



**PARENT  
HANDBOOK  
for  
TODDLER  
&  
PRE-PRIMARY  
PROGRAMS  
SY 2017-2018**

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**ST. PHILOMENA ELC  
SY 2017-2018**

**Parent Handbook  
COMPLIANCE AGREEMENT**

Your Child's Name: \_\_\_\_\_

By signing below, I/We verify that"

I/We have read St. Philomena Early Learning Center's Parent Handbook and understand the policies and procedures set forth in the handbook.

I/We agree to abide by the policies and procedures set for in the Parent Handbook.

Signed,

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent or Guardian

**This handbook is intended to describe the philosophy, service and structure of the school's educational program. The Director is the final interpreter of the content of this handbook. The administration reserves the right to amend the polices set forth in this handbook, for just cause.**

**\*\* THIS COPY IS TO REMAIN IN  
THE HANDBOOK\*\***

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## INTRODUCTION

Admission to St. Philomena Early Learning Center Catholic School is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

St. Philomena Early Learning Center, a Private Preschool operated by St. Philomena Church under the direction of the Catholic School Department of the Diocese of Honolulu, has been in operation since 1978. The school is licensed by the Department of Human Services for our Toddler and Preschool/Kindergarten programs. Our Toddler Program is licensed for 35 children ages over 15 months to under 3 years of age. Our Preschool/Kindergarten program is licensed for 185 children over the age of 2 and under the age of 8. Our center has a capacity enrollment of 220 students within a Catholic Montessori environment.

St. Philomena Early Learning Center accepts children of all races, nationality, creed and religion according to the ADA.

The Center is accredited by National Association for the Education of Young Children — NAEYC and affiliated with the American Montessori Society, National Catholic Education Association, and good standing members of HAEYC and Hawaii Independent Schools - HAIS.

## HAWAII CATHOLIC SCHOOLS PHILOSOPHY

The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished intellectually, spiritually and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21st century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.

## ST. PHILOMENA ELC

### Parent Commitment

To be an involved parent on behalf of my child . . .

-I will do my part in the field trips and programs so that my child will not only have a wonderful memories of good times but of a parent who cared enough to be involved.

-I will attend parent meetings and will make my parenting responsibilities a priority.

-I will attend one parent-teacher conference per trimester.

-I will follow ALL of the precepts and guidelines of the Parent Handbook so that my child make take full advantage of the educational opportunities.

To support St. Philomena ELC . . .

-I will participate in various annual development campaigns by soliciting donations, serving on the committees of my choice, attending the events and inviting others to attend.

-I will resolve all conflict in the manner prescribed in the handbook. I understand that failure to follow these steps of resolution will cause immediate withdrawal of my child.

*This handbook is intended to describe the philosophy, services and structure of the school's educational program. The Director is the final interpreter of the content of this handbook.*

## VOLUNTEER CODE OF CONDUCT AGREEMENT/SIGNATURE FORM

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct Agreement as a condition of my providing services to the students or (name of school ). I also hereby warrant the accuracy and truthfulness of the information provided on this form. You or your agent is hereby authorized to verify the veracity of any information without liability and to perform background checks if deemed appropriate.

As a volunteer, I WILL:

Treat everyone with respect, loyalty, patience, integrity, courtesy dignity and consideration. Avoid situation where I am alone with the 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 or their parents. Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator. Report suspected abuse to the pastor, school administrator or appropriate supervisor and the local Child Protection Service Agency. I understand failure to report suspected abuse to civil authorities is, according to law, a petty misdemeanor. Cooperate fully in any investigation or abuse of children and /or youth.

As a volunteer, I WILL NOT:

Smoke or use tobacco products in the presence of the 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 fever 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 any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with the students or ( name of school )

Name (Print)\_\_\_\_\_ Date of Birth\_\_\_\_\_ (m/d /y)  
Address (Street/City/State/Zip)\_\_\_\_\_  
House Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_  
Emergency Contact\_\_\_\_\_ Phone\_\_\_\_\_

If the above address has not been your residence for at least five (5) years, please provide other addresses and the number of years of residences on the back of this form.

APPLICANT'S SIGNATURE:\_\_\_\_\_ Date:\_\_\_\_\_

**\*\* THIS COPY IS TO REMAIN IN THE HANDBOOK\***

## ST. PHILOMENA EARLY LEARNING CENTER

### PHILOSOPHY

St. Philomena Early Learning Center believes in partnering with the parents to develop the whole child, academically, physically, psychologically, socially and spiritually.

We encourage the child to have a love and respect of him/herself and others. We want to help develop a joy, curiosity and enthusiasm for learning. We want him/her to be a flexible person who can cope, adjust, who knows how to think, to be creative, to problem solve, to make decisions and to impart lifelong Catholic Christian values. Academically, the Montessori and Developmentally Appropriate learning materials give the child a concrete foundation for the understanding of concepts and abstractions and a refinement of his/her senses. It is essential for the child to have a strong basis in his/her formative years, developing habits, skills, and positive attitudes that will stay with him/her throughout his/her life. We believe in the dignity and spiritual quality of all children, and consider it a privilege and responsibility to aid and observe a child's life as it unfolds.

### MISSION STATEMENT

St. Philomena Early Learning Center is a Catholic School that instills Christian values, and applies Montessori philosophy to meet the demands of a culturally diverse society through quality education for life-long learning.

