

Holy Family
Early Learning Center
Student & Parent
Handbook



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SY 2019 – 2020

*HFCA/ELC reserves the right to modify, change, update, or delete the content of this handbook throughout the year, in conjunction with changes to school policy.

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WELCOME MESSAGE

Welcome to Holy Family Early Learning Center!

This Parent Handbook is a resource guide to provide our families with important information about the daily operation of Holy Family Early Learning Center. In addition to a brief background on the school's history, philosophy and mission, the handbook includes the policies and guidelines of our Diocesan-based parish school which are necessary to create a safe and healthy learning environment for the pursuit of spiritual growth and academic excellence on our campus.

Through these various rules, procedures and expectations, our best effort is made to ensure mutual respect and responsibility for actions consistent with the doctrine and teachings of the Catholic Church. Our focus is on enabling each student to realize his or her individual learning potential in partnership with our teachers, parents and guardians in an environment that supports Christian values and morals.

Admission to Holy Family Early Learning Center 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.

While every attempt has been made in this handbook to describe the philosophy, services, and structure of the school's educational program and to cover as many topics and areas of concern as possible, the specific rules and procedures herein should not be considered all inclusive. We retain the right to amend the handbook in response to the ever-changing dynamics of daily life at Holy Family Early Learning Center. Parents will be notified of any revisions that may occur throughout the school year. The Director is the final interpreter of the content of this handbook.

Our faculty and staff look forward to having you join us in active participation in the spiritual, moral, academic, physical, and social development of all our students. We appreciate your cooperation and support of the Student and Parent Handbook's guidelines in maintaining a safe and nurturing educational environment.

Mr. Allen P. Akiona, Jr.
ELC Director

Ms. Celeste Akiu
Principal



ELC's COMMITMENT TO QUALITY

In order to maintain a safe caring family environment for students, the Administration, Faculty, and Staff are committed to maintaining professional standards.

This is our commitment to children...

We will be knowledgeable about, abide by and advocate for the laws and regulations that enhance the quality of life for young children.

We will support the rights of children to live and learn in environments that are responsive to their developmental needs.

We will enhance each child's uniqueness, thereby enhancing the child's self-respect.

We will improve our competencies in providing for the needs of children.

Statement of professional ethics and standards, National Associations for the Education of Young Children (NAEYC), a professional organization for Educators, Hawaii Chapter (HAEYC).

OUR COMMITMENT *to the children....*

A sense of belonging

Formation of character and emphasis on Gospel values and morals

Development of love, acceptance, trust, and respect for others

Social Justice through service to others

Embracing the formation of the whole child

Meeting individual student needs in a caring environment

Concern for ultimate safety, security, and discipline

Maximizing each student's full potential

DIOCESAN MISSION OF CATHOLIC EDUCATION

The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished spiritually, intellectually, 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.

OUR CATHOLIC PHILOSOPHY

Holy Family Catholic Academy and Early Learning Center is a Christ-centered school dedicated toward educating our students for the 21st century. We recognize the uniqueness of each student and strive towards the development of their full potential as successful individuals. As educators we maintain high academic standards by nurturing, encouraging, and showing respect to our students and each other. As a Catholic community, the foundation of our school is based on the precepts, traditions, and values of the Catholic Church. Holy Family Catholic Academy and Early Learning Center is a dedicated school community that supports use of individual gifts and talents to emulate Jesus and to live like Disciples of Christ today and in the future.

OUR CATHOLIC HISTORY

Holy Family Catholic Academy and Early Learning Center is a Catholic elementary school providing education to students in pre-school (Early Learning Center) through grade eight. Father Joseph Sherry of the Society of Mary (Marianists) started the school in 1956 under the direction of the Sisters of Notre Dame de Namur. Years later in 1995, Fr. Maurice G. McNeely (Fr. Mac) saw the need for and therefore opened the Early Learning Center (ELC). The Marianist order had been appointed by Bishop Sweeney, Bishop of the Roman Catholic Diocese of Honolulu, to minister to the parish which was formerly a chapel associated with the Pearl Harbor Naval Base. Today, the school continues as a parish school of about 600 students, staffed by qualified lay personnel under the direction of the pastor who serves as head administrator of the school.

Holy Family Catholic Academy and Early Learning Center operates under the auspices of the Bishop of the Catholic Diocese of Honolulu. It is licensed by the State of Hawaii and is a member of Hawaii Catholic Schools (HCS) and the National Catholic Education Association (NCEA). Holy Family Catholic Academy and Early Learning Center is fully accredited by the Western Catholic Educational Association (WCEA).

OUR SCHOOL MISSION

“Making God’s Goodness Known, Educating for Life.”

Sisters of Notre de Namur

Holy Family Catholic Academy, 1956-1987

Holy Family Catholic Academy and Early Learning Center dedicates its focus on the personal growth of each child by teaching Catholic doctrine, building community, and providing service to others, always striving to realize each student’s individual learning potential by supporting multiple experiences for successful life-long learning.

SCHOOL-WIDE LEARNING EXPECTATIONS

Holy Family Catholic Academy and Early Learning Center
shall provide an enduring faith-inspired environment
of academic excellence in a safe and caring community
that promotes the whole child.

Holy Family Catholic Academy and ELC students strive to become:

- Faithful Christians who have a basic knowledge of the foundations of the Catholic faith, traditions, and the practices of Catholic social teachings.
- Lifelong learners who build a strong foundation in all subject areas and apply knowledge to global issues.
- Informed citizens, who accept the responsibilities of self-discipline, service in their community, and respect the tolerance toward others.
- Effective communicators who exchange ideas with others.
- Integrate individuals who develop healthy social, emotional and mental skills along with attitudes which promote learning, success, and well-being throughout their lives.

Primary Student's Language

“I will live as a Child of God.”

“I will love learning all my life.”

“I am a member of a community.”

“I can listen to others.”

I can talk and read in front of others. I can write what I can say.”

“What I learn in school, I can use every day, anywhere.”

ELC's PROGRAM STYLE

We provide a warm, nurturing, healthy, enlightening and stimulating environment that allows the children to grow at their own individual rates of development. We provide a variety of hands-on experiences to help the children not only develop their basic concepts, but to also develop a positive sense of self concept, self-confidence and self-esteem. By building social and emotional skills, the children are able to become successful in their academic growth.

The ELC Program is based on sound principles of child development and early childhood education. We believe that the children learn best by doing. Learning requires active thinking/experimenting and firsthand experience in finding out how things work. We focus on the process rather than the end product. We see play and hands-on experiences as the foundation for academic learning. We believe in developing the whole child.

The significance of our child-centered program is that the children, their development and individual needs, provide the basis for planning the daily program, the schedule and the content

of the curriculum. Our classrooms consist of **learning centers** in which the children are encouraged to explore and create within their developmental means. Our schedule allows the children large amounts of time to work both in and out of the classroom. The schedule also consists of a time in which teachers and children separate into **small groups** for a teacher-directed activity. Lessons during this time vary according to the children's needs and developmental abilities. It is important that children have the necessary skills before learning and retaining new content. The faculty and staff work with every child to meet their individual emotional, social, developmental needs as well as prepare them for the next developmental level. The ELC also uses the **Cooperative Learning Model**, a 4-step learning process.

MORNING ASSEMBLY SONGS

At morning assembly various patriotic and religious songs such as "The Star-Spangled Banner", "Hawai'i Pono'i", "Hawaii Aloha", and the "Holy Family School Alma Mater" are sung.

