS 302A):

- Birth Certificate and Baptismal Certificate (if Catholic).
- TB Clearance is mandatory; a TB skin test must be administered and the results must be given to the school administrator prior to any student attending ANY school in the State of Hawaii.
- TB Clearance is also mandatory for ELC parents and any volunteers that will be spending time with the ELC students during school hours. A TB skin test must be administered or a TB clearance must be completed by a doctor and the results must be given to the school administrator.
- A Complete Health Examination Record (Form 14) and Early Childhood Pre-K Health Record Supplement (DHS 908) to show proof that all physical and required immunizations have been completed **OR** a signed statement from a physician or medical clinic to show proof that the child is receiving this care. In the case of a signed statement, the law allows 90 days (3 months) to complete all medical requirements. After that time, an official notice will be sent home stating that the child is not qualified to attend school. Inform the main school office and the ELC Lead Teacher if your appointment is after May 1st. Waivers may be obtained for religious reasons.
- Children must be 3 years of age and fully potty-trained before attending ELC. Occasional wetting will be tolerated for the first six weeks of school. It is understood that children will be adjusting to the program during this time. Wetting or bowel movements in underwear 7

more than once a week will not be tolerated unless the child is ill. We do not have hot water or a bathing facility. Parents will be notified to pick up their child and take him/her home to be changed before returning to school. The preschool has the right to dismiss any child who is not toilet-trained. This policy will be strictly enforced to ensure a safe and healthy environment for all children and staff. Parents/legal guardians will be given 15 days notice to arrange for childcare elsewhere if the toilet-training policy is not met. For questions concerning ADA requirements and compliance, please refer to www.ada.gov/childqanda.htm

Application and Registration Procedure

A complete Registration Form must be filed. A non-refundable Registration Fee of \$375.00 is due at the time of registration. Should there be a waiting list, priority is given to:

- Returning students
- New applicants with siblings already enrolled in Sacred Hearts School
- Parishioners
- Date of Registration Form completion and submission

Curriculum

Ke Kula Kamali'i Pu'uwai La'a provides a safe, healthy, nurturing, and age-appropriate environment where students are active participants in their education. Children will be encouraged and given opportunities to explore, create, question, think, problem solve, communicate and socialize with their teachers and other students.

Curriculum will include the following areas:

Language Arts: Books, puppets, poems, letter recognition and sounds, writing, drawing, listening, sharing

Mathematics: Comparing, counting, sorting, measuring, patterns, calendar activities, basic addition and subtraction, balancing

Science: Building, growing, observing, recording and weather related activities

Social Studies: Sense of self, family, community, cultures, holidays

Multicultural: Numbers, letters, simple words and multi-cultural celebration songs, traditions, holidays

Art: Colors, shapes, textures, patterns, fine motor skills, hand-eye coordination

Music: Listening, dancing, singing, playing instruments, rhythm

Drama: Dress-up, role-playing, puppetry, performing

Religion: Based on the Catholic principles of equality and social justice, we will read Bible stories, learn about Jesus' teachings of love, celebrate Christmas and Easter, attend church services and participate in community service projects

Gross Motor Skills: Running, jumping, climbing, balancing, riding, kicking, throwing and catching

Fine Motor Skills: Puzzles, blocks, cutting, pasting, lacing, and a variety of manipulatives

Social Skills: Expressing emotions, recognizing and describing own feelings, communication, negotiation skills, developing friendships and respect of self and each other

Preschool (3-4) Daily Schedule

| | |
|-------------------|---|
| 7:45- 8:00am | Check in/Morning routine (Toilet / Hand washing) |
| 8:00 - 8:10am | Morning Prayer / Morning Activity |
| 8:15 - 8:50am | Outdoor play - Big Playground <u>MONDAY Only</u> |
| 8:30 - 9:00am | Religion w/ Sister Monica <u>FRIDAY ONLY</u> |
| 9:15 - 10:00am | Hawaiiana w/ Aunty Char <u>MONDAY ONLY</u> |
| 8:50 - 9:15am | Hand washing, Prayer, Snack |
| 9:15 - 9:30am | Toileting/Hand washing |
| 9:30 - 9:50am | Morning Circle / Music & Movement |
| 9:50 - 10:30am | Group Lesson |
| 10:30 - 11:00am | Learning Centers (indoor exploration) |
| 11:00 - 11:15am | Clean up, Toileting, Prayer |
| 11:15 - 11:45pm | Lunch |
| 11:45 - 12:00pm | Toileting / Hand washing |
| 12:00pm - 12:15pm | Storytime |
| 12:15 - 1:45pm | Nap time |
| 1:30 - 1:45pm | Early Pick up option (Wednesdays 12:30pm) |
| 1:45 - 2:15pm | Wake up, toileting, pack up sheets, quiet reading |
| 2:15 - 3:15pm | Snack and Outdoor Play |
| 3:15 - 3:30pm | Dismissal, ELC CLOSES |
| 3:31pm | Late Fee Applies - \$5/minute |

