



Ke Kula Kamali'i Pu'uwai La'a

"The School of Young Children for Their Sacred Hearts"

EARLY LEARNING CENTER (ELC)

PARENT GUIDELINES 2018 - 2019



EXCELLENCE IN EDUCATION - FOUNDATIONS FOR LIFE

Sacred Hearts School

239 Dickenson Street, Lahaina, HI 96761

Phone: Early Learning Center (808) 662-8689 / School Office (808) 661-4720

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Ke Kula Kamali'i Pu'uwai La'a

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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. Ke Kula Kamali'i Pu'uwai La'a is currently licensed for 48 students.

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, age three and four, with a staff of 3 adults.

Our Philosophy

Sacred Hearts School is a small Catholic school providing a faith-based education to students in pre-school 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.

Along with the parents, who are the children's first teachers, the "Ke Kula Kamali'i Pu'uwai La'a" staff is committed to "teach 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 young adults. At Sacred Hearts School, children gain not only the knowledge they need academically but also the knowledge of who they are as human beings. We pass our passion for learning and our passion for living onto our students in the hope that we both inspire and guide them to becoming loving, caring, successful adults.

Mission Statement

THE MISSION OF 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:

- ◆ To establish and maintain a safe, healthy and learning environment
 - ◆ To advance physical and intellectual competence
 - ◆ To support social and emotional development and to provide positive guidance
 - ◆ To establish positive and productive relationships with families
 - ◆ To ensure a well run purposeful program responsive to participants' needs
 - ◆ To maintain a commitment of professionalism
-

Long Range Goals

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

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

General Information

Location	239 Dickenson Street, Lahaina, HI 96761
ELC School Hours	Monday thru Friday 7:30AM - 5:00PM
ELC Telephone	(808) 662-8689
Main School Office Telephone	(808) 661-4720
Main School Office Facsimile	(808) 667-5363
School Year	August 6, 2018 - May 31, 2019

Arrival and Dismissal

Students are to be dropped off and picked up at the designated area only, which is the parking lot directly across from Maria Lanakila Church on Wainee Street. Park your car in a stall and escort your child to the preschool. For safety reasons, students are **NOT** to be dropped off or picked up at either driveway on Dickenson Street at any time. Every morning there is a volunteer assisting parents and children in crossing the crosswalk 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. If we are not familiar with the adult picking up the child, photo identification will be needed to release your child to that person.

Students may be dropped off as early as 7:30AM, but must be in school no later by 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 we are reciting the daily pledge and prayer when you arrive, please wait until we are finished before entering the class.

All children must be picked up by 5:00PM. There is a late fee charge of \$5.00 per minute for late pick ups. If you know you are going to be late, please make arrangements to have your child picked up on time by an authorized person.

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.

Application, Admission & Registration

NON-DISCRIMINATION 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. It is this center's policy to not discriminate against persons with disabilities 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, in compliance with state law and the federal American with Disabilities Act.

ADMISSION

The Hawaii Education law now requires all children entering any school in the State of Hawaii for the first time to meet certain health requirements (HRS 302A).

- Birth Certificate and/or Baptismal (if Catholic)
- TB Clearance is mandatory before a student can attend any school in the State of Hawaii. 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. A TB skin test must be administered 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 this case, 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 starting preschool. 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 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 insure 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 PROCEDURES

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 school
- Parishioners
- Date of Registration Form

CURRICULUM

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

Curriculum will include the following areas:

Language Arts: Books, playing with puppets and poems, introduction to letters, writing, drawing, listening, sharing.

Mathematics: Comparing, counting, sorting, measuring, patterning, calendar activities, basic adding and subtracting, balancing.

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

Social Studies: Self, family, community, national cultures, holidays.

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

Art: Colors, shapes, textures in a hands-on a variety of media creative crafts.

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, may attend church services and perform community service.

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

Small Motor Skills: Puzzles, blocks, cutting, pasting, and a variety of manipulatives.

Social Skills: Express emotions, recognize and describe own feelings, communication, negotiation skills, develop friendship and respect of self and others.