"Holy Family School Song"

Praise the school where we are the one, the school that brings us joy and fun.
We live and pray in harmony, to realize that we are family. Refrain
At Holy Family my heart and soul belongs, Holy Family, this is the school that I love.

Full of memories and friends by my side, hand in hand we show our pride.
Our school we love and take care, 'cause we're the best anywhere.

"Hawaii Aloha"

E Hawai'i, e ku'u one hanau e. Ku'u home kulaiwi nei,
'Oli no au i na pono lani ou. E Hawai'i, aloha e.

CHORUS:

E hau'oli na "opio o Hawai'i nei 'Oli e! 'Oli e!
Mai na aheahe makani e pa mai nei Mau ke aloha, no Hawai'i.

"Hawai'i Pono'i" (Hawaii's Own)

Hawai'i Pono'i	Hawaii's own
Nana I Kou Mo'i	Look to your King
Ka Lani Ali'i, Ke Ali'i	The Royal Chief, the chief

Chorus:

Makua Lani E	Royal Father
Kamehameha E	Kamehameha
Na Kaua E Pale	We will defend
Me Ka Ihe	With spears

Hawai'i Pono'i	Hawaii's own
Nana I Na Ali'i	Look to your chiefs
Na Pua Muli Kou, Na Poki'i	The children after you, the young

ELC GENERAL INFORMATION

ELC OFFICE INFORMATION: Phone (808) 421-1265 Fax (808) 422-5030

 Email: elc@hfc Hawaii.org Website: www.holyfamilyelc.org

ELC OFFICE AND BUSINESS OFFICE HOURS

Office hours for the ELC Office are 8:00 AM to 4:00 PM and the office hours for the Business Office are 7:30 AM to 3:30 PM on regular school days. ELC Office hours in the summer and during intersession breaks are 8:00 AM to 12:00 P.M. The ELC Office phone number is (808) 421- 1265. The Business Office phone number is 423-9611, Ext. 304 (Accounts Payable), Ext. 340 (Accounts Receivable), and Ext. 319 (Business Manager).

SCHOOL HOURS

The Regular School Day Program is from 7:00 AM to 2:45 PM. The Full Day School Program is from 7:00 AM to 5:30 PM.

ARRIVALS AND DEPARTURES and LATE PICK-UP POLICY/FEEs

Children should report for the school day no later than 8:00 AM. Parents are to sign their child in and out, noting the times on the sign in/sign out sheets and initialing the entry. Children will **NOT** be released to anyone but parent(s), legal guardian(s) or authorized persons **listed** on the Emergency and Consent Information Form. **Persons authorized to pick up your child will be required to present picture identification.** In addition, children will be released **ONLY** to adults over the age of 18. Children will not be released to persons under the age of 18 or to anyone who appears to be under the influence of drugs and/or alcohol. If this occurs, other authorized persons will be notified.

EARLY AND LATE ARRIVALS: The Early Learning Center officially opens to accept students no earlier than 7:00 AM. Holy Family Catholic Academy and Early Learning Center does not assume responsibility for children who arrive on the premises before 7:00 AM. All children should be at school no later than 8:00 AM. Children arriving after 8:00 AM are to be brought to the Health Room where parents must obtain a “tardy” slip. The child will then be escorted to his/her classroom.

Children will not be accepted after 8:30 AM without prior arrangements made with the ELC Office Staff or Lead Teacher. Under no circumstances will a child be allowed to attend school after 10:00 AM (exceptions will be made if the late arrival is due to educational purposes, i.e. testing). Children will not to be allowed to be initially dropped off during the afternoon program hours. Families of children who are tardy more than 10 times in one quarter will be asked to find another program. The Early Learning Center is a Preschool Program and not a Daycare Program.

On designated half days, dismissal is at 12:00 Noon for ELC students. Please consult the school calendar for half days and school holidays.

LATE PICK-UP POLICY and FEES: The ELC late pick-up fee is \$2.00 for every minute after the designated pick up time. Late pick-up fee notices will be sent home and fees are due as indicated on the notice. Families with excessive late pick-up notices (more than 5 times in one quarter) will be asked to find a program that can accommodate a later pick up time. Late

pick-ups due to unavoidable events such as road closures will be excused. School Day students may pay a flat rate of \$10 to extend their day until 5:30pm. In order to make arrangements for an extended day, parents must notify the Early Learning Center at least one day in advance. **Please note that pick up time is according to the clock found in the ELC classroom.**

BUSINESS OFFICE (also see Financial Policies and Procedures section)

The Business Office is open from 7:30 AM to 3:30 PM Monday through Friday during the school year and is closed on all school holidays. During the Summer, Fall, and Spring Breaks, the Business Office hours are 9:00 AM to 1:00 PM. The Business Office phone number is (808) 423-9611, ext. 319 (Business Manager), ext. 304 (Accounts Payable) and ext. 340 (Accounts Receivable).

The Business Office is in the Rectory located at 830 Main Street. All financial matters are handled through the Business Office (payments for tuition, After School Care, lunch accounts, fees, FACTS contracts, etc.). We accept Cash, Cashier's Check, Check, Debit Card, Discover, MasterCard, Money Order, Travelers Check and VISA. Payments may be made in person, through the postal service, or sent in via the student. As a matter of policy, cash payments should be made directly to the Business Office during school hours and should not be sent to school via student(s). Payments are not accepted at any other location on campus.

BULLYING POLICY

Holy Family Catholic Academy and Early Learning Center recognizes that all types of bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual. The 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.

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 accusations; and social isolation.

Bullying is prohibited. The Holy Family Catholic Academy and Early Learning Center community shall not tolerate any bullying on school grounds or at any school activity on or off campus. This includes electronic or cyber bullying that may originate from a student's on-line computer use at home or school.

Staff intervention. Holy Family Catholic Academy and 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 the 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.

Students and parents shall report bullying. Holy Family Catholic Academy and Early Learning Center 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.

Investigation procedures. Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview 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.

Consequences/intervention. Consequences for students who bully others shall depend on the results of 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.

CELLPHONE USE DURING DROP OFF AND PICK UP

The Early Learning Center staff is requesting that parents refrain from using their cellphones when dropping off and picking up their children. Please complete all calls before entering the gate.

Parents' complete and undivided attention is very important to their child, whether it be at the start or the end of the school day. Please inform everyone involved in your child's transportation of this request.

DISCIPLINE

Classroom ground rules emphasize that the child will not hurt himself, any other person, or any property. If the child is not in control, the child may be instructed to "take a break". Corporal punishment is absolutely prohibited.

In the event the child should cause undue harm to herself, her peers, or teachers, a parent may be contacted prior to the child's usual dismissal time to take the child home. The purpose of this action is to assist the child's understanding that behavior not encouraging a peaceful community at the ELC is not permitted and that the consequence of such actions means temporary separation from the group. Should your child persist in demonstrations of non-peaceful behavior, the Director may request a suspension along with a parent conference. The safety of all in the ELC's environment is a priority.

If consistently disruptive, destructive behavior interferes with the regular program and/or cannot be resolved through the cooperation of home and school, the Director may request withdrawal of the child.

The Director is the final recourse in all disciplinary situations. The Director may also waive any disciplinary rule for just cause at her discretion.

EMERGENCY CONSENT FORM

An Emergency Consent Form/Emergency Card is to be completed and kept on file. Parents are to give the names, relationship, and phone numbers of those individuals authorized to pick up their child. A child will not be released to someone not on this list. It is the parent's responsibility to notify the Center in writing with any changes to the Emergency Consent

Form, Emergency Card, and other vital information (i.e. change in address or phone contacts).