Ke Kula Kamali'i Pu'uwai La'a
Example Preschool (4-5) Daily Schedule

| | |
|-------------------|--|
| 7:40 - 8:00am | Check in/Morning routine (Toilet / Hand washing) |
| 8:00 - 8:20am | Morning Prayer / Morning Activity |
| 8:20 - 9:00am | Outdoor play |
| 9:00 - 9:20am | Snack |
| 9:20 - 9:30am | Bathroom |
| 9:15 - 10:00am | Hawaiiana w/ Aunty Char <u>WEDNESDAY ONLY</u> |
| 9:30 - 10:15am | Academics |
| 10:15- 10:50am | Learning centers / indoor play |
| 10:50 - 11:00am | Toileting / Hand washing |
| 11:00 - 11:30am | Lunch |
| 11:30 - 12:00pm | Potty / handwashing/ nap mat set up |
| 12:00pm - 12:15pm | Storytime |
| 12:15 - 1:45pm | Nap time |
| 1:30 - 1:45pm | Early Pick up option (Wednesdays 12:30pm) |
| 1:45 - 2:15pm | Wake up, toileting, pack up sheets, quiet reading |
| 2:15 - 3:15pm | Snack and Outdoor Play |
| 3:15 - 3:30pm | Dismissal, ELC CLOSES |
| 3:31pm | Late Fee Applies - \$5/minute |

*subject to change

Ke Kula Kamali'i Pu'uwai La'a
Junior Kindergarten Daily Schedule

| | |
|-----------------|---|
| 7:30 - 7:45am | Receiving |
| 7:50 - 8:00am | Morning Prayer |
| 8:00 - 8:10am | Bathroom and wash hands |
| 8:10 - 8:30am | Outdoor play - <u>Small Playground Mondays only</u> |
| 8:15 - 8:45am | P.E. w/ Ms. Crysta <u>TUESDAY ONLY</u> |
| 8:30 - 9:00am | Wash hands and snack time |
| 9:00 - 9:30am | Circle time |
| 9:00 - 9:30am | Religion FRIDAY ONLY |
| 9:45 - 10:30am | Dance w/ Ms. Yvette <u>WEDNESDAY ONLY</u> |
| 9:15 - 10:00am | Hawaiiana w/ Aunty Char <u>THURSDAY ONLY</u> |
| 9:30 - 11:00am | Group lesson / Center time / Individual time |
| 11:00 - 11:30am | Clean up, bathroom, set up for naptime |
| 11:30 - 12:15pm | Lunch and outdoor play time |
| 12:15 - 1:30pm | Nap time |
| 1:30 - 1:45pm | Early Pick up option (Wednesdays 12:30pm) |
| 1:30 - 2:00pm | Wake up time and bathroom |
| 2:15 - 3:15pm | Afternoon snack and outdoor play |
| 3:15 - 3:30pm | Dismissal |

School Supply List

3-4 Year Old Class

Please bring the following items to ELC Orientation. Label ALL of your child's belongings.

- One extra change of Uniform clothes, including reusable mask, underpants, and socks. ALL CHILDREN MUST WEAR UNDERPANTS.
 - *These can all go into a ziplock bag, labeled with your child's name.*
- One box of **Sheal** 50pcs disposable 4-layer kids face mask protection colors or white (3-5 years) individually wrapped. Available on Amazon.com.
- 1 - **Nap mat 24" x 48"**, available at Target, Amazon or Sears (ONLINE ONLY). Must be able to sanitize the surface if necessary. LABEL with your child's name.
- 1 - **Thin blanket 45"x36"** (swaddles are perfect) to cover your child.
- 1 - Fitted crib sheet for nap mat (Standard crib sheet size is about **52" long by 28" wide and 5" thick**).
 - Please note: blankets and sheets are sent home daily to be washed.
- Wet bag 30cm x 36cm (approx.:11.5 in x 14 in)(**fitted crib sheet and swaddle go inside**).
- Insulated HARDSHELL lunch/bento box.
- Insulated lunch bag that fits lunch box.
- 1 - 12 oz. **Insulated** water bottle. MUST have a **flip top (no twist off covers)** for easier access for your child. LABEL with your child's name.
- 1 - Pair of slippers to be kept in cubby. LABEL with your child's name.
- 2 - Pair of children's scissors. (**Blunt tip**)
- 3 - Reams of copy paper.
- 1 - 1 inch white 3 ring binder, with a sheet protector window on the front cover.
- 1 - **Primary** Journal
- 1- 1inch white 3 ring binder, with sheet protector window on the front cover.
- 2 - (4oz) bottle glue.
- 2 - Pkg.of Washable Crayola markers.
- 2 - Pkg. of **LARGE** Crayola crayons. (NOT JUMBO)
- 2 - Pkg. baby wipes.
- 1 Pkg. (**50 count**) sheet protectors.
- 1 - Three PRONG **PLASTIC** pocket folder
- 2 - Plastic pencil boxes
- 1 - container of Craft gems/jewels/rhinestones (**NOT TINY**) **GIRLS ONLY**
- 1- container of Craft Sequins BOYS ONLY
- 1- GALLON size box of ZIPLOC bags.
- 1 - QUART size box of ZIPLOC bags.