Typical 3 Year Old Class Daily Schedule (Subject to Change)

8:00-8:15	Students arrive. Empty mailbox. Put away water bottle and lunchbox. Please, students must have had bathroom break and water before coming to playground. Sign in at playground.
8:15-8:30	Transition inside: water break and head for table work
8:30-8:45	Table work: cutting, drawing, writing or other manipulative work.
8:45	Wash hands, read books, prepare for snack (prayer)
8:50-9:00	Snack, followed by transition to free choice play.
9:00-9:45	Free choice and project time. Students also do their class job.
9:50-10:10	Clean up time and learning time.
10:10	Water break and transition outside (back play yard)
10:40-11:00	Bathroom breaks, hand washing, story and prayer (inside)
11:00-11:30	Lunch
11:30-12:15	Clean up and head outside to play.
12:15	Outside clean up, bathroom and water, transition to nap time
12:30-2:15	Story / settle time / nap
2:15-2:40	Wake up, bathroom break, prayer and walk outside for snack
2:40-5:00	Snack, play outside and await pick up.
5:00	SCHOOL CLOSES

Typical 4 Year Old Class Daily Schedule (Subject to Change)

7:30	Arrival and outdoor play
8:00	All Jr. Kindergarteners in school
8:15 - 8:45	Restroom, prayer and snack
8:45 - 9:00	Big Circle, lunch attendance and health check
9:00 - 10:05	1st rotation
10:05 - 11:05	2nd rotation
11:15 - 11:25	Clean up, restroom and prayer
11:20 - 11:50	Lunch and restroom
11:55 - 12:45	Outdoor play
12:45 - 1:00	Restroom
1:00 - 2:45	Story/nap time
2:45 - 3:00	Wake up time
3:00 - 3:30	Snack, reading time
3:30 - 4:30	Indoor or Outdoor
4:30 - 5:00	Clean up, get ready for pick up
5:00	SCHOOL CLOSES

UNIFORMS

Uniforms may 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 a navy blue elastic waist shorts and the royal blue t-shirt with the Preschool's name and the Sacred Hearts School logo. The shorts can be found in the "Dennis Uniform" preschool order form under PS WALK SHORTS or on the Sacred Hearts School order form under Gym Wear. The t-shirts can be found in the Sacred Hearts School order form. Jackets or sweatshirts can also be ordered through "Dennis Uniform" (only school **sweatshirts** are to be worn in school). Socks and Velcro tennis shoes (no crocs) are allowed. Ordering information will be included with the application form. Only authorized clothing may be worn at school.



SCHOOL SUPPLY LIST

3 Year Old Class

Please bring the following items on the first day of school and PLEASE make sure you label your child's belongings.

- One extra change of Uniform clothes, including underwear and socks.
ALL CHILDREN MUST WEAR UNDERPANTS.
- 1 – Nap Mat (24" x 48"), available at Target, Amazon or Sears online only). Must be able to sanitize the surface if necessary. PLEASE LABEL with your child's name.
- Two (2) thin blankets 45"x36" one to lay on the other to cover your child with – PLEASE NOTE, BLANKETS ARE SENT HOME ON FRIDAY'S TO BE WASHED.
- Your child may bring a small quiet lovey to be kept in the cubby until nap time. All nap items must fit inside your child's cubby. Please note: if nap-time items don't fit in cubby, they will be sent home.
- Insulated lunchbox if bringing a healthy home lunch.
- 1 - Pair of slippers to be kept in cubby.
- 1 - Pair of children's Fiskar scissors.
- 1 - Pkg. sheet protectors (100 count).
- 1 - 1" 3 ring binder, any color, with sheet protector window on front cover.
- 1 - Box Freezer Ziploc bags (gallon size).
- 1 - Box Ziploc bags (quart).
- 1 - Pkg. Lysol Disinfectant wipes
- 2 - Pkg. Fat Crayola Markers, variety of colors
- 1 - Pkg. baby wipes
- 1 - Pkg. magnetic letter (Upper & lower case)
- 2 - Pkgs. of miscellaneous stickers (Holiday, flowers, etc. Can be ordered on-line)
- 1 - Hole punch

We welcome donations of all sorts, stickers, ribbons, baby jars, jewels, beads etc. We may occasionally ask you to bring materials to recycle into projects (milk jugs, cardboard, etc.). Remember, unwanted items at home may be a teacher's treasure. Let the teacher know what you have, she may be able to put it to good use.