HEALTH ROOM

The health room is available for the immediate and temporary care of injuries and illnesses that occur during the school day from 7:30 AM until 3:00 PM. The health room is staffed during school hours by a health care coordinator, who is CPR/First Aid certified. The health care coordinator provides first aid care for the injured and isolates ill students until they are picked up. Due to limited space in the health room, parents must pick up their ill child (ren) within one hour after notification by the health care coordinator or an ELC staff member. The health room telephone number is (808) 423-9611 ex 305. Medications may be administered by the Health Care Coordinator only with proper authorization forms signed and on file.

LOST AND FOUND

Very often, children's personal items are not labeled with the child's name. Every effort will be made by the teachers to identify and return lost items to their rightful owners. A **LOST AND FOUND** corner is designed to hold these lost items for at least two weeks. If after two weeks, children's items are not reclaimed, the school will consider them donations and use what we may need. Any item(s) not found useful will be donated.

LUNCH and SNACKS

The ELC has a Wellness Policy (see page 24).

Lunch and snack(s) are provided daily to all students according to D.H.S. (Department of Human Services) and U.S.D.A. (United States Department of Agriculture) standards. Snacks are offered to the children in the morning and afternoon. Snacks are planned along USDA guidelines. A lunch/snack menu is posted in each classroom. Snacks and lunches are prepared on campus.

If a child has allergies or has a "special need" for lunch, the ELC will work with the family and/or lunch catering company to meet the nutritional needs of the child. A doctor's note stating a child's allergy to food product(s) must be on file in the ELC Office before any substitutions will be made for a child. 1% or 2% white milk is served with lunches and snacks. **Students who are lactose intolerant need to provide their own milk.** Chocolate milk of any kind is not acceptable during meal times.

Special snacks for birthdays should be arranged with your child's teachers. If you feel the need to bring a snack, we suggest small portions with a minimal amount of sugar. Instead of snacks, you might choose to give a book to the school or classroom with your child's name marked on the front cover. Another option is the sharing/giving of goodie-bags for each child to take home.

USDA and Holy Family ELC is an equal opportunity provider.

MASS/PRAYER SERVICE

A Mass or Prayer Service is generally celebrated once a month in the church for all students in grades ELC, K-8th. The uniform of the day is the regular school day uniform. Parents are cordially invited to attend. Seating areas for students and visitors are assigned.

MORNING ASSEMBLY

A school wide assembly is held each morning at 7:45 AM in the front courtyard. At this time, prayers are recited as a community and positive values shared. Students are taught proper etiquette and respect for the flag and patriotic songs, including the National Anthem. Teachers are present to ensure that appropriate standards of conduct and decorum are observed. School announcements follow as well as occasional recognition and award ceremonies. If you and/or your child (ren) arrive on campus during the morning assembly, please do not enter the courtyard until assembly is finished out of respect for daily prayer, the Pledge of Allegiance to the flag, and the National Anthem. *The ELC joins the morning assembly only on Fridays.

PARKING

Parking lot signs should be noted. The coned off area in the main parking lot is for faculty and staff to park their vehicles. Parents and visitors may not enter this area between 6:30 AM-3:15 PM. The small parking area near the rectory and PE office is designated in-and-out parking primarily for parents whose children are enrolled in the Early Learning Center. Use of the Fleet Reserve's parking area is also restricted to in-and-out parking only. Access to the school grounds through the school's back gate is limited to early morning (7:30-8:00AM) and after school (2:30-3:00PM).

PHOTO RELEASE AUTHORIZATION

When parents sign the online form, they are giving the school permission to use any photo, video or slides we may have of their child in any advertising campaign we engage in.

SUPPLIES

The Comprehensive Fee is used to purchase general art supplies and consumable materials. An additional supply list will be given prior to the first day of school by a homeroom teacher. Please make sure that personal items are clearly marked with the child's name. Some supplies are for class/community use.

VACATIONS

Even though many parents view their child's preschool experience as "not as important" as their formal school years, we discourage families from taking vacations during school time. We suggest vacations be taken when school is out.

VISITORS

All visitors must report to the Main Office to sign in and obtain a visitor's badge. For the safety and security of our students, no one is permitted to go directly to the classroom or playground. Prior arrangements to visit classrooms or participate in school activities should be made.

ADMISSIONS/RECORDS

NON-DISCRIMINATION STATEMENT

Holy Family Catholic Academy (HFCA) and Early Learning Center (ELC) is a non-discriminatory educational institution and employer. The school does not discriminate in its

employment or its admission policy on the basis of race, sex, color, religion, national origin, or disability, if with reasonable accommodation, the individual can function.

NEW STUDENT PROBATION

All students new to HFCA and ELC will be accepted on a probationary period for the first three months of their enrollment. A probationary student, at the discretion of the administration based on a performance evaluation and/or for just cause, may be disenrolled at any time during this three-month interval. If the need presents itself, the probationary period may be extended or reinstated at the discretion of administration.

RETURNING STUDENTS and RE-ENROLLMENT PROCEDURES

Each spring our families are asked to complete a ‘not returning survey’ to indicate their desire and intent to reenroll. Submission of a non-refundable comprehensive fee prior to an established deadline is required for reenrollment consideration for the following school year. A Payment Option worksheet and a Financial Obligation worksheet must be returned to the Business Office by the date directed in order to reserve a space. Continued enrollment at Holy Family Catholic Academy and Early Learning Center is not automatic. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration.

STUDENT RECORDS

The Buckley Amendment also known as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student educational records and is a Federal Law that gives the parents or legal guardians of the students the right to review their child(ren)’s records in the presence of the principal or his/her delegate. Parents have the right to request that the School correct records they believe are inaccurate, misleading or otherwise in violation of the student’s privacy rights. The school will make a reasonable effort to comply with legitimate requests for inspection of records. Written requests for access to the records should be made through the school’s administrative assistant.

The school also 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, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child (ren).

If there is a court order specifying that there is to be no information given regarding a student, it is the responsibility of the custodial parent to provide the school with a current official copy of the court document(s) for the student’s files and to keep school personnel informed of changes that affect the status of the order.

FINANCIAL POLICIES AND GENERAL FINANCIAL PROCEDURES/TRANSFER PROCEDURES

FINANCIAL POLICIES and PROCEDURES GENERAL INFORMATION

Questions regarding financial policies and procedures should be addressed to the Business Office at (808) 423-9611, ext. 319 (Business Manager) or ext. 340 (Accounts Receivable). Two companies provide service to Holy Family: **FACTS and TADS Educate**. Each one serves a different purpose and **each requires separate logins**.

FACTS Tuition Management – collects tuition and ASC (After School Care) payments Tuition & ASC payments through FACTS are made automatically from your designated checking, savings or credit card account.

Agreements: Every family is required to have a FACTS agreement. FACTS agreements are renewed each year for returning families. Every new or renewed contract is assessed an enrollment fee from FACTS. Contact the Business Office should there be changes to the payment plan or dates on existing FACTS agreements. Note: Automatic payments for the “monthly” tuition plan start in June for the Academy and ELC/in August for ASC.

Unsuccessful Debits: FACTS will make up to three (3) attempts to collect a scheduled payment. Then that payment will be considered “unresolved”. An “unresolved” payment must be paid directly to the school. Transcripts for non-returning students and class assignments for returning students will not be released until the account is cleared. At the end of the school year, any outstanding account will be sent to a collection agency. Should you require changes to be made to your banking account, please contact FACTS at (866)441-4637. The financially responsible party is responsible for any fees incurred resulting from a return payment from the bank or Credit Card Company.