*subject to change

School Supply List

4 -5 Year Old Class

Please bring the following items to ELC Orientation and PLEASE be sure to label your child's belongings.

- One extra change of Uniform clothes, including reusable mask, underpants, and socks. ALL CHILDREN MUST WEAR UNDERPANTS.
 - *These can all go into a ziplock bag, labeled with your child's name.*
- One box of disposable child's size masks - **Sheal** 50pcs disposable 4-layer kids face mask protection colors or white (3-5 years) individually wrapped. (Amazon.com) ● 1 – **Nap Mat (24" x 48")**, available at Target, Amazon or Sears (online only). LABEL with your child's name.
- One (1) **thin blanket 45"x36"** (swaddles are perfect).
- One (1) fitted crib sheet for map mat (Standard crib sheet size is about **52" long by 28" wide and 5" thick**).
 - Please note: blankets and sheets are sent home at the end of each day to be washed.
- Wet bag 30cm x 36cm (approx.:11.5 in x 14 in) (example: Bumkins Waterproof Wet Bag on Amazon)
 - Fitted crib sheet and swaddle go inside.
- Insulated HARDSHELL bento box if bringing a healthy home lunch.
- Insulated lunch bag that fits lunch box.
- 12oz. Insulated water bottle (nothing larger).
- 1 - Pair of slippers to be kept in cubby (1 to 2 sizes bigger for growing feet).
- 3 - Reams of copy paper.
- 1 - 1" white 3-ring binder (Plastic on cover) LABEL name on the inside
- 2 - Plastic pencil boxes
 - 2 - box of 12 colored Crayola pencils
 - 2 - box 8 Large (**NOT JUMBO**) Crayola Crayons
 - 2 - Child scissor (**blunt tip**)
 - 3 - (7.625 fl oz) liquid glue
 - 2 - pink eraser (these items will be kept in Funwork Binder)
- 1- 3 - Pkg. fluffy feathers
- 1- Pkg. (**50 count**) sheet protectors.
- 2 - Pkg. Washable CRAYOLA Markers
- 1 - Pkg. (**400 count**) Pom poms (assorted colors and sizes)
- 2 - Lrg. Boxes Kleenex
- 2 - Containers Clorox Wipes (85 wet wipes per containers)
- 1 Container of craft gems/jewels/rhinestones (NOT TINY)
- 1 Container of craft sequins
- 1 - Box SANDWICH size ZIPLOC bags

School Supply List

Junior Kindergarten

Please bring the following items to orientation and PLEASE be sure to label your child's belongings.