Special Note: We have an Amazon wish list for the ELC. Please take a look, the process is easy. Once you have purchased an item, Amazon will ship it directly to the school. Here is the link: <http://a.co/2GlrnjA>

SCHOOL SUPPLY LIST

4- Year Old Class

Please bring the following items on the first day of school and PLEASE be sure to label your child's belongs.

- One extra change of Uniform clothes, including underwear and socks.
ALL CHILDREN MUST WEAR UNDERPANTS.
- 1 – Nap Mat (24" x 48"), available at Target, Amazon or Sears online only). PLEASE LABEL with your child's name. Nap mats will be sent home on Friday's to be sanitized.
- One (1) thin blanket 45" x 36" – PLEASE NOTE, BLANKETS ARE SENT HOME ON FRIDAYS TO BE WASHED.
- One (1) fitted crib sheet for map mat.
- Your child may bring a small quiet lovely to be kept in the cubby until nap time. All nap items must fit inside your child's cubby. If it doesn't fit, it will be sent home.
- Insulated lunchbox if bringing a healthy home lunch. Water, soy milk or milk (white not chocolate) is allowed in the lunch box. Milk can also be purchased in the Cafeteria for .50 cents.
- 12oz. Water bottle (nothing larger)
- 1 - Pair of slippers to be kept in cubby (1 to 2 sizes bigger to accommodate growing feet).
- 3 - Reams of copy paper
- 2 - Reams of white card stock paper
- 1 - 2" white 3-ring binder with name label on the inside
- 1 - Bag Cotton balls
- 2 - Pkg. Googly eyes
- 1 - Zippered Pencil Bag
- 2 - Elmer's glue 8 oz.
- 1 - Pkg. Tissue Paper, assorted colors
- 1 - Pair Pre-K scissors, right or left
- 1 - Pkg. Crayola crayons 8-10 count
- 1 - Pkg. multi-color Pony Beads
- 1 - Pkg. fluffy feathers
- 1 - can Lysol spray
- 1 - Lysol disinfectant wipes
- 2 - pkg. baby wipes
- 1 - small child manual toothbrush-age appropriate (please label with child's name)
- 1 - small tube toothpaste (please label with child's name)

We welcome donations of all sorts, stickers, ribbons, baby jars, jewels, beads etc. We may occasionally ask you to bring materials to recycle into projects (milk jugs, cardboard, etc.). Remember, unwanted items at home may be a teacher's treasure. Let the teacher know what you have, she may be able to put it to good use.

Special Note: We have an Amazon wish list for the ELC. Please take a look, the process is easy. Once you have purchased an item, Amazon will ship it directly to the school. Here is the link: <http://a.co/2GlrnjA>

H. E. A. R. T. S. HOURS

Higher Expectations Are Reached Through Service

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

- * 20 H.E.A.R.T.S. Hours will be required for families with one child.
- * 30 H.E.A.R.T.S. Hours will be required for families with two or more children.
- * Anyone can fulfill your family's H.E.A.R.T.S. Hours – as long as they enter their volunteer hours on your family's page in the H.E.A.R.T.S. Hours Log.
- * To receive credit for your time you must write your volunteer hours in the H.E.A.R.T.S. Hours Log. The Hours Log is a bright red binder and is conveniently located on the counter in the school office.
- * You may buy out your H.E.A.R.T.S. Hours at \$10 per hour.

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

- Sweep, mop, dust, clean chairs and tables. Organize 3 storage cabinets, clean fans and screens. 3 hours in the months of December, March and July between 12:00 - 5:00PM.
- Wash windowpanes, screens and blinds inside and out, 2 hours any day between 3:00 – 5:00PM
Shampoo rugs and office carpet once a month any day between 3:00 – 5:00PM. Sanitize and dry toys at home and return the next day, once a month. Hearts Hours dependent on the amount of toys taken home.
- Clean up after lunch, sweep, mop, wipe counters, scrub toilets daily between 11:00–12:30PM.
- Sanitize sleeping mats, organize and wipe play areas (remove toys, baskets), clean toilets and vacuum once a week between 3:00 – 5:00PM.
- Afternoon cleaning, sweep, mop and clean toilets. Hose down front entrance before leaving daily between 3:00 – 5:00PM.
- Maintain front entrance in a creative and beautiful way during school hours.
- Organize two storage rooms during school hours
- Do minor repairs around the preschool.
- Pair up with other parents to beautify the backyard, front and sides of the preschool.
- Sew for the May Day Program.
- Water and maintain the ELC garden.
- **FUNDRAISING** - There are fundraising events throughout the school year with opportunities to earn H.E.A.R.T.S. Hours.