TADS – Financial, Admissions and Enrollment

Families access the online services of TADS to stay current on their family’s detailed financial account. TADS login is set up by the parent at the time of enrolling your student(s).

Invoices: All invoices will be posted a minimum of 10-days in advance with a due date of 5th, 10th, 15th, 20th, or 25th. Depending on how your TADS account is set up, invoice statements will either be emailed or mailed to you. Payment must be received by the due date to avoid a late fee of \$29.00.

Payments: We accept Cash, Cashier’s Check, Personal Check, Debit Card, Discover, MasterCard and VISA. Payments may be made in person, mailed to the school, sent in via the student, or direct with TADS. To make payment through TADS, click on “BILLING”. This page will show your current outstanding balance and the option to “Make Payment”. Auto payments can also be done with TADS. This will require a checking, savings, or credit card on file. To set up auto payments, click “BILLING”, then “Account” number, then “Settings”, then EDIT. Scroll down to view and input your information and SUBMIT. (Note: TADS assesses a service charge for credit card payments, HFCA/ELC does not.)

****Parent Login/Passwords are made available through the Systems Point of Contact at systemspoc@hfcawaii.org. Please note that TADS Educate Security will suspend any account that is inactive for more than 60 days, so please login at least once a month to keep your account active.****

FUNDRAISER

Holy Family Catholic Academy and Early Learning Center conducts a fundraiser each year. The annual fundraiser obligation fee is \$300 per family and is part of your financial responsibilities to Holy Family even in the event of an early withdrawal or late enrollment. Prior to the fundraiser event, each family is assigned sixty (60) numbered tickets for a chance to win one of the “cash” prizes. Detailed information regarding the \$300 fundraiser commitment is given to families in August.

LATE PICK-UP POLICY and FEES

The ELC late pick-up fee is \$2.00 for every minute after the designated pick up time. Late pick-up fee notices will be sent home and fees are due as indicated on the notice. Families with excessive late pick-up notices (more than 5 times in one quarter) will be asked to find a program that can accommodate a later pick up time. Late pick-ups due to unavoidable events such as road closures will be excused. School Day students may pay a flat fee rate of \$10 to extend their day until 5:30pm. In order to make arrangements for an extended day, parents must notify the Early Learning Center at least one day in advance. Please note that pick up time is according to the clock found in the ELC classroom.

RETURNED CHECKS

A \$25 Returned Check Fee is assessed for any unpaid check deposited to HFCA or Holy Family ELC.

REFUND POLICY

Tuition is pro-rated and refunded in the event of student withdrawal, termination or transfer. **No refunds are issued after third quarter ends.** The registration deposit, comprehensive, fundraiser, elective, and instrument rental fees are nonrefundable.

Refunds are processed after the student’s departure. Kindly provide the Business Office with a forwarding address for refund purposes. Refunds or FACTS Agreement Termination are pending of any outstanding balances owed to Holy Family Catholic Academy or Holy Family ELC.

END-OF-YEAR: OUTSTANDING BALANCES ON ACCOUNT

All accounts, both tuition and fees, are to be settled by June 15th. The school reserves the right to deny re-enrollment to any child with an outstanding balance. Non-returning students will be denied records/transcripts until the balance is paid in full.

TRANSFER PROCEDURES GENERAL INFORMATION

The ELC office requires four weeks written notice when a student is transferring to another school or withdrawing from the program. A fee, covering full replacement cost of school items, will be charged for any lost or damaged school property. All outstanding

balances must be paid in full for the authorized release of student records and transcripts.

OVERSEAS TRANSFERS

Due to the large number of military transfers from our school, permission is granted, at the Director or principal's discretion, for the student's permanent records to be hand-carried by parents/guardians to the new school. Parents/guardians should notify and obtain records from the school office no earlier than the child's last day of school.

TRANSFERS ON-ISLAND

Student records are mailed directly to the new school if it is an on-island transfer. Parents/guardians should obtain a release card and the health records, as directed after the last day of attendance.

CURRICULUM & EXTRA CURRICULAR

OPEN DOOR POLICY

The Early Learning Center believes in the "open door policy". If you have concerns regarding your child and/or the program, you may go directly to the Lead Teacher and/or the ELC Director. **Maintaining confidentiality is important**, however, in situations where it directly affects the **welfare of the child and/or program**, the ELC Director will be informed. It is extremely important that parents inform ELC staff with any changes in the child's life. The information is vital to ensure that your child receives the best attention and service.

STAFF REQUIREMENTS AND CLASSROOM RATIOS

All staff must meet the teaching requirements set forth by the State of Hawaii Department of Human Services, licensing division. (S17-892.1-17). Criminal record and employment checks are done prior to employment to verify that the employee does not have a background that poses a risk to children.

Holy Family Early Learning Center complies within the state regulation of child - adult ratio at all times during the operational hours of the Center (4-5 yr. olds 16:1, 3 yr. olds 12:1). (DHS#17-892-18.) ***ELC aims for student to teacher ratios of 8:1***

The ELC Curriculum follows the regulations determined by the State of Hawaii and the Catholic School Department.

CATHOLIC FAITH FORMATION

Students of all faiths are welcome at Holy Family Catholic Academy and Early Learning Center. All students are expected to participate in classroom periods of faith instruction and scheduled church services and liturgical activities. Non-Catholic students are not required to actively participate in church services, but are required to maintain a respectful presence and attitude. Students study Catholic Doctrine and Church history and heritage and are provided time each day for prayer and worship as a community. Regular daily prayer is conducted at morning assembly, prior to lunch, and at the end of the school day. A sacred liturgical prayer space is maintained within each classroom with the opportunity to request prayers for special intentions. Special devotions include: Praying the Rosary, Blessings, Stations of the Cross, Crowning of

Mary, etc.

ACADEMIC PROGRAM

The Cooperative Learning Model is a method of teaching for understanding and highly ensures 17student learning. The curriculum is based on developmentally appropriate national standards for early childhood education. It also adheres to the expectations of the Kindergarten program at Holy Family Catholic Academy. The areas of Social and Emotional development, Spirituality, Character Development, Phonemic Awareness, Writing, Math, Science, Life Skills, and Physical Education are all covered using weekly themes as the base for the Curriculum. (Various resources are used to implement a creative and emergent curriculum).

THE COOPERATIVE LEARNING MODEL

The teaching model is used during our small group activities. It involves 4 steps:

Step 1: Introduction of concept

Teacher demonstrates the think talk for the students. The think-talk shows students what and how they will learn the concept.

Step 2: Checking student's level of understanding

Children will have the opportunity to verbalize the think talk and have their first practice of the concept.

Step 3: Practice

Children have the opportunity to further practice the concept on their own, in pairs or in small groups.

Step 4: Mastery

Children are required to do the work entirely on their own to demonstrate their understanding of the concept. During this step, the teacher is checking for understanding, retention, and mastery, if it is appropriate.

Not every daily lesson ends in expecting the children to "master" the concept. Many practices may be needed before a child can master any given concept.

HOMEWORK/WEEKLY REVIEW POLICY

Homework/weekly review is usually given from Monday through Thursday. All homework assignments will be sent home via the child's binder/folder. The purpose of homework is to practice independently what has been taught throughout the week.

We also want each student to be responsible for completing his/her own work in a timely manner. Parents or any siblings are not allowed to do the student's homework/weekly review; it is his/her responsibility. Assignments will be sent home daily. Homework is expected to be completed at home and turned in the following school day. Homework will be checked for student understanding and completion.

Any concerns regarding homework/weekly review should be addressed to the teacher prior to meeting with administration.