- 1 extra change of Uniform clothes, including reusable mask, underpants, and socks. ALL CHILDREN MUST WEAR UNDERPANTS.
 - These can all go into a Ziplock bag, labeled with your child's name.
- 1 box of disposable child's size masks. **Sheal** 50 pcs disposable 4-layer kids face mask protection. Color or White (3-5 years) individually wrapped. (Amazon.com)
- 1 Nap Mat (24"x48"), available at Target, Amazon, or Sears (online only). LABEL with your child's name.
- 1 thin blanket 45"x36" (swaddles are perfect).
- 1 fitted crib sheet for nap mat (standard crib sheet size is about 52" long by 28" wide and 5" thick).
 - Please note: Blankets and sheets are sent home at the end of each day to be washed.
- Wet bag (approximately 11.5 in by 14 in) (example: Bumkins Waterproof Wet Bag on Amazon)
 - Fitted crib sheet and swaddle will go inside.
- Insulated HARDSHELL lunch box if keiki is bringing a healthy home lunch.
- Insulated lunch bag that fits lunch box.
- 12 oz. Insulated water bottle (nothing bigger).
- 1 pair of rubber slippers to be kept in cubby (1 to 2 sizes bigger for growing feet).
- 3 reams of copy paper
- 1-1" white 3-ring binder (plastic on front cover) LABEL name on the inside
- 1 of each item below will be used for school and the other will be used for Fun Work.
 - 2 box colored Crayola pencils
 - 2 box large (**not jumbo**) Crayola Crayons
 - 2 child scissors (**blunt tip**)
 - 3 (7.625 fl. Oz) liquid glue)
 - 2 pink erasers
- 2 BASIC PLASTIC pencil box (1 for school and 1 for Fun Work)
- 2 pkg Crayola Markers (Classic colors broad tip)
- **If your child is a girl, please bring in the following items...**
 - 1 pkg. Pipe cleaners (variety of colors)
 - 1 container assorted pack of foam pieces self-adhesive (foam pieces could be alphabets, numbers, shapes etc. These are available at Walmart or Amazon)
- **If your child is a boy, please bring in the following items...**
 - 1 container of craft gems/jewels/rhinestones (not tiny)
 - 1 container craft sequins
- 1 pkg sheet protectors
- 24 pack sharpened pencils (please do not label each pencil)
- 1 pkg (400 count) pom poms (assorted size and colors)
- 4 pkg baby wipes
- 2 large box Kleenex
- 3 containers Clorox Wipes (85 wet wipes per container)
- 1 Backpack

Ke Kula Kamali'i Pu'uwai La'a

Uniforms

Uniforms must be purchased through Dennis Uniform Company. You may order uniforms by calling Dennis Uniforms at (808) 739-9318 or online at www.dennisuniform.com. The Ke Kula Kamali'i Pu'uwai La'a code is *HI0450*.

Each child will be dressed in navy blue elastic waist shorts and the royal blue t-shirt with the ELC name and the Sacred Hearts School logo. The shorts can be found in the "Dennis Uniform" preschool drop down menu under *PS WALK SHORTS* or on the Sacred Hearts School order form under *Gym Wear*. The t-shirts can be found on the Sacred Hearts School order form as well. The school sweatshirt must also be ordered through Dennis; only school sweatshirts are to be worn in school and every student must have one. Socks and velcro or lace-less tennis shoes (no crocs) are required. Socks must be plain white, black, or navy blue. Uniform purchasing information is included with the Sacred Hearts School application form. School uniform policies are strictly enforced.

No large head pieces or large hair accessories (ex: cat ears, big bows, clip-in extensions).

Students' hair must be tied up if it's shoulder length or longer. No mohawks. Jewelry is not allowed as it can get caught and ripped off while playing (with the exception of tiny studs if ears are pierced). **No nail polish. No tattoos.**

On cold weather days, plain, navy blue long sleeve shirts are allowed to be worn under the school shirt. No jeans allowed. Girls may wear navy blue leggings under their school shorts.

Hygiene Guidelines

1. Hair should be kept out of the child's eyes - either cut short or pulled back. **If the hair touches the students collar it must be in a ponytail for school.** Please keep it clean and combed.
2. Fingernails should be kept short and clean for both health and safety reasons. No nail polish.
3. Uniforms should be kept clean.
4. Any health concerns should be discussed with teachers, even when not contagious.



*subject to change

Health and Medical Requirements

If your child has a temperature above 99°F, has diarrhea or is vomiting, or has any contagious disease (e.g. conjunctivitis, scabies, chicken pox etc.), discharge of yellow mucus from nose or mouth, **PLEASE KEEP THEM HOME**. We reserve the right to send a child home if they present any of the listed symptoms. **Absence due to illness for any amount of time requires a written note from the doctor to be brought to school or emailed to the office staff before your child's return by a physician** - not dentist, chiropractor, etc.

Your child must be fever free (not currently taking fever medication) for a full 24 hours before being allowed to return to ELC. If your child is taking over-the-counter or prescribed medication, we need to be aware of it. In case of illness, accident or emergency, parents will be notified. If we are unable to locate either parent, the physician listed on the emergency card will be contacted and their advice will be followed. In life-threatening situations, we will call 911 and utilize emergency care provided.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICINE IN HIS/HER POCKETS OR LUNCH BOX (THIS INCLUDES COUGH DROPS).

Medication will be administered only under the following conditions:

- A physician must prescribe medication.
- Labels must specifically list a child's name and current date.
- Name of medication and directions must be clear.
- Medication is to be sent to the ELC and administered by staff ONLY! Should a severe allergic reaction occur, the faculty and staff will call 911 and notify the parent immediately.
- ELC Staff are not responsible for treatments such as soaks, eyewashes, dressing changes, "tweezing" splinters, or sunscreen application.