### GOALS

- To help children develop into caring, creative, thinking individuals who are concerned about others and the world around them; as spiritual development is fostered through learning about and sharing the Good News and seeking peace and justice also through prayer.
- To help children develop a positive self-image, the foundation on which social/emotional and physical success is built; as emotional/social and physical development is fostered through creating an atmosphere to gain trust, openness and where stimulation of gross/fine motor coordination is unfolded.
- To help children develop academic success; creating joy of learning.

## ADMISSIONS POLICY AND REQUIREMENTS

The ELC is a non-discriminatory educational institution. Priority placement may be given to parish members. SPELC is not designed to meet special learning needs of all students. A special need is defined as a condition that exists which requires adjustments in the usual learning environment if the child is to develop to his/her potential. It is our consideration to operate with the State and Federal Law to follow the ADA Law and accept children with special needs with reasonable boundaries. If a child's educational, medical or physical needs are beyond the necessary and available resources or the special professional training of school personnel a decision may be made not to admit the student. Again, admission to SPELC is a privilege and is based in part of the school's ability to service the child effectively within the resources available to the school.

It is this center's policy to not to discriminate against person's 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 Americans with Disabilities Act.

Acceptance for every new school year is not automatic. Parents must re-enroll (current) children for the upcoming school year. The school reserves the right to accept or not accept applicants; new and/or currently enrolled. Such decisions are based on parental cooperation, student behavior and the school's ability to meet the needs of the child. In determining (prospective children) acceptance, decisions of acceptance will be made after the child observation (play-date) and parent interview, and after all required application forms and supporting documentation from the applicant is received .

Current students applying to our Kindergarten Program will be invited for placement and on entry-age requirements (must turn 5 by Dec. 31st)

Children in the Pre-primary and Kindergarten Programs (3-6 years old) must be toilet-trained (and in underwear ) prior to entrance.

Children in our Toddler Programs do not need to be completely toilet learned; training pants or pull-ups are highly recommended. Diapers are not suggested.

At the time of ELC registration, the students shall :

- Provide Birth Certificate
- Provide Catholic Baptismal Certificate copy
- Provide a completed Health Exam Record/ Form 14 (updated TB screening and Varicella vaccine)
- Provide a Teacher Reference Report from previous preschool (s) attended
- Submit Educational/Financial Contract

## CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedure set forth in any student/parent handbook of the school. It shall be an express condition of enrollment that the parent/ guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express Their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor.
3. These expectations for students and parents/guardians Include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc. )

The school reserves the right to determine, in it discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal written warning to the student and / or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on campus grounds and/ or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in it discretion when a conduct is of such a severe nature as to warrant immediate action without warning.

Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

- 1. Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusation; and social isolation
- 2. Bullying is prohibited.** St. Philomena Early Learning Center community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
- 3. Staff intervention.** St. Philomena Early Learning Center expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene— unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation
- 4. Students and parents shall report bullying.** St. Philomena ELC expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
- 5. Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
- 6. Consequences/intervention.** Consequences for students who bully others shall depend on the results on the investigation and may include counseling; a parent conference; detention; suspension and /or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.

For Liability Insurance purposes, if a child comes to school with bruises, the school may notify Child Protective Services.

**ORIENTATION:**

Before the school year begins, parents are required to attend a mandatory parent orientation meeting.

**ATTENDANCE:**

It is required that the children in our Kindergarten program be in school no later than 8:00am. Tardiness is recorded for all Kindergarteners and those with subsidized requirements ie. Open Doors, and PKS. Toddler and Pre-primary children should also promptly be in school by 8:00am.

**SCHOOL YEAR PROGRAM AND HOURS OF OPERATION**

St. Philomena ELC operates on a year-round trimester schedule which runs from July through June. All programs offered are conducted Monday through Friday with more than 176 instructional days suggested by the Hawaii Catholic Schools and DOE.



**SY 2017-2018 PROGRAM TUITION**

**Annual Fee Schedule:**

_____	Application Processing/Registration Fee <i>Non-refundable amount due with application (Valid for SY 17-18 ONLY)</i>	\$85.00
_____	Tuition Deposit <i>Non-refundable applied towards last installment (June 2018)</i>	\$400.00
_____	Deferred enrollment fee <i>Applied to students considering late admission after July 2017</i>	\$100.00 / month
	FACTS Tuition Management Enrollment Fee <i>—Taken out directly by FACTS during first month enrolled in program</i>	\$40.00 / annual

**\*Tuition includes breakfast, hot lunch, and afternoon snack\***

Early Morning Drop-off begins at 6:30 am. Please add \$50.00 for each 30 minute increment per month

Toddler Program (15 months – 32 months)	Drop Off	Pick Up	Payment Plan A (Annual)	Payment Plan B (Monthly)	Payment Plan C (Bimonthly 5 <sup>th</sup> & 20 <sup>th</sup> )
School – Day	7:30 am	2:30 pm	\$11,160	\$930	\$495.00
All – Day	7:00 am	6:00 pm	\$12,660	\$1055	\$557.50
Pre-Primary 2.9 Years – 6 years (Must be toilet trained)	Drop Off	Pick Up	Payment Plan A (Annual)	Payment Plan B (Monthly)	Payment Plan C (Bimonthly)
School – Day	7:30 am	2:30 pm	\$10,620	\$885	472.50
All – Day	7:00 am	6:00 pm	\$12,060	\$1005	532.50
Montessori Kindergarten (Must be 5 years by 12/31/2016)	Drop Off	Pick Up	Payment Plan A (Annual)	Payment Plan B (Monthly)	Payment Plan C (Bimonthly)
School – Day	7:30 am	2:30 pm	\$11,220	\$935	497.50
All – Day	7:00 am	6:00 pm	\$12,540	\$1045	552.50

Kindergarten consumables are included in tuition.