FIELD TRIPS

Field trips are arranged to enrich the classroom instruction. Educational field trips (excursions) are taken 3-4 times during the school year and in the summer program. Admission and transportation fees are usually included in the comprehensive fee. On occasion parents may be required to remit additional fees for field trip expenses. Notices are sent home prior to planned field trips. Parents will need to complete the **permission form** and return it by the due date. *Because the final count for the bus and venue are due in advance, parents who do not turn in the permission slip by the due date will need to find alternative care for their child on the field trip day.* Transportation is provided through local bus companies (Ground Transport or Roberts). Community excursions or visits to our center will also be arranged as part of the children's planned curriculum. Children must ride the bus to and from school. Dismissals from the field trip site will only be allowed on ELC Family field trips and with a signed ELC authorization form.

Lunch is to be provided by the parent. **PEANUT PRODUCTS are NOT ALLOWED.** Parents are responsible to have child(ren) on campus, in uniform, before the bus departs.

Chaperones are welcomed. Each field trip dictates the number of chaperone spaces available. Chaperones must be at least 18 years of age and have a current TB clearance & a Volunteer's Code of Conduct on file at school. (See Program Policies – Student/Adult Volunteer) Chaperones are expected to assist with the students. Siblings and other children not enrolled in the ELC are not allowed to attend ELC student field trips.

ELC GRADUATION

Students moving onto Kindergarten are invited to participate in the graduation ceremony held on the last day of the school year. A graduation fee will be collected to offset the cost of the ceremony and class parties. *Graduation photos are generally available. Purchase of photos is optional and cost is paid by the family.*

Families interested in the Kindergarten program at the Academy must obtain and complete the Kindergarten online application with fee.

EXTRA-CURRICULAR PROGRAMS

Various extra-curricular programs (i.e. Amazing Athletes, Leahi Swim, Creative Dance, Tumble Bus, and Hula) are offered throughout the year. A separate registration form and program fee is required. Information regarding available programs is provided at the beginning of each school year.

ELC SUMMER PROGRAM

The ELC Summer Program is offered to students who need care during the month of June. Enrollment is based on summer staffing. A separate registration form and program fee is required. Summer program registration/enrollment is available after the start of the school year.

PROGRESS REPORTS and CONFERENCES

ELC PROGRESS REPORTS

Progress Reports for ELC Students are issued twice a year, at mid-year (January) and at the end of the year (May). The progress report is based on what has been observed by the ELC Staff during each semester.

The following key is the evaluation key noted on the ELC Progress Report:

Evaluation Key

P	=Proficient (Consistently demonstrates the skill)
D	=Developing (Partially demonstrates the skill)
B	=Beginning (Beginning to show signs of demonstrating or understanding the skill)
NI	=Needs Improvement
Blank	=Not a skill worked on this semester

ELC CONFERENCES

Formal conferences are scheduled for all parents/guardians at the end of the first quarter. Parents/guardians are required to attend this first quarter conference. Additional conferences may be scheduled at the request of the parent/guardian, teacher, or Director as necessary throughout the school year.

COMMUNICATION PROCEDURES

Communication between school and parent/guardian should begin at the lowest level whenever possible. If a teacher needs to communicate with a parent/guardian, a note may be sent home with the student, the parent called or emailed. If a parent/guardian needs to see or talk to a teacher, parents may email, or send a note through the student, or call the school and leave a voice message on the teacher's extension (808-423-9611). After consulting with the student's teacher, if a parent/guardian desires a conference with the Director, please call the school for an appointment (808-421-1265). Notices may be used to inform parents of various infractions or violations of school and classroom rules. These hard copy communication notices are sent home via the student or mailed home depending on the circumstances and must be signed and returned by the parent the following school day.

GRIEVANCE PROCEDURE

In the spirit of subsidiarity, if a complaint arises which is important to communicate, speak to the person with whom the complaint is directed. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, feel free to talk with the Director/principal. An appointment may be scheduled with the pastor. If the complaint is still not resolved satisfactorily, send a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools, St. Stephen Diocesan Center, 6301 Pali Highway, Kaneohe, HI 96744.

CONFIDENTIALITY

All information related to student behavior, progress, and personal information is considered confidential to everyone except the parent, the student, or another person directly involved with the student, such as a teacher, counselor or administrator. Confidential information will

not be discussed out of context and/or in non-related discussions or situations. Confidential statements are reserved for only those who have the need to know.

HEALTH and SAFETY PROCEDURE/ **HEALTH REQUIREMENTS**

Before admission, each child must meet the Health Requirements for School Attendance established by the State of Hawaii Department of Health. These include a physical examination, tuberculosis clearance within one year before entry, and required immunizations. The child's doctor shall record this information on the State Health Form 14, which will remain on file in the school office. A completed DHS Form 0908, Early Child Pre-K Health Record Supplement, is also required.

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, a family move, or change of family status (i.e. parents, separating, divorcing).

HEALTH PROCEDURES and REQUIREMENTS

Tuberculosis Clearance

The State of Hawaii requires proof that the student is free of tuberculosis in a communicable form. New students registering for the next school year will be required to provide documentation on Form 14 of having received the Intradermal PPD Mantoux test. The TB reading must be in millimeters (not as "negative" or "positive"). It must be noted on the reading, the date the test was administered and the date the test was read. The reading should be less than 10 mm. If the reading is 10 mm or more, results of a chest x-ray must be sent to the Health Room. The test must be completed within the 12 months prior to the first day of school in Hawaii and must be performed by the State of Hawaii Department of Health or by a U.S. licensed Physician, advanced Practice Registered Nurses (APRN), or Physician's Assistant (PA). Students not showing certification on the first day of school will be denied attendance. A copy of the test results is to be kept in the ELC Office and Health Room.

Immunizations

For admission to any preschool, kindergarten, elementary, and secondary school, a student must present documentation of vaccinations received since birth from a licensed physician or a public health official. This documentation (Form 14) should include complete date (month, day, and year) of each vaccine given because the completed date is necessary to calculate valid spacing of doses. If parents/guardians are unable to present a complete documented (Form 14) record of all immunizations for their child, the undocumented or incompletely documented required immunizations must be administered again. This includes immunizations without dates. An updated copy of your child's immunization record will be kept on file in the Health Room.

A documentation of the following vaccinations is required by the State of Hawaii Department of Health in order for new students, Grades P K-12, to attend school in Hawaii:

5 DTaP (diphtheria, tetanus, pertussis)

4 IPV/OPV (polio)

2 MMR (measles, mumps, rubella)

3 Hepatitis B

1 OR 2 VARICELLA (2 doses required if the 1st dose was administered on or after age 13 years)

All immunizations must meet the “minimum interval” as set by the State of Hawaii Department of Health. The Form 14 must also be completed, verified, and signed by a MD, DO, APRN, OR PA. Incomplete and inaccurate forms will be returned and could affect the child’s enrollment.

*NOTE: DTP or DTaP = Diphtheria-Tetanus-Pertussis/Diphtheria-Tetanus-acellular Pertussis
OPV = Oral Polio Vaccine MMR = Measles-Mumps-Rubella HIB = Haemophilus Influenza
B Varicella = Chicken Pox vaccination Tetramune = a combination of HIB/DTP*

Food Allergies and Other Allergies

Parents are required to notify administration at enrollment if their children have known food allergies. School administrators and health room staff are required to pass this information on to each teacher and staff member who may work with a food-allergic student. A list of foods to avoid and guidance about how to identify the allergen on food labels is required from the parents. A class plan for dealing with food allergies will be developed for affected individuals in conjunction with all health information provided by the parent. Parents may be asked to provide non-perishable “safe snacks” to be kept on hand for unplanned special events. Reasonable accommodations will be made by the school.