All Sacred Hearts School students (ELC-8) are insured for accidents. For more Health and Medical Requirements, please refer to page 8, "Admission".

We are only allowed to administer epi pens/allergy medications in case of emergency only. Prescription medications must be administered by the parents/guardians

*subject to change

Adjusting to a New Experience

The beginning of the school year is a transitional time for parents and students. Everything is unfamiliar and new.

To aid in the transition, the following are ideas to make your child feel at ease:

- Be truthful with your child. Tell them when you will return for them (in time for lunch, after nap time, etc.).
- Make your farewells **BRIEF**. The longer you linger, the harder it is.
- Spend some time alone with your child every day; one-on-one time is very important.
- Pick-up at times advised by the teacher.
- Communicate clearly and in a timely manner with teachers; especially regarding concerns.

Parent-Teacher Relationships

Parents are the primary educators, so a positive parent/teacher relationship is crucial. We are open to your suggestions regarding our program and also your child. Should you have any questions or concerns, please email, or message your child's teacher via Class Dojo, to schedule a time to meet. Please understand that the teacher's aides **are not able to address any of your questions or concerns**; only your child's teachers are able to.

Parent Participation

We have an open door policy in regards to parent participation. There are a variety of special activities for parents to take part in. Volunteering is encouraged and a great way for getting H.E.A.R.T.S. Hours.

Field trips are privileges given to students; no student has an absolute right to a field trip. Parents also have the right to not have their child participate in a field trip. If a parent chooses not to send their child on a field trip or a permission slip is not completed on time, the child is not to come to school that day.

The Authorization for Student Excursion and Activities form must be signed by parents *prior* to the activity.

No phone call, text message, fax, or letter giving permission is acceptable in place of the signed permission form.

Parents will be notified in advance of all field trips. We welcome chaperones to assist the teachers with children. We will use Roberts of Hawaii if transportation is required. Chaperones are required to help monitor ALL of the children's safety. Parent chaperones must refrain from personal phone usage in order to focus on your role as a chaperone. Additionally, siblings are not allowed to attend field trips.

TB TEST. A current, negative TB test on file is required of ALL parents interacting with ELC students, whether in the classroom or on field trips. Therefore, **ALL ELC parents must have a TB test and provide the school with the results.**

Assembly/Mass

On Tuesday mornings a 20-minute prayer service is held for Sacred Hearts School students in the church. The four and five year old classes will join in the services when teachers feel it is appropriate. Throughout the school year, Feast Day masses are held at Maria Lanakila Church and the preschool children MAY attend these masses. All parents are welcome.

Star of the Week

Each child will have a turn at being "Star of the Week." Parents get to choose their child's week. A sign-up sheet will be available at orientation. If you did not sign up for a specific date at orientation, the staff will choose a date and you will be informed of your "Star of the Week" date.

Special activities will include:

- ★ Decorating the Star of the Week poster with family photos, fun facts, etc.
- ★ Sharing favorite books
- ★ Show-and-tell
- ★ Providing a healthy snack to share with everyone for the week
- ★ Line and prayer leader

Class Information

Snack and Supplies

Please note: Due to nut allergies, NUTS will not be allowed at school at any time.

Each family will be signing up for one week of snack and supply responsibilities during the school year (as explained on the Star of the Week page). **The teacher will provide a list of needed snacks and supply items to purchase.** All of the supplies and snacks are shared across the entire ELC classes INCLUDING Junior Kindergarten.

We will often ask for help bringing in non-food items as well. Items such as shaving cream, popsicle sticks or other materials that we run out of will be requested. Expect to see these kinds of items on the “snack” list.

All snack items that are brought to school must still be sealed in their original packaging. Fruits and veggies will be prepped here at school. Please do not cut or prep any fresh fruit or veggies. There are some foods that are hard for us to prepare due to choking hazards. For example, we have to cut each grape we serve into pieces...this is why we ask that grapes NOT come to school. They are labor intensive. We do not eat sweets at school. The teachers will provide a list for you when it is your turn to provide snacks. Remember...we are serving snacks to 48 students.

Lunch and Snack Policy

There are several items that we will not allow your child to eat at school if you pack it in the lunch box. **Chocolate, sweets, chips, popcorn, or junk (pretending to be healthy food) are not allowed.** We read labels and if we see it is loaded with sugar, **(no more than 5 grams of sugar)** we will send it back home. **No juice boxes or chocolate milk.** We will very kindly remind your student that it is not school food; they can eat it when they go home.

We serve two healthy snacks per day. One in the morning and one after nap time. We serve milk or other calcium rich food, protein, whole grain carbohydrates and fruits and veggies. We encourage students to take “adventure bites” and try new foods. If your child has special dietary restrictions, you must provide a doctor's note (for example, we will serve milk to your child unless a doctor states otherwise).