**Seats in each program time are limited and are subject to availability**

Prices and Program Times are subject to change without prior notice.

## FINANCIAL INFORMATION

Students are enrolled for the **FULL ACADEMIC YEAR**. TUITION is computed on a yearly basis. For the convenience of parents, SPELC offers three tuition payment plans through the FACTS Tuition Management Service, either annually, monthly or bi-monthly. Parents sign a tuition agreement after financial arrangements are determined. Payments are DUE ON OR BEFORE THE FIRST OF THE MONTH. A late fee of \$10.00 per day after the 5th school day of the month will be assessed unless previous arrangements have been made with the office concerning Financial Aid/Scholarship child care payments only.

Your child will be on a one-month probationary status **and asked to withdraw if outstanding tuition/fees are not paid in full** by the next billing period.

### REGISTRATION FEES - (non-refundable)

An annual fee that registers the child in school, the Hawaii Catholic School Department, the American Montessori Society (AMS), the National Catholic Education Association, and the Hawaii Association for Independent Schools (HAIS).

### TUITION DEPOSIT—(non-refundable)

Applied towards last installment payment of June 2018. Deposit is refundable only if cancellation is due to a military transfer. A cancellation notice must be in writing with a photocopy of the order and must be submitted no later than 45 days before the withdrawal date.

### DEFERRED ENROLLMENT FEE:

Non-refundable fee of \$100.00 per month. SPELC is on an open-enrollment admissions process. Parent (s) agrees to pay the said amount per month up until the month of student's desired enrollment. (This fee applies to when "holding an admissions seat" for your child during the first trimester of July thru September) Deferred enrollment fee is not applicable towards tuition payment.

### SCHEDULE/PROGRAM CHANGES:

Any program change is dependent on availability of seats in the desired educational program time frame, i.e., switching from an All-Day program to School-Day Program. A revised Educational Contract must be signed and submitted .

Accommodations for a temporary schedule/program change will be made on a case-by-case basis due to Faculty-Staff work schedule and Student Teacher ratios. Program and day-care rates will be adjusted and changed accordingly.

- The conference allows an exchange of ideas about how to help the child. If there is a question about whether the child can function happily in this school, the school may set an Action Plan outlined with a limited "probationary" period of one to four weeks to try to work out the problem

Upon prior arrangement with the parents, the child who is unable to control aggressive behavior will be:

*Sent home from school if the unacceptable behavior occurs*

This approach seems to help the child understand that such behavior cannot be allowed.

- Please be aware that biting is a normal developmental stage as toddlers experience "teething"
- Biting is not tolerated at SPELC when it becomes an aggressive behavior from a toddler. We will guide the child to use the "words" necessary for resolution and enable the child with appropriate problem solving skills.
- At the end of the probationary time the parents and teacher (s) will hold a personal or telephone conference to decide what further action will be best meet the needs of the child.
- The school reserves the right to suspend or dismiss a student who is unable to adjust to harmonious behavior after sufficient counseling and conferences with parents.

### GRIEVANCE PROCEDURE

Other school-related problems should be handled according to this procedure:

In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address the concern at a pre-arranged meeting with that classroom teacher. If the complaint is not resolved, then talk with the Director. If the complaint is still not resolved you may then speak with the Pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic School.

### BULLYING & HARASSMENT POLICY

Research indicates that children who are exposed to aggression on a consistent basis can exhibit bullying behaviors even as early as age 3. St. Philomena Early Learning Center recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic School.



In our commitment to promote healthy eating habits, we will not allow foods with high sugar content and ask the following

- Consider donating a book or a puzzle to your child's class in your child's honor
- If you choose to send food to celebrate your child's special day, please send only healthy items such as frozen yogurt, muffins, (rather than frosting-laden cupcakes) fresh fruit, granola bars or jello. Also consult with your child's teacher before bringing food items.

#### GIFT AND GOODY BAGS

Favors and small gifts including but not limited to, pencils, stickers, or goody bags for birthdays and holidays should be reserved for private celebrations at home. Please do not bring such items to school. An example for Valentine's Day is to create a valentine with your child.

#### TRANSPORTATION

Transportation is not provided to or from school. A bus service is utilized for fieldtrips. This fee is included in your child's tuition.

### DISCIPLINE GROUNDRULES

#### Discipline/School Conduct

Questions about a child's experiences at school should be directed first to the child's teacher. She/he is in the best position to answer your questions. She observes each student as an integral part of her role.

The Ground Rules of the school are:

The Child must respect him/herself; the child must respect the environment of our school. The purpose of these ground rules is to aid in the development of self respect and respect of others.

We believe prevention of problems is the best solution. When a problem exists, our first step is to assess the situation and see if the children can resolve it or whether it needs adult interventions. If needed, the teacher will move the child to prevent injury. Once safety is established, the teacher will work with the child or children to interpret his/her feelings and express them appropriately. This vital step helps the children build their own problem-solving skills. Simple behavioral digressions will be handled with care and understanding using choices, logical or natural consequences, and/or quiet times away from the group. Physical or verbal punishment will not be used.