A doctor’s note must be submitted to the ELC Office if your child is allergic to any food, insect bites/stings, has a chronic allergic cough and/or runny nose, etc.

Physical Examination

A record of a physical exam performed by a U.S. licensed Medical doctor (MD), doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA) within 12 months prior to first school attendance in the State of Hawaii is required for entry. All new incoming students require a completed Form 14 with TB exam, immunizations, and physical examination. A student may attend school provisionally upon submitting written documentation from a licensed physician or an authorized representative of the Department of Health stating that the student is in the process of receiving the physical exam and any missing required immunizations. The physical must be completed within 90 days of school entry. If these requirements* are not met within 90 days from the start of school, the student will be excluded from school (Hawaii Administrative Rules 302A-1161).

CHILDREN WITH ILLNESS

Please remember to keep your child home if he/she is not well. It is not fair to your child to have to suffer all day in sickness, and it is not fair to the other families that their child is exposed

unwillingly to sicknesses. **Sick Children will not be admitted to the ELC Classroom.** A child should not be brought to school if s/he shows signs of fever, sore throat, a persistent runny nose that is not related to an allergy, persistent hacking cough, and rash/sores on the body that is infected and/or spreading, stomach ache, vomiting, diarrhea, earache or any other signs of illness. Parents are encouraged “when in doubt” to keep their child at home. **Students need to be fever-free without medication for 24 hours prior to returning to school.** Parents are to call the school by 8:00 AM if their child will be absent and/or late. Children will be sent home if they have a fever of 100.4 or higher, and/or if they are exhibiting signs of being ill and therefore require one on one care. If a child becomes sick at school, a parent or an authorized person will be notified to pick up the child.

Children are to be picked up within 45 minutes of the call.

**** Children out with an illness for 3 or more consecutive school days will be required to bring in a doctor’s note prior to returning to school.**

****A child with a communicable disease must bring a doctor’s release before returning.**

EMERGENCY CARD INFORMATION/EMERGENCY and CONSENT FORMS

It is necessary that an EMERGENCY CARD and CONSENT FORM is completed upon registration. It should include your child’s medical conditions (i.e. asthma, allergies, epilepsy, diabetes, nosebleeds, etc.). Emergency contacts must be indicated. Parents/guardians must indicate any changes in writing as needed. It is imperative to have this reference should an emergency arise.

EMERGENCY CARE and EMERGENCY CARD and RELEASE INFORMATION

Before admission of a child, parents submit an Emergency Card Information & Emergency and Consent Form to the ELC Office. ***Please inform the ELC Office immediately of any change in the emergency information.*** In case of injury or emergency, we will follow the instructions on the Emergency Information Form. In a life-threatening situation we will call 9-1-1. If a child requires emergency medical treatment, the child’s parents will be informed by an ELC staff member. The child will be taken by ambulance (if necessary and permitted as indicated on child’s emergency card) to the nearest medical treatment facility and will be accompanied by an ELC staff member. ELC staff members are required to have current first aid/CPR certification.

MEDICATION

If your child needs medication, the following conditions will apply:

Only medications that are prescribed by your child’s doctor will be administered.

Must be in original container with a prescription label accompanied by the proper measurement spoon, dropper, or cup.

ELC’s “Medication Form” must be completed with parent signature.

Prescriptions that read “as needed” will not be given unless the parent has designated the time to administer medication.

Cough drops and “over the counter” medications that suppress an ongoing illness such as fever, diarrhea and vomiting will not be accepted to administer. For the safety of your child, he/she should not be given cough drops from parents while in school.

Exceptions for suppressants will be made if the following conditions have been met:

Medication (suppressant) is prescribed by a doctor **and Medication (suppressant) is accompanied by a doctor's note that states that your child is well enough to be in school.**

A medicine dropper, measuring cup or spoon must accompany all medication. Medication forms are kept in children's files until their termination from ELC. *(The ELC will not administer medications that have EXPIRED. Either new medication or a written consent from the doctor must be submitted prior to administration of the medication.)*

Over the counter items such as sprays and ointments can be administered with written consent from the parents/guardians. **SUNSCREEN** will be applied after the first application is applied at home and with prior written parent consent.

GATE SAFETY

Only **ADULTS** are to open or shut the gates. **Children are not allowed to open the gates!** Parents please close the gate securely behind you. **Do not leave the gate open at any time** - even though you see others coming up behind you. Make sure the latch has been secured before leaving the gate.

SAFE ENVIRONMENT PROGRAM

The United States Council of Catholic Bishops requires Safe Environment training to be administered to all children enrolled in our diocesan schools and parish religious education programs. The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in the handbook, "To Offer Healing, To Restore Trust," first published in January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. The Church encourages paid and volunteer personnel to report suspected child abuse directly to the Principal or school official, who should contact the police or Child Protective Services.

All adults who have significant or one-on-one contact with minors are required to take an on-line Diocesan Safe Environment Initial Training course, "Shield the Vulnerable" within sixty (60) days from the official start date of their assigned duties. Participants receive certification, a copy of which is kept on file in the school.

Consistent with diocesan policy, Holy Family Catholic Academy and Early Learning Center will conduct Safe Environment training for all students as part of the religious education curriculum at a scheduled time during the course of each school year. Parents are required to sign a consent form provided in the registration materials giving permission for their child to participate in the class on prevention of sexual abuse to children. An opportunity to review the safe environment materials is provided to parents prior to the scheduled classes. A guide to child sexual abuse and the Diocesan of Honolulu's Protection Program will be sent

home as notification following the classroom presentations.

WELLNESS POLICY

The school's Wellness Policy supports the mission of Holy Family Catholic Academy and Early Learning Center. The school community recognizes that a 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 National Catholic Education Association 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 Holy Family Catholic Academy which supports our school mission is to: Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:

Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;

Provides a pleasant eating environment and secure playground for students and staff;

Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness.

Enables students to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime. Reduce student access to foods of minimal nutritional value that:

Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;

Encourages teachers, students and parents to make healthy, nutritious food choices when food is used as a part of a class or student incentive program, curricular lesson, or fund raiser;

Practices selective pricing that favors sales of healthy foods over unhealthy food choices.

CHILD ABUSE AND/OR NEGLECT

Under Hawaii Statues Chapter 350, the Early Learning Center is mandated to report suspected Abuse or Neglect immediately to the Department of Human Services.

PARENT COMMUNICATION **PARENT PARTICIPATION/INVOLVEMENT**

PARENT COMMUNICATION

Open communication is fostered through informal conversations, conferences, telephone calls, and notes. Should a parent need to talk to a Lead Teacher or the Director, it is advisable to schedule an appointment. Every effort will be made to communicate on a timely basis.

Monthly Calendars and Newsletters

To keep parents informed of school events, a school calendar is distributed at the beginning of each school year. For updates, changes or cancellation of events, a monthly calendar is distributed, usually along with a newsletter, by the end of the prior month.

Messages from ELC Families

In each classroom, blank note paper is available for parents to inform teachers or administration of any changes to information, upcoming family events (like vacations, doctor or dental appointments, etc.), or even if your child had a rough night's sleep. Please use these notes to keep us informed.

Absences

Please call the ELC Office (808)-421-1265 and leave a message on the voicemail as soon as you have determined your child will not be attending school that day and let us know the reason for the absence.