Our school follows a “Wellness Policy.” We serve a healthy lunch daily at a cost of \$6.00 per child (subject to change, check in the office for cost). You may purchase a monthly meal plan through the school office, or you may bring a healthy lunch from home in an insulated lunch box.

Additional Class Information

Birthdays

Please remember that sweets are not allowed at school. If you would like to share a treat with the class, it must be packaged so that it can go into the mailboxes to go HOME with the children. We will not be eating cupcakes, cookies or candy in class. If you would like to bring a special food item to share with class, please clear it with the teacher beforehand. Talk to your teacher about any ideas for birthdays and please be understanding of the limitations set. None of the birthday celebrations done at school should interfere with class routine. We are striving for a consistent school routine and environment to keep students focused. If we allow one parent to “fudge the rules,” it soon becomes a problem, as EVERY parent will want to do the same.

In regards to birthday invitations - our students are very aware of invitations in their mailboxes. If you use our school mailboxes for invitations, you must put an invitation in EVERY box to avoid unnecessary hurt feelings in class. If you do not want to invite the whole class, you should find an alternative means to deliver them; speak to the teacher or to the parents directly to work out a solution.

Recycled Materials and Gently Used Donations

We are always looking to use recycled materials for art and play! Toilet and paper towel rolls, old craft supplies, old clothing for dress up, magazines, stickers, ribbons, metal and plastic lids, etc. We love to be creative. If you have gently used items to donate, we are happy to take them. If we don't need them, we will pass them on to someone who can use them.

H. E. A. R. T. S. Hours

Higher Expectations Are Reached Through Service

H.E.A.R.T.S & Ho'Ike Hours

- 30 hrs. per family (*Families will be charged \$10/hr for any hours not volunteered).
- Please be sure to log your H.E.A.R.T.S. Hours by the end of the school year, either via FACTS or by emailing ckosianowski@shsmaui.org.
- Ho'ike shifts are mandatory. Failure to complete your shift will result in an additional charge.
- H.E.A.R.T.S. Hours opportunities include: Teacher luncheons, Jog-a-thon, Family Fun Nights, Trunk or Treat, Christmas events, dances, Spring events. Please look for opportunities in the weekly newsletter. **Fundraising does not count as hours completed.**

Ways to earn your H.E.A.R.T.S. Hours:

- Sweep, mop, dust, clean chairs and tables.
- Organize storage cabinets, clean fans and screens.
- Wash window panes, screens and blinds inside and out. Shampoo classroom rugs once a month.
- Sanitize and dry toys at home and return the next day, once a week.
- Do repairs around the preschool.
- Pair up with other parents to beautify the backyard, front and outer areas of the preschool.
- Sew for the May Day Program.
- **FUNDRAISING** - There are fundraising opportunities throughout the school year to earn H.E.A.R.T.S. Hours.

*subject to change

Discipline

We view discipline in terms of preventative measures and consistency. Techniques of distraction, redirection and role modeling positive behaviors are utilized. The children are managed by following through on natural and logical consequences of their behavior, paying attention to positive behaviors. We instill problem solving skills and social and emotional growth in our students. Physical removal from a conflicting situation is used only as necessary. We work alongside our students to teach and protect them.

Persistent problems are brought to the attention of the parents and a plan is then implemented in resolving the problem. We can assist in seeking community resources. If the problem cannot be resolved through mutual cooperation between parents, the child, or school personnel, withdrawal from school will be discussed.

Our ELC staff are trained in Early Childhood Education and are not qualified to service children with learning disabilities. Children who present learning disabilities as diagnosed by the Public School Screening will be considered on an individual basis. We can aid in seeking special education services.

Emergency Procedures and Safety

In the event of an emergency or natural disaster, parents are instructed to tune to 93.5 (KPOA FM) on the radio. A copy of the school's Emergency Procedure Handbook is available for review in the school office and posted on the school website. In the case of an evacuation, please report to the designated evacuation site to pick up your child from school officials. Evacuation sites are listed in the Emergency Procedure Handbook. Phone numbers to call in the case of an emergency are listed on page 28.

Inclement Weather

Variable weather conditions in Hawaii do exist. The principal, with the concurrence of the pastor, may decide not to hold classes on a given day, or suspend classes in session when the health and safety of the school community call for such a decision. The principal will send a notification through the school mobile app, in addition to informing local radio stations, KPOA (93.5FM) and KNUI (104.7) when necessary or advisable.

Civil Defense

In the case of a major emergency, listen for Civil Defense information and instructions on your radio, television, or internet device.