When an ongoing, or extremely serious problem arises as indicated on school incident reports for example aggressive behaviors such as (and not limited to) biting, hitting, kicking or swearing this is the procedure we follow:

- The child and teacher (s) talk about the problem and look for the best resolution of it.

#### REFUNDS AND WITHDRAWALS:

There are **NO** tuition reductions or refunds due to sickness, vacations, holidays, school recesses or other absences once a child is enrolled. Early withdrawals require 45 days written notice. Failure to do this will result in a charge of the current and following month's tuition installment. **NO** refunds will be made on advance (pre-paid) annual tuition payment without 45 days written notice. **NO** refunds will be made on tuition deposits.

#### RETURNED PAYMENT POLICIES:

A \$30.00 charge will be assessed for all checks not honored by the bank. Also late fees will be added to all bounced checks per SPELC Educational Contract and FACTS Agreement . Any family who has two checks returned must pay with money order or cashiers check.

#### LATE PICK-UP CHARGES:

Parents arriving after their program time will be requested to sign a form verifying time of pick-up. A late fee will be assessed for those picking up children late as follows:

- ◆ \$20.00 per 1-15 minutes
- ◆ \$40.00 per 16-30 minutes
- ◆ \$10.00 per minute thereafter.

You **must pay** for late pick-up charges at least by the next school day.

#### SUBSIDIZED CHILD CARE PAYMENTS:

Parents with children on subsidized child care payments i.e. Child Care Connection, Open Doors, Pauahi Keiki Scholars must adhere to all terms and conditions of the agency and must pay their family portion of tuition as stated by the first of the month through FACTS.

#### FUNDRAISING:

Families are expected to participate in School Fundraisers. Fundraising projects enables the school to benefit by acquiring learning materials and to develop curriculum through a Staff Development Program. All families are encouraged to participate 100% with the events within the school year.

## ACADEMIC POLICY

### CURRICULUM

St. Philomena Early Learning Center is a Catholic Montessori based school. All classes work within an established curriculum, dedicated to achieving the school's mission. The approach is that of Dr. Maria Montessori, modified to meet the needs of today. Time, resources and content are balanced on all age levels. The child is encouraged to develop a sense of order by completing the work cycle of activity.

During the academic year, the program provides activities and instructions in the following areas:

### RELIGION / LITURGY

### LANGUAGE ARTS

### FOREIGN LANGUAGE (Mandarin)

### MATHEMATICS

### COSMIC STUDIES (Social Studies, Science, Health)

### MUSIC / CREATIVE MOVEMENT

### ARTS

### PRACTICAL LIFE

### SENSORIAL

### TECHNOLOGY (Tablets and Apps)

Mixed-age groupings encourage understanding, helping, and learning from one another in a non-competitive environment. Each child is offered the freedom to work at his/her own pace. The specially designed materials encourage children to work with their hands, using all of their senses, to build concentration, coordination, and independence.

Freedom with responsibility develops respect for self, others, and the materials while enhancing the child's self esteem. Learning materials within each grouping focus on one concept at a time and provide a series of steps of graded difficulty. The teacher makes presentations to her students, individually, in small groups and large groups.

### MAIL / CORRESPONDENCE FOLDERS:

Mail-folders will periodically be sent home with your child. PLEASE CHECK IT OFTEN. Teacher's notes, field trip permission forms, the school newsletter and invoices find their way home through this system. The mail-folders are to be returned with your child the following school day. The mail-folders are for school-to-family mail only. Do not rely upon the child to deliver notes and payments. For your convenience, a mail slot is located near the entry gate (black) Mail is removed daily. Toddler Program students will also receive daily individual Journals regarding activities and events. Journals will also be placed into their mail/correspondence folders, Other forms of communication are monthly classroom calendars, newsletters, e-news, website, Notified Alert System.

Correspondence and phone calls will be handled through the school office. Calls to teachers will be transferred to their Voice Mail where you may leave your message, except for emergencies. This ensures the staff may spend class time with the children.

Teachers should not be called at home unless it is a dire emergency, or the teacher has specifically requested a call at home. In addition to the formal communications procedures like parent/teacher conferences, permission slips and medication permits, we find informal communication vital to achieving our goals for the children. We need to know enough of what's happening in the child's world to adapt to our environment to the child's needs as much as possible. If a significant change occurs in the home, the family should alert the child's teacher(s) as soon as possible. All information such as this is confidential, if the family wants it to be. Just as we need the family to alert the school, so too the school will alert the family of significant changes, such as an extended illness of the child's teacher.

### CLASS/GROUP EMAIL AND WEBPAGE

Parents will be emailed on a monthly basis to inform parents of school news, upcoming events, etc. While we realize that cyber safety is practice at SPELC, please rest assure that at no time will we compromise your email address when sending group/class emails. Periodically emails, may inadvertently be sent into your junk mail. Please notify your child's teacher if you are not receiving any communication via email.

### CONFERENCES / PROGRESS REPORTS:

Progress reports are given to parents every trimester. The school will request individual conferences on or before the end of every trimester. Parents may request a conference at any time.

### BIRTHDAY & HOLIDAY CELEBRATIONS

A birthday is a special day for your child and we understand your desire to make it a memorable one. We must also consider the needs of the group.