HYGIENE GUIDELINES

1. Hair should be kept out of the child's eyes, either cut short or tied back. Please keep clean and combed.
2. Fingernails should be cut short and kept clean for both health and safety reasons.
3. Uniforms should be kept clean.
4. Any health issues, like rashes or bruises, should be discussed with teachers, even if not contagious.



HEALTH AND MEDICAL REQUIREMENTS

If your child's temperature is elevated, has diarrhea or is vomiting with or without a fever or has any contagious disease (e.g. conjunctivitis, scabies, chicken pox etc.), discharge of green mucus from nose or mouth, **PLEASE KEEP THEM HOME.**

Your child must be fever free (not currently taking fever medication) and has not vomited for a full 24 hours before being allowed to return to Preschool. In case of illness, accident or emergency, parents will be notified. If we are unable to locate either parent, the physician who is noted on the emergency card will be called and his advice will be followed. In a life-threatening situation, we will call for an ambulance and utilize emergency care provided by EMTs.

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

Medication will be administered only under the following conditions:

- A physician must prescribe medication.
- Label must have specific 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 the parent immediately.
- The school is not responsible for treatments such as soaks, eyewashes, dressing changes or "tweezing" splinters.

All Sacred Hearts School students (ELC-8) are insured for accident through SERVCO Insurance. For more Health and Medical Requirements, please refer to page 6, "Admission."

ADJUSTING TO A NEW EXPERIENCE

For most children the beginning days of school are a slow and individual adjustment time. For first-time preschoolers everything is unfamiliar and new. The hardest part is being away from the parents.

In the beginning, your child may not be sure if you are going to return for them and may not fully understand why you are leaving them in a strange place. The following are ideas to make your child feel at ease and reassure him/her that you have confidence in him/her.

- 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 gets. Do not be surprised if your child worries or cries.
- Try to spend some time alone with your child every day; every child needs the exclusive time of a parent.
- In the beginning of the year, try to make your after school pick up at a regular and reasonable time, until your child is emotionally and physically prepared to stay a full day.

PARENT - TEACHER RELATIONSHIP

Parents are the primary educators, so the parent/teacher partnership is crucial. We are open to your suggestions regarding our program and also your child. Should you have any questions or concerns, please feel free to send a note or call the ELC to schedule an appointment to meet with the TEACHER at (808) 662-8689. Please understand that the teacher's assistants are not able to address any of your questions or concerns.

PARENT PARTICIPATION/ FIELD TRIPS

We have an open door policy regarding parent participation. There are always 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.

THE STANDARD PERMISSION FORM MUST BE SIGNED BY PARENTS PRIOR TO THE ACTIVITY.

NO PHONE CALL, TEXT MESSAGE, FAX OR LETTER GIVING PERMISSION IS AN ACCEPTABLE SUBSTITUTE FOR THE SIGNED PERMISSION FORM.

Parents will be notified in advance of any of planned field trip. We welcome chaperones to be drivers or to assist the teachers with your children. Hawaii State Law states that children must be in a car seat or booster seat. We will use Roberts of Hawaii for some field trips, while others will require the use of automobiles, for which Driver Release Form will be provided to the parents volunteering to be drivers. All chaperones are requested to help monitor ALL of the children's safety. Parent chaperones are requested to refrain from personal phone usage in order to focus on your role as chaperone. Additionally, we request that siblings not attend field trips, since they can become a distraction.

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, we are requesting that ALL ELC parents have a TB test and provide the school with the results.

ASSEMBLY/ MASS

Weekly school assemblies are held on Thursday at 7:45AM in Mother Marianne Cope Hall. Ke Kula Kamali'i Pu'uwai La'a MAY attend the "birthday" assembly that is held the first Thursday of the month.