Emergency Preparedness

Emergency Plan: For full details on all Sacred Hearts Emergency Plans and Procedures, please reference our “Emergency Plan”, which is on file in the school office. A summary of the plan is available on the school website.

Parent Alerts: In the event of an emergency, parents and/or emergency contacts will be contacted through the Sacred Hearts School app, Class Dojo, and via call and text. Parents should also listen for emergency broadcasts through Pacific Media Group (MauiNow.com, KPOA 93.5 FM, Da Jam 98.3 FM, ESPN Maui 900 AM, Native 92.5 FM and Bloomberg 550 AM).

Civil Defense Siren: The siren is tested each on the first business day of each month at 11:45am. We occasionally will use this test siren to practice emergency evacuations.

Fire: Fire drills are held once a month. Students are directed to designated evacuation areas where attendance is taken. In the event of a fire, it will be determined if remaining on campus is safe. Parents will be contacted to pick up their child/ren.

Hurricane/Tropical Storm Warning or other inclement weather: The National Weather Service issues Hurricane or Tropical Storm WATCHES up to 36 hours prior to the arrival of a storm. WARNINGS are issued when a storm could affect Oahu within 24 hours or less. Parents will be informed about school closures. Please monitor the school app and radio for more information.

Tsunami: Sacred Hearts School is located in a Tsunami inundation Zone.

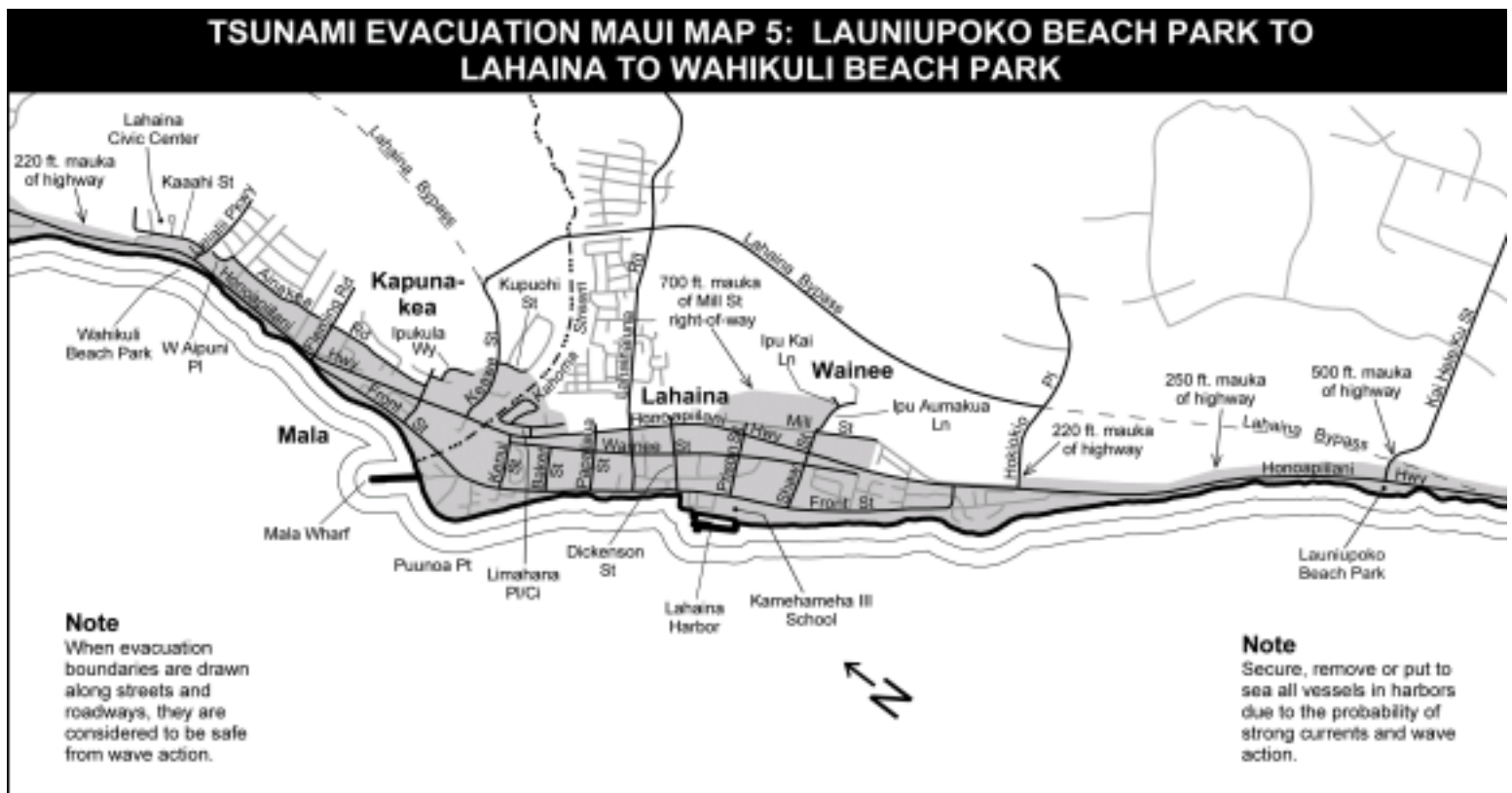
1. If the WARNING (Civil Defense Siren) is sounded prior to school starting, classes will be canceled. Please keep children at home and get to higher grounds.
1. If an advance TSUNAMI ADVISORY is issued, the school may decide to close. Parents will be notified via the school app and through the media/radio.
2. If a WARNING (Civil Defense Siren) is sounded during school hours, students will be evacuated to the Lahainaluna High School Library. Parents should not leave work or rush to school. Parents should get to a safe area and wait until the “All Clear” is announced.