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## FIELD TRIPS

### PARENT MEETINGS (SPELC/ PTG) / PARTICIPATION:

Parent meetings are usually scheduled every other month at 6:15 p.m. in the Administrative Building Conference Room. Every family are standing members of the Parent Teacher Guild (PTG). Parents are asked to commit themselves to attending all PTG and SPELC Parent Meetings. These meetings are a liaison of home and school for the express benefit of the child and the family. Family members are also appreciated in providing service to the classroom or during the school day. Family members are usually needed to chaperone field trips. Other family members participate by sharing a talent or skill with the children. For example, parents and grandparents have introduced children to musical instruments, done short presentations on dental hygiene. In other words, if a family member perceives a school need and can meet that need, we would greatly appreciate it when the person speaks up and takes the project to completion.

### SCHOOL VISITS / OBSERVATIONS:

Please make an appointment in the office. Any visitor to the school unaccompanied by a staff member/or a student's family member will be stopped and politely questioned by our faculty/or staff. This is for the protection of all our students. All visitors must report to the school office to sign-in. Classroom visits are arranged and observations with your child's teacher. You are invited to visit your child's classroom environment by appointment. All observers must review and agree to the observation guide before entering classroom.

Tours by High School and College students, and by families considering enrolling their children, are a common occurrence. At all times these guests will be supervised by our staff. We enjoy sharing our environment and our philosophy with others, and find that discussion is needed to aid them in understanding our goals.

### RECORDS AND RELEASE OF INFORMATION:

Parents are allowed to view child's records (according to the Family Educational Rights & Privacy Act). Request to view must be done in writing and with (24) twenty-four hours notice. Also, in accordance to FERPA, disclosure of information is only with written permission from parents. Release of Information Forms are available in the school office.

### NON-CUSTODIAL PARENT:

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Please furnish school with a copy of the custody section of your Divorce Decree and/or Restraining Orders, otherwise, the non-custodial parent will be permitted to pick up the child from the school

Field trips allow and encourage the children to experience the world outside of the classroom, an essential part of learning. Field trips occur about once a trimester. On occasion, parents may be required to remit additional fees for field trip expenses. Permission slips will be issued for each field trip and must be signed and dated by a parent or legal guardian before a child is permitted to participate. Phone authorizations or notes from parents that are not school field trip permission forms are not acceptable replacements. Filed trips are privileges and that a student can be denied participation if he/she fails to meet behavioral requirements. If your child is not permitted to attend a school class filed trip, because of parents choice, then it will be understood that your child will be absent from school/class on that day. Sometimes parents are invited to chaperone on a field trip in such cases, parent chaperone must attend a mandatory chaperone/volunteer session and must have a current ( 2 years from date of inoculation) TB test on file in the school office.

## HOMEWORK

Lessons for the Kindergarten Program include attaining Study Habit Skills. Homework may be given as deemed necessary to reinforce learning. Parents are asked to provide a quiet place as free from distraction as possible. Children are encouraged to work independently and to complete task/assignment.

## CLASSROOM ASSIGNMENT

Students are assigned to a class and teacher at the start of the new year. These assignments may be subject to change due to class dynamics and groupings. Teacher assignments requests will be considered and are not guaranteed.

## HEALTH & SAFETY REQUIREMENTS

Each child must meet the health requirements for school attendance established by the State of Hawaii. These include a physical before entry as well as required state immunizations. The child's doctor shall record this information on the Form 14, which will remain on file in the school office. Form 14 must be turned into office before child may start.

Any recommendations regarding special physical, emotional, or educational needs must be made in writing by the child's doctor or health care consultant. Please report to the Director any physical, emotional, or environmental conditions that may affect your child's progress, such as separation, death, injury, move, change of family status.

## HEALTH:

You are the best judge of your child's health and we trust you will not bring a sick child to our Center. However, if in the opinion of our teaching staff/director your child is sick, we will call you to come and pick up your child. Your child will be sent to the Health Room away from the other children until you arrive.

The following criteria will be considered in determining if your child must go home.

- **Fever of 100 degrees or more.**
- **Inflammation of eyes (excessive redness, glassy or discharge)**
- **Vomiting more than once, and one incidence of diarrhea or loose stool which is not contained within clothing.**
- **Communicable disease as defined by the Department of Health Services / Center for Disease Control.**
- **Unknown rash, that could be symptomatic of a contagious disease, i.e., chicken pox**
- **Excessive nasal discharge, especially if yellow or greenish, since this may indicate infection.**
- **Head lice or nits (eggs)**
- **Hand, Foot & Mouth virus**

If your child was sent home due to illness, he/she cannot return to school until he/she has been free from symptoms for 24 hours. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guideline when determining whether or not your child is ready to return to school.

- **Mood, appetite, behavior and activity are again normal.**
- **No fever for 24 hours without a fever reducer.**
- **Antibiotics (if prescribed) have been used for a full 24 hours.**
- **Antibiotics have been used for a full 48 hours in the case of strep.**
- **Vomiting, diarrhea cleared for 24 hours.**
- **Frequent coughing, excessive nasal discharge resolved.**
- **Pain (earache, cramps, headache, etc.) resolved.**

It is your responsibility to notify the Center if your child has a communicable disease, such as: measles, mumps, chicken pox, head lice, etc. A doctor's note is required for students who return after an absence due to a contagious illness and/or have been absent due to illness for three or more days.