On Tuesday mornings a 20-minute prayer service is held for Sacred Hearts School students. The four & five year old classes will join in the services when the children are ready to sit for a long period. Throughout the school year, Feast Day masses are held at Maria Lanakila Church and the preschool children MAY attend these Masses. All parents are all welcome.

STAR OF THE WEEK 4 & 5 Years Old Class

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 given at orientation.



Special activities will include:

- ★ Decorating the Star of the Week Board with family photos, etc.
- ★ Sharing favorite books
- ★ Show and tell
- ★ Provide a healthy snack to share with everyone for the week
- ★ Classroom and lunch visits

Some suggestions for healthy snacks (subject to change):

- Fat free milk – 6 gallons (PLEASE NO JUICE OR CHOCOLATE MILK)
- Cereal (any healthy low sugar cereal)
- Fruit: apples, oranges, bananas, watermelon, pineapple
- Raisins, dried cranberries
- Frozen waffles, pizza bites, pancakes
- Turkey or chicken hot dog or turkey and/or chicken cold cuts
- Tuna in the packet
- Small jar of mayonnaise
- Chicken nuggets
- Hard-boiled eggs
- Crackers (whole wheat crackers, Pretzels, fish crackers, Ritz crackers)
- Cheese American or Swiss
- Frozen Gogurt
- Peanut butter (creamy style not chunky)
- Vegetables: small bag of carrots, celery, cucumbers, soybeans etc. & lite ranch dressing
- Pancake syrup (lite or sugar free)
- Cereal bowls and spoons

Bring enough for 50 children. The teachers will prepare snacks in the preschool kitchen. Think “healthy” with no or low sugar content when buying snacks suggested by your child.

Our school follows a “Wellness Policy.” We serve a healthy lunch daily at a cost of \$6.00 per child. 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.

CLASS INFORMATION

School Supplies and Specialty Supplies

Inside your school paperwork packet, you will get a supply list. A copy of that supply list is provided in this handbook as well. In addition to the supplies listed, you will be asked to sign up to bring specialty items. You may also checkout our "WISHLIST" on Amazon as well.

"All About Me" Books

You will need to help your child make a book about themselves. I have the materials you need to make it as well as a sample book for you to see. You can be as creative as you like. The book should be made of card stock paper and will need to be laminated when you are finished. The books will be kept at school for your child to share with friends. If they are made well, they will also be a lovely keepsake. Here are some guidelines for your book:

- Use only good card stock. Any color is fine. The teacher will provide plenty for you if you like. DO NOT use construction paper as it fades quickly and is not as sturdy.
- DO NOT use glitter, foam letters, puffy stickers or puffy paint...lamination will not look good over these materials.
- The teacher can provide you with ideas. It is recommended that you use plenty of pictures. Give your child as much freedom to help as you can tolerate :-). They will have more pride in the work if they helped choose the photos and decorated it. Balance out your desire for neatness with their creative ideas.
- Take your finished books to be laminated at FedEx/Kinkos or OfficeMax. Use thick lamination for the best finished product.
- Please stick to between 4-6 pages, you may use both sides of the paper to decorate and create. The pages should be hole punched and bound with ribbon, yarn or string. We have also seen parents do a spiral binding at FedEx/Kinkos. This is up to you.

CLASS INFORMATION

Snack and Supplies

Each family will be signing up for two or three weeks of snack responsibilities during the year. The teacher will provide a list of needed snack and supply items to purchase. We share snack responsibilities with the 4's/Jr K classes. All of the materials and food is used together with the entire ELC.

We will often ask for help bringing in non-food items as well. Things like shaving cream, popsicle sticks or other materials that we run out of will be requested. Expect to see this kind of thing 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 prep 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 except on very rare occasions. All jams should be low sugar or sugar free. The teachers will provide a list for you when it is your turn for snack. Remember...we are serving snack to 50 children. Keep this in mind as tiny bags of snack will not go very far :-).