SOME WAYS THE ELC COMMUNICATES WITH OUR FAMILIES

Parent Orientation/Open House

Monthly Calendar/Newsletter

Email Correspondence (TADS Educate)

ELC Weekly Newsletter

PTG Meetings (Parent Teacher Guild)

Child's P/T Log, Binder, & Parent Bulletin Boards

Parent/Teacher Conferences (Scheduled once a year and as needed)

Teacher/Parent Letters (on occasion/ as needed)

Classroom Events (i.e. field trips, social events, etc...)

Parents and/or Guardians will receive a 30-day notice in the event of a change in the facility's operating policies. (DHS 17-892.1-8)

PARENT PARTICIPATION

The Early Learning Center (ELC) BELIEVES in working with the families in our program. Without your cooperation and assistance, it will not be possible to help your child develop to his/her fullest potential. Your time, suggestions and contributions help to enrich our activities and program. We encourage parents to participate in our program, activities, and events. We realize that not all families may have the time to participate. It is because of this that we attempt to find a variety of different ways that a parent can be involved in their child's life at school.

PARENT EXPECTATIONS

We expect our parents to show a genuine interest in their child's developmental and educational experience. By doing so, all parents are expected to:

Participate in a minimum of two (2) ELC events by May 15th.

Check your child's mailbox DAILY. Newsletters, updates and parent/teacher notes ARE ALWAYS placed in your child's binder.

Read the parent bulletin board in your child's class.

Attend Parent Teacher Guild (PTG meetings) and Parent Orientation.

Support and assist your child's participation in service projects.

Inform staff and the Administration whenever a problem or situation arises.*

In order to help your child have a positive development and feel secure in his/her world, it is important that parents communicate any concerns regarding school or at home that may help us to better assist your child. **In addition, we cannot assist with, help solve problems or make changes if we are not aware of your concerns. In turn, we commit ourselves to providing quality care, a positive learning experience, and a partnership with you the parents.*

PARENT INVOLVEMENT

It is important that parents/guardians and our faculty and staff work together to help your child grow. We all share in your child's care. Communication between our groups is vital.

Parents and guardians are expected to keep teachers informed of any family developments that could impact their child's emotional well-being. Examples: if mom or dad goes on a trip; if military mom or dad is deployed; if a trip is being planned with or without the child; a new sibling; a death in the family; a long, exciting weekend (parties, etc.); a late night; a hard night (too excited to sleep); or accidents over the weekend (fell off skateboard, skidded on the sidewalk, etc.) are important pieces of information that would help the teacher gauge your child's day.

Parent(s) and guardian(s) will also be offered opportunities to attend school-sponsored workshops designed to help the busy parent or guardian with pertinent subjects throughout the school year. Participation is highly encouraged.

All parents and guardians new to our school are expected to attend the ***Parent Orientation meeting***. This meeting will introduce our school mission/philosophy to new parents/families unfamiliar with the ELC Program.

Consistent with diocesan policy, Holy Family Catholic Academy and Early Learning Center will conduct Safe Environment training for all students as part of the religious education curriculum at a scheduled time during the course of each school year. Parents are required to sign a consent form provided in the registration materials giving permission for their child to participate in the class on prevention of sexual abuse to children. An opportunity to review the safe environment materials is provided to parents prior to the scheduled class.

All parents are required to abide by the "Code of Christian Conduct for Parents and Students." A copy of this code can be found on page 28.

PARENT-TEACHER GUILD (PTG)

All parents are urged to attend PTG social meetings. This organization is meant to strengthen parent-teacher communication and understanding. The purpose of the PTG is to enrich and enhance quality school programs and to assist in HFCA fundraising activities when necessary. Executive Board meetings of the PTG officers (who are elected each spring) and school administrators are held to formulate an agenda for the regular PTG meeting. Parents are encouraged to submit written suggestions to these members at any time. PTG maintains a box for correspondence in the school's main office and host an email account for questions and concerns at PTG@hfcawhawaii.org.

SCHOOL BOARD

Holy Family Catholic Academy and Early Learning Center board meetings are held once a month. Officers are selected in May for the following school year. Members of the parish, community and school may be selected to the board.

SUPPORT SCHOOL POLICY

As parents you are the primary educators of your child. By enrolling your child at the Early Learning Center, you are choosing its program over those available at other schools. If you lose confidence in the program or if you find yourself in dispute with its staff and administration, we respect your right to enroll your child elsewhere. In that event, please contact the ELC Director to discuss your concerns before making a final decision. Similarly, if the administration concludes that you are not supportive of the School's program or that you have become antagonistic towards its staff or other members of the School community, the ELC Director, with prior agreement of the Pastor, will contact you to discuss these concerns and, if they cannot be satisfactorily resolved, will encourage you to make arrangements for the education of your child elsewhere. (Please refer to HCS Code of Christian Conduct Covering Students and Parents/Guardians)

CODE OF CHRISTIAN CONDUCT COVERING **STUDENTS AND PARENTS/GUARDIANS** **Hawaii Catholic Schools**

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 behaves 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 parents/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:

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.

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 driven, disruptive, threatening, hostile, or divisive.

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 its discretion, which actions fall short of meeting

the Christian principles of the school. Failure to follow these principles will normally result in a verbal or 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 student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

DRESS CODE AND GROOMING STANDARDS

The ELC dress code and grooming standards are established in order to maintain a positive and productive environment conducive to teaching and learning. All students are required to comply with the standards set forth below with no exceptions. Uniforms are to be purchased from the school's official uniform supplier. All students must be in complete uniform no later than one week after entering school. Being out of proper uniform may result in the issuance of a Dress Code Infraction and may require parents to deliver the proper uniform to school.

UNIFORMS

Socks – must be worn with shoes at all times

Shoes – Tennis/Athletic shoes, with Velcro straps. No open back shoes/open toe shoes
(Children may wear shoes with laces if they are able to independently tie their laces)

Shorts/Underwear – HFCA ELC logo shorts with underwear

Tops – ELC logo shirt

Long Pants – Optional-Solid navy blue or khaki pants **Absolutely NO JEANS (denim)**. **Jacket or Sweater**

*Long pants may also be purchased.

EXTRA CLOTHING FOR CUBBY

Socks /Underwear - Two (2) sets

Shorts – ELC logo short or solid navy colored shorts may be substituted **Shirt** – ELC logo shirt or solid blue colored shirt may be substituted **Slippers** – for use during nap time

FREE DRESS DAYS

Uniforms are worn Monday through Thursdays. Fridays are designated “free dress days”, unless the administration requests that the uniform be worn (i.e. field trip). Free Dress may also be designated on special occasions (i.e. picture taking); parents will be notified via clipboard, newsletter, or email.

Guidelines for free dress day are as follows:

Outfits – Should be comfortable. Please remember that there are periods of the day that the children are playing outside.

Shoes – Shoes that are safe, comfortable and have a back strap can be worn. NO SLIPPERS or NO SHOES WITH A HEEL of any kind. Please remember that the children do play outside therefore safe shoes (like school uniform shoes) must be worn.

HAIR

Boys and girls hair should be kept neat and clean. Boys' hair is not to touch the collar of the uniform shirt. Unusual hair coloring, bleaching, unconventional and extreme hairstyles (i.e. spiked, faux/mohawks, razor designs, partial shaved or completely shaven heads) and/or excessive use of gel is unacceptable.

JEWELRY

For safety reasons, the ELC **discourages any use** of jewelry. Girls will be allowed to wear non-dangling earrings (i.e. studs) and worn on the earlobe only.

LABELING

All clothing (including jackets/sweaters) should be labeled with the student's name. ELC will not be responsible for lost/missing clothing.