Flooding: If water rises around our facility, we will immediately evacuate to Lahainaluna High School and parents will be notified.

Earthquakes: We will be conducting Earthquake drills periodically in conjunction with the Civil Defense Siren. In the event of an actual earthquake, roads and other public works systems may be damaged and parents may not be able to pick up immediately. There may also be a Tsunami threat immediately following an earthquake. Necessary steps will be taken.

Campus Emergency: The varying nature of emergencies such as bomb scares, terrorist threat, dangerous individuals or other types of threats each require different reactions such as evacuation or implementation of Lock Down procedures. Parents will be notified as promptly as the situation allows. Please listen to parent alerts via the school app or the radio for information. Do NOT call the school as lines need to be kept open to maintain contact with the authorities.

For additional details regarding all emergency procedures, please reference our “Sacred Hearts School Emergency Plan.”



*subject to change

Emergency Contact Information

Police 911

Fire 911

Paramedics 911

Poison Control Center (800) 222 - 1222

Water Company (808) 270 - 7816

Gas Company (808) 877 - 6557

Maui Electric Company (808) 871 - 9777

Maui Civil Defense (808) 270 - 7285

Pacific Media Group (808) 877 - 5566

Pacific Tsunami Warning Center <https://www.tsunami.gov> Pacific Disaster Center www.pdc.org

HELP LINE

Suicide and Crisis Center (Maui) (800) 273 - 8255

Hawaii Catholic Schools (HCS)

Superintendent of Schools (808) 203 - 6764

Associate Superintendent (808) 203 - 6755

Ke Kula Kamali'i Pu'uwai La'a Early Learning Center will do everything possible to ensure your child's safety in the event one of these scenarios should happen.

It's important for each of our families to establish its own emergency plan.

Plans should include where shelters are located, method of travel, plan procedures for what to do if members are separated, survival supplies needed, etc.

*subject to change

Volunteer Code of Conduct Agreement

Our children are the most important gifts God has entrusted to us. As an employee or volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of providing services to the children and youth of our diocese.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church/School activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
 - Refuse to accept expensive gifts from children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse toward children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e. no fevers or other contagious situations).
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and or youth in a sexual or inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as an employee/volunteer working with children and/or youth, I am subject to a background check to the full extent of Hawaii state law. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal as an employee/volunteer with children and/or youth.

Covid-19 - Revised Guidelines 2022 - 2023

Covid-19

The Department of Human Services suggests that we continue to wear our masks indoors. However, we have made mask wearing optional as some of our students cannot continuously wear them safely and effectively. Please let the staff know if you would like your child to continue wearing their masks indoors. If you ask that your child wear their mask indoors, their masks will be changed every 2 hours or when soiled. We will continue handwashing before and after all meals, after sneezing and coughing, going to the potty, playing indoors, outdoors, and whenever hands are soiled.

I have read and understand:

2022 - 2023 Covid-19 Revised Guidelines

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Student name: _____

ELC Parent Guidelines Acknowledgement

I _____ (*BOTH parents - printed names*) acknowledge that I have read and understand all of the Early Learning Center (ELC) Parent Guidelines.

Initials:

_____ I understand and am in agreement with the ELC philosophy, mission statement, and goals.

_____ I am responsible for being aware of all ELC rules, protocols, guidelines, and requirements.

_____ I am aware of all emergency protocols - what to do, where to find information, and Sacred Hearts School emergency preparedness and plans.

_____ I understand and agree to adhere to the Volunteer Code of Conduct Agreement.

Printed name Printed name

Signature Signature

Date Date

*******Please detach and return this form to ELC Staff*******