Lunch and Snack Policy

The lunch policy in the 3 & 4 year old class is the same as the rest of ELC. There are several items that we will not allow your child to eat at school if you pack it in the lunch box. There is no chocolate, sweets, chips, popcorn, or junk pretending to be healthy food (we read labels and if we see it is loaded with sugar, we will send it back home). No juice boxes or chocolate milk will be served, either. We will very kindly remind your student that it not school food. They can eat it when they go home. Milk can be purchased at lunchtime for 50 cents.

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 them to taste new foods. If your child has special dietary needs, you will need to provide a doctor's note (for example, we will serve milk to your child unless a doctor says they should not have it).

CLASS INFORMATION

Birthdays in the 3 & 4 year old class

Please remember that sweets are not allowed at school. If you want 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 bring it. None of the birthday celebrations done at school should interfere with class routine. If you want to bring a special food item to share with class, please clear it with the teacher beforehand. Please be aware that children this age are often particular, so it is a better idea to offer a small sample of something rather than replacing their lunch. Talk to your teacher about any ideas for birthdays and please be understanding of the limitations we set. 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.

One final note about 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 drama 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

We are always looking to use recycled materials for art and fun! Toilet and paper towel rolls, old craft supplies, old clothes for dress up, magazines, stickers, ribbons, metal and plastic lids...if you think we might use it, just ask! We probably will. 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 will use them.

DISCIPLINE

We view discipline in terms of preventive 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 promote sound problem solving skills and social growth in our preschoolers. "Thinking Area" or physical removal from a conflicting situation is used only as needed. Our preference is to work through problems thoughtfully.

Persistent problems are brought to the attention of the parents so that a plan may be implemented in resolving the problem using our community resource people if possible. However, if the problem cannot be resolved through mutual cooperation between parents, the child or school personnel, withdrawal from school will be recommended.

Our preschool staff is trained in early childhood education and is 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.

EMERGENCY PROCEDURES AND SAFETY

In the event of an emergency or natural disaster, we advise that parents tune to 93.5 (KPOA FM) on your radio. A copy of the school's Emergency Procedure Handbook is available for you to review in the school office and will soon be posted on the school website. In the case of an evacuation, please come 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 below.

INCLEMENT WEATHER

Variable weather conditions in Hawaii exist. The principal may decide with the concurrence of the pastor not to hold classes on a given day, or suspend classes in session when the health and safety of the school community would 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 times of emergency, listen for Civil Defense information and instructions on your radio, TV 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 will be available on the school website at the beginning of the 2017-2018 school year.

Parent Alerts: In the event of an emergency, your children will be cared for until you can safely pick up. Parents and their designated emergency contacts will be contacted through the school app. Parents should also listen for emergency broadcasts thru 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 will use this test siren to occasionally run through emergency drills.

Fire: Fire drills are held once a month. Students will be directed to in an orderly manner to the designated areas where roll call be taken. In the event of an actual fire, it will be determined if buildings are safe. If unsafe, parents will be contacted to come pick up children as soon as possible.

Hurricane/Tropical Storm Warning or other inclement weather: The National Weather Service issues Hurricane or Tropical Storm WATCHES 36 hours prior to the arrival of storms. WARNINGS are issued when a storm could affect Oahu in 24 hours or less. Parents will be informed about decisions for school closures. Please monitor school app or radio for 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 cancelled. Please keep children at home and get to safety.
2. If an advance TSUNAMI ADVISORY is issued, school may decide to close. Parents will be notified via the school app and through the media/radio.
3. 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. Steps will be taken as necessary.

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 fast 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 details about all types of emergency procedures, please reference our “Sacred Hearts School Emergency Plan”.

EMERGENCY CONTACT INFORMATION

Police:	911
Fire:	911
Paramedics:	911
Poison Control Center:	(800) 222-1222
Water Company:	(808) 270-7633
Gas Company:	(808) 877-6557
Maui Electric:	(808) 871-7777
Maui Civil Defense:	(808) 270-7285
Pacific Media Group	(808) 877-5566
Pacific Tsunami Warning Center:	www.prh.noaa.gov/ptwc
Pacific Disaster Center:	www.pdc.org

HELP LINE

Suicide and Crisis Center (Maui): (808) 244-7404

Hawaii Catholic Schools (HCS)