## Management of diapers and other toddler supplies

Parents shall be responsible to provide for their child an adequate supply of diapers, and/or training pants and baby wipes. Supplies will be kept in child's cubby bin in his/her classroom. \* Teachers will notify parent when to replenish supplies \*Parents shall label each diaper to identify child's personal diapers.

## MEALS AND FEEDING PLANS:

A. All meals (breakfast, lunch and afternoon snack) are included in the tuition. SPELC participates in the Hawaii Child Nutrition Program -CACFP whereby all meals served are of accordance to the guidelines for nutritious foods that contribute to the wellness, healthy growth and development of our children.

B. All meals are made on site (certified meal-prep kitchen) and delivered to our classrooms for breakfast, lunch and afternoon snack hours. Preprimary and Kindergarten classrooms have lunch service in cafeteria. Detailed meal service times are posted on each classroom's bulletin.

C. Meal menus are published monthly via classroom bulletin.

D. Nursing room available on premise.

## TODDLER-TO-PREPRIMARY TRANSITION PROCESS:

Toddler children that have reached 2 years 9 months (or 36 months) will be assessed for pre-primary readiness ie. potty trained by their current caregiver-teacher. A Parent - Caregiver/Teacher Conference will be held to discuss promotion into a pre-primary (3-6 years old) environment.

### Prior to initiating the transition process :

Parents are encouraged to speak to their child about the change to the new classroom, they will be taken on a tour of the new room and be introduced to the Head Teacher and her teaching team, and teacher will provide classroom orientation packet and other pertinent classroom information prior to start date in the preprimary environment.

Toddler child being promoted will have an opportunity to be invited for a play-date into his/her new preschool classroom prior to his/her final pre-primary start date.

## SCHOOL POLICIES AND GUIDELINES

### SCHOOL DRESS:

Our St. Philomena ELC School Uniform is a positive vehicle of promoting pride and safety for our youngsters.

**Regular School Days:** T-shirt (Forest green), Short or Long Pants (Khaki)

**Every Friday:** Aloha Attire or casual attire

**Field Trips:** School T-shirt, Shorts & Covered Shoes

**Footwear:** Canvas shoes (sneakers) are required. Footwear for Aloha Friday must have a back strap i.e. Sandals

Children enrolled in our Toddler Program, the school uniform is optional. Children in our Pre-primary and Kindergarten Program must adhere to our dress code policy. School uniform should not be modified for any reason.

### BATHROOM / DRESSING POLICY:

Care of self is an important Montessori skill needed for independence. Children in our Toddler Program will be introduced to “potty-learning” skills. We will work with families to provide a consistent method of “potty-learning” for the child. All children are encouraged to dress and wipe themselves. If they make an attempt and indicate they need help, teachers will assist them. Clothing that are soiled by urine or feces will be immediately placed in a plastic bag (without rinsing) and sent home.

### PERSONAL BELONGINGS:

Candy, gum, money, jewelry, toy guns/weapons, and similar items may not be brought to school. Families should check the child’s pockets to see what they contain before entering the school. Also, please check again when the child returns home, to see if the pockets contain any unfamiliar objects. Items carried home may be important to the child’s work. A favorite item may be brought to school to be shown and shared with friends. Such items must be labeled to prevent confusion. Items brought from home should not disrupt the daily work of the children. Your child’s teacher will inform you of Sharing Days.

Your child’s belongings will be kept in his/her backpack. A backpack should be big enough to store your child’s extra clothes, nap items and class communication folder.

The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the Parent Information Center when there has been exposure to a communicable illness in the Center. Please consult the Director if you need additional information. Children returned to the Center with signs of illness or communicable disease will be refused admittance. A medical physician serves as a consultant to the school.

### MEDICATION ADMINISTRATION POLICY:

Only prescribed medications will be dispensed with a written authorization given to the school staff. Forms are on file in school office. Never include medication in your child’s school bag. All medicines should be brought to the office or given to the child’s teacher. A medical log will be maintained to record any injuries/accidents or medication dispensed. All medication must be in their original container and labeled with the Rx label belonging to your child affixed onto the original container.

When possible, parents should consult with a child’s pediatrician if the prescribed medication can be administered outside of school hours. We

recognize that this is not always possible, but if applicable:

- **Written orders by child’s physician must be on file to administer medication**
- **Child shall be monitored on the prescribed medication for at least 24 hours prior to SPELC administering medication to your child.**
- **Parental consent liability form must be signed**
- **Children who need medication administered for extended time periods or that have special health concerns i.e., allergies, juvenile diabetes will be required to complete the administration of medication form.**

### ABSENCE FROM SCHOOL:

If a student is absent because of illness or other valid reason, parents must report each day of absence to the school office no later than 8:30am.

### TARDINESS:

If a child is unavoidably delayed and arrives after 8:30am, while the class is in session, parents are expected to escort their child into class quietly so as not to disturb the ongoing class activity, and to inform a teacher of the child’s arrival.

### GATE SAFETY:

Only adults are to open or shut the gates. Please refrain from allowing your child to open building/classroom area gates on campus. Children are not allowed to activate keypad with your family code to the entry (black) gate. Parents please shut and latch gates securely behind you even though you see others coming behind you. Your family code should only be shared with the authorized person(s) on your Emergency Release Form.

#### SIGN IN / OUT:

All authorized to drop-off and pick up must sign-in/out on the classroom Sign-In/Out Sheet. Please initial sheet after noting time of drop-off and pick-up. All children must be accompanied in and out of the school campus. NO minors are allowed to pick up/drop off your child. Teachers will do an ID check.

#### RELEASE BY AUTHORIZATION:

No child will be released to an outsider without prior written notification from his parents. We will ask all unfamiliar adults who are listed on your release form for proper identification.

#### ACCIDENTS:

In cases of minor accidents, First Aid will be administered by a teacher and an injury report sent home. We will also contact parents by phone if any head injury was sustained. If immediate emergency care is needed the child will be taken to Kapiolani Medical Hospital, or if military, to Tripler Hospital, unless other arrangements have been made. All Injury Forms must be acknowledged with your signature and returned to your child's teacher.

#### INSURANCE COVERAGE:

SPELC is insured by Catholic Mutual which includes liability insurance coverage.

#### ILLNESS:

A parent or other authorized contact person will be notified to come immediately for the child if he becomes ill during school hours, and in the case of an emergency requiring prompt treatment by a physician.

#### NUTRITION:

Nutritious breakfast and snack supplements are served daily as well as hot lunches. Breakfast services begin as early as 7:30am till 8:30am. Breakfast and snack is set up to promote healthy eating habits. Lunches are well-balanced Type A school lunches which meet to USDA nutritional requirements with an emphasis on natural foods. Milk is included with each meal. Afternoon snacks are also served daily. A doctor's certificate and/or approval by the director is required for any home lunch request.

#### ALLERGIES:

Allergies to food including milk restrictions, shall be noted on child's allergy form and accompanied by a signed note from the physician. The school will try to accommodate the special dietary needs of children with allergies, religious restrictions. If we are unable to meet these needs, parents must provide a home lunch for their child. For the safety of children who have nut allergies, please refrain from bringing nuts or nut products to school.

#### FIRE DRILLS:

FIRE DRILLS will be held periodically. Follow emergency fire evacuation procedures.

#### TSUNAMI WARNING:

The following procedures have been adopted in the event of a Tsunami Warning.

1. If a warning is issued while school is in session, staff will remain with the children, feed them and take care of them, until parents can safely pick them up. We are asking parents not to rush to school, if they are in a safe area it is recommended that they remain there until the "All Clear" is announced to avoid contributing to unnecessary traffic.
2. If a warning is issued before school begins, classes will be cancelled and the school will be closed.

#### FLOODING

SPELC is not located in an inundated flood zone. Possible heavy periods of rain, under tropical storm or hurricane conditions, or poor irrigation may cause flooding on our school grounds. In the event that we are advised to evacuate, or water begins to rise around our buildings, we plan to gather immediately to the second floor of the church rectory.

#### HURRICANE / TROPICAL STORM:

HURRICANE OR TROPICAL STORM watches are issued by the National Weather Services 36 hours prior to arrival of storm effects. Tropical Storm warnings are issued when one of these storms could effect Oahu in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions to close the school before the issue of a warning.

#### EARTHQUAKE:

Should an EARTHQUAKE of significant magnitude occur on Oahu, we can anticipate considerable disruption to our road networks. Parents may not be able to get to their children even though they live nearby. As recommended by Oahu Civil Defense, we have made preparations to survive up to 72 hours without outside assistance. We will conduct earthquake drills in conjunction with the sounding of sirens. Taking cover under desks, table or stable supported doorways.

During any emergency or disaster situation our staff is prepared to take good care of your children. A good rule of thumb for school closures: If it is announced over Radio or Television that the public schools are closing we will also. Under no circumstances will we close the school until all the children have been picked up by their parents or designee. Keep the telephone lines open for those with urgent needs.

All children will also carry out handwashing procedures upon arrival for the day, parents must accompany child. Handwashing is not limited to: before and after eating and/or handling food ie. Cooking activities after outdoor play and/or participating in water play, bodily fluid ie. Wiping and blowing noses, drools from mouths, and after diaper changing and/or toileting.

#### SAFE ENVIRONMENT PROGRAM:

The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, “ To Offer Healing, To Restore Trust,” first published January 08, 2004. The handbook is available from the St. Philomena Early Learning Center and online at [www.hi-care.org](http://www.hi-care.org). The church endorses the mandatory reporting provision H.R.S. Chapter 350 concerning child abuses. All Staff Members and Teacher/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Philomena ELC, will conduct Safe Environment training as part of the kindergarten religious education curriculum. Prior to the presentation of the curriculum, parents will be provided with an opportunity to review the safe environment training materials.

#### EMERGENCY PROCEDURES

Crisis and/or emergencies are inevitable in the operation of any organization. We make every effort to minimize risks and to assure the safety and security of our students and faculty. However, life presents personal and professional uncertainties and it is impossible to avoid and prepare for every threat. Please refer to your SPELC Crisis Management Plan: Parent Guide for information concerning our overview of action plans. SPELC has an Alert Notification System which allows us to send messages via telephone, text, email to our families providing critical information about school emergencies.

It is essential that you establish individual and family plans in the event of an emergency or crisis. These plans should include who will be able to pick up your child in an event you are not in the immediate vicinity or cannot get to the school in a timely manner.

These individuals should be on your designated emergency pick up form. Please remember that a staff member from the school will remain with the students until the last student has been picked up. Our school emergency cell phone number is (808) 349-8080.