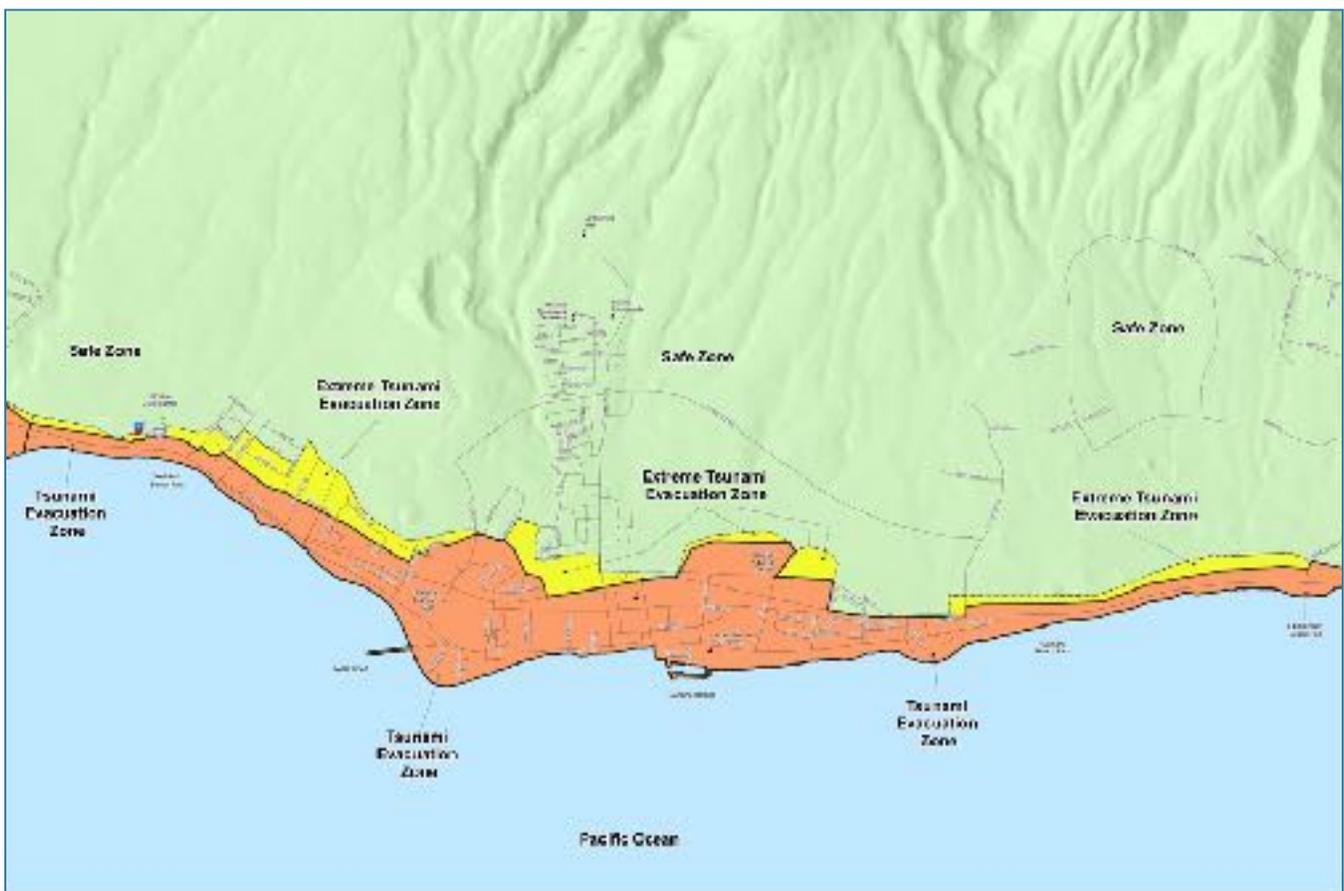
Superintendent of Schools: (877) 263-8855, Ext. 764

Assistant Superintendent: (877) 263-8855, Ext. 760

Ke Kula Kamali'i Pu'uuwai 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.



Lahaina Tsunami Evacuation Zone

VOLUNTEER CODE OF CONDUCT AGREEMENT

Our children are the most important gifts God has entrusted to us. As a employee/volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of my 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 of 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 other 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.