#### WELLNESS POLICY:

*(Child Nutrition Act of 1966 {42US.C.1771 et seq})*

Our school community recognizes that poor diet, combined with the lack of physical activity has a negative impact on student’s health and their ability to learn, both short-term and long range.

The NCEA statement on Accountability and Assessment in Catholic Education states that: “We hold a sacred trust to educate and form the whole person—mind, body, and spirit”. As Catholic educators we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of St. Philomena Early Learning Center is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
  - a. Ensures that students have access to healthy food choices and safe physical activities at school and at school functions.
  - b. Provides a pleasant eating environment and secure playground for students and staff.
  - c. Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals.
  - d. Enables students, through a comprehensive health and physical education curricula, to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value by maintaining and implementing snack and lunch menus that focus on and:
  - a. Ensures the integrity of the school lunch program by discouraging food and beverage that are in conflict with the lunch program.
  - b. Encourages teachers, students and parents to make healthy, nutritious food choices when food is used in part of a class or student incentive program, curricular lesson, or fund raiser.
3. Provide opportunities for school community involvement in the development, review, and implementation of the SPELC Wellness Policy, and to ensure that this policy is being met.

## PHYSICIAN CONSULTANT:

We have a medical physician available who serves as our health consultant for our school.

## SAFE SLEEP PRACTICES AND REPORTING REQUIREMENT POLICY:

In providing a Safe Sleep environment for all of our children, SPELC complies with DHS concerning the Hawaii Administrative Rules HAR 17-891.1-41(c) and 17-895-45(c). The Safe Sleep practices at SPELC are to prevent the occurrence of Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Deaths (SUID). SPELC teachers complete training for the Safe Sleep Practices and Reporting policy.

### SAFE SLEEP PRACTICES:

St. Philomena ELC provides a safe sleep environment for all children.

A. *Sleeping equipment* such as a rest mat will be made available to a child in cases where the child's personal rest mat was inadvertently left at home.

1. Parents shall be responsible to provide for their child a rest mat along with clean sheet or cover to be used on their child's rest mat.
2. Parents providing their own sleeping equipment such as a nap mat (that has a built-in pillow and attached blanket) daily for their child; will suffice.

*\*Parents must label child's belongings such as child's rest mat, sheet/ covers and nap mats.*

B. *Sleeping position* for the children will be on his/her back, unless parent provides a written note from a doctor directing otherwise. SPELC teachers will gently reposition child on his/her back during nap.

### Reporting Requirements:

SPELC will report any child enrolled in our Toddler, Pre-primary and Kindergarten programs within one working day of occurrence, the death of a child, employee, or household member, and any illness or injury received here at SPELC, that results in a child's hospitalization, which includes emergency room admittance.

### SANITATION PRACTICES:

Toilet learning is an important time in a child's development. For the Toddler children (15 mos.-36mos.) who are unable to use the toilet consistently; they will be changed at stations designated for diapering or toileting. Food handling will not be permitted in diapering areas. Caregivers-Teachers will follow diapering, handwashing guidelines all within DHS and NAEYC procedures.

### Diaper and/or Toilet Changing:

A disinfecting solution will be used to disinfect diapering surfaces before and after each changing of Toddler and will wipe area clean with disposable paper towels. Caregivers-Teachers will be donned with disposable gloves (latex or vinyl) during the diaper and/or toileting process. Disposing of all materials used for diaper changing will be placed in a plastic bag, tied and disposed into a (labeled-dirty diapers) step-can receptacle. All surfaces will be cleaned, sanitized and disinfected daily each in its own labeled spray bottled with the proper solution measurements.

- A. Diapers, training pants, clothing and other linens will be changed when soiled or wet (especially with high hazard body fluids). Soiled cloth diapers shall be immediately placed in a waterproof bag (supplied by parent) after being removed from the toddler and sent home daily with toddler to be laundered. Soiled cloth diapers or clothing will not be rinsed. All soiled clothes will also be placed a waterproof bag (supplied by parent) or a plastic bag for parents to take home daily to be laundered.

*\*Caregivers-Teachers may dispose of feces in diapers in the toilet, but will not be able to rinse soiled cloth diapers, or training pants or clothes.*

- B. Toddler children will be cleaned on the body with baby wipes or if necessary (due to high hazard body fluids) will be showered down.

### Sanitizing Procedures for Toys, School Materials/Activities and Classroom shelves/areas:

Cleaning, sanitizing and disinfecting of toys and school materials/activities and classroom shelves/areas are done daily.

For those toys/materials placed in mouths while playing, caregiver-teacher will remove toy piece to be cleaned, and sanitized before placing it back in the classroom environment. All toys/materials will also be inspected to be in good condition. Table tops are sanitized daily before and after meals and as needed after projects.

Clothing utilized for costumes/dress-up is laundered at least weekly or more often (if obviously soiled).

### Handwashing Procedures:

Hand hygiene is imparted to our all of our children in our program. The children will learn the basic handwashing procedure as follows: **Wet** hands with clean, running water (warm or cold), turn off the tap, and apply soap. **Lather** hands by rubbing them together with the soap. Lathering the backs of hands, between fingers, and under the nails. **Scrub** hands for at least 30 seconds. Children hum the "Happy Birthday" song from beginning to end **Dry** hands using a clean towel, using another clean paper towel to turn faucet off.