MAKE UP AND NAILS

For safety reasons, all nails are to be neatly trimmed. Students will not be allowed to wear any form of make up during school hours. Exceptions may be made for special events such as performances (notifications will be given in these cases).

SCHOOL BAG

The official school bag will be provided by the ELC. This canvas bag will be the only bag allowed for use. Bags will be given prior to the school year. Students & parents are encouraged to decorate the school bag as a family prior to the first day of school.

ELC DRESS CODE INFRACTION

The following steps will be taken should a student be out of uniform:

1st Offense: Written Warning

2nd offense: Parent will be called to take child home to change or bring in proper uniform item(s) if the spare set is not available in child's cubby.

Copy of the Dress Code Infraction will be kept on file. A signed note from the parents/guardians or doctor is needed if a child is to be excused from uniform requirements. (i.e. foot injury requiring slippers/flip flops.)

ELC PROGRAM POLICIES

ELC STUDENT ORIENTATION/TRANSITION

A positive orientation and transition into class is essential to a child's emotional security, especially in a new environment. The child's first day of school is a half day (12 noon dismissal time).

Some ideas to help the child transition for the first time would be to have the child bring a family picture, a favorite doll or a piece of clothing from one of the parents. The child can use those items to further comfort him/herself throughout the day.

PARENT ORIENTATION AND OPEN HOUSE

Parent Orientation will be held prior to the first day of school.

Open House (parents & child) will be held in the first quarter of the school year.

ACCIDENT/INCIDENT REPORTS

Accident/Injury Reports are issued by staff in the event of any accidents or injuries that: (1) leave a mark or (2) cause discomfort.

Courtesy calls will be made if a child receives a bump on the head or an injury that are of greater concern (open wounds, skin reactions, complaint of injury due to a fall, etc.).

Incident Reports are sent home when a child shows unsafe, inappropriate behavior repeatedly whereby he/she causes an injury to another and/or displays (harmful) negative behavior.

Continued negative behavior is cause for a parent conference.

BIRTHDAY PARTIES

One (1) week notification is required if you plan to celebrate your child's birthday. Please note that when choosing to celebrate your child's birthday, school lunch cannot be canceled. Healthy snack items or desserts such as a birthday cupcakes may be brought. Please speak with your child's teacher.

Birthday parties in school are OPTIONAL. Parents who wish to have their child's birthday celebrated are encouraged to bring either a small store-bought cake or store-bought cupcakes. Goodie bags are optional and shall contain healthy snacks and treats. Goodie bags will be placed in the children's mailboxes to be taken home.

For safety and liability reasons, ELC will not allow the rental/use of outside equipment (such as bouncers/jumpers and animals) on school property during school hours.

ITEMS FROM HOME

Except in the case of "Share Days" (days that have been set specifically for sharing), items from home (toys, money, food*) should not be brought to school. The ELC is not responsible for lost, misplaced or stolen items (includes personal jewelry).

*Children arriving early may bring breakfast from home into the ELC. Due to morning schedules food must be consumed and completed before 7:00am. The sharing of snacks is prohibited. Scheduled snack time in class is designated between 8:15 am- 8:30 am depending on the class schedule.

USE OF VIDEOS IN CLASS

In compliance with Hawaii Catholic Schools, the use of videos *other than* for educational purposes will be monitored. A video used for enhancing a theme/celebration will be allowed with prior approval from the ELC Director. *As part of community building, children will be allowed to share their favorite age- appropriate, rated-G video during their time as Star of the Week.*

STUDENT/ADULT VOLUNTEER POLICY

Student/Adult volunteers must be over the age of 16. From time to time HFCA students volunteer/participate in the ELC and its activities. All volunteers go through **an orientation** process prior to working in the class. This does not include parent involvement on an as-needed basis. *The Department of Human Services (DHS) requires as part of our licensing, that all parents/volunteers to the ELC provide a current TB clearance certificate to be kept on file. The Hawaii Catholic School Department requires a signed “Volunteer Code of Conduct” form to also be kept on file.*

MISCELLANEOUS

PLEASE LABEL ALL OF YOUR CHILD’S CLOTHING AND PERSONAL ITEMS.

Please check your child’s FOLDER/BIINDER DAILY.

Please return any items that are unfamiliar to you that you may discover in your child’s possession, i.e. beads, cubes, animals, etc. They are very likely pieces from the many activities around the classrooms.

Please do not allow your child to bring any valuables to school. These include but are not limited to money and electronic games of any type.

On a rotating basis, group parents *may* be requested to provide supplies that will be used by the student community.

ELC DISCIPLINE AND CARE

STUDENT CONDUCT GUIDANCE POLICY

The following methods of Guidance/Discipline are used at the Early Learning Center:

Positive reinforcement, praising positive behavior, reminding children of limits, redirecting and encouragement are all among the first choices of guidance at the ELC.

Staff will work with the child (and family) to find more appropriate behaviors instead of inappropriate negative, attention getting type of behaviors. An example of appropriate attention getting behavior is asking for assistance and/or comfort.

Physical punishment or measures that humiliate or embarrass a child may never be used by Teachers or Staff.

If a child’s behavior suggests that s/he may need to refocus and calm down the child will be offered a Break/Quiet Time. Break/Quiet Time will not be treated as punishment or punitive.

***Breaks/Quiet Time** is a tool that allows a child to refocus and calm down. When a child is calm, teachers will spend a moment discussing what had happened, problem solve, and then the child will return to participate in the class activity.*

Depending on the child’s ability, a teacher may choose to discuss the situation with the child and

redirect the child versus choosing quiet time.

In the event a child displays aggressive behavior or is disruptive to the teaching/program the following Behavior Modification Plan shall take place:

BEHAVIOR MODIFICATION PLAN:

Initial Occurrence: If a child participates in any acts of aggression or is behaviorally disruptive to the overall teaching/program s/he will be reminded of the rules and the parents will be notified in writing.

Continued Occurrences: Parents will be notified and a Behavior Modification Plan will be initiated by the Lead Teacher and ELC Director. Options within a plan of action include, but are not limited to: school/ home plan, adjusting teaching and expectations, seeking outside assistance, actively involving parents by having child picked up from school when incidents occur, etc... The plan will be tried for a maximum of 4 teaching weeks. (Actual length depends on the child and his/her circumstances.)

Following the expiration of the Behavior Modification Plan, if there are no changes in the desired behavior, the family will be asked to find alternative care for their child.

If a family chooses not to take an active and responsible role in helping their child alter his/her behavior, the parents will be asked to immediately find alternative care for their child.

**** Children that are physically aggressive will be sent home ****

The Early Learning Center is designed to provide experiences that meet children's needs and stimulate learning in a physically and emotionally safe environment. In order to do so it is imperative that parents and children display cooperative behaviors.

TOUCH POLICY

Because we are a loving & nurturing environment, we will comfort your child, with their consent, in times of need with: hugs, holding of hands, stroking their hair or providing a lap to sit on. In the event that a child displays aggressively hurtful behavior s/he will be held to avoid hurting of others or themselves.

BATHROOM/TOILET TRAINING POLICY

Children are expected to be "potty-trained" when they enter school. NO PULL-UPS will be allowed. Any child wearing Pull-Ups will have to change into regular underwear.

Based on the ELC Toilet Training Policy, a child who is able to ask (verbalize the need) to use the bathroom, which includes waking from his or her sleep to ask an adult, and then follows through by using the bathroom with little or no assistance is considered to be potty-trained.

If a child has three or more potty accidents within a week due to not meeting the potty-trained expectations underlined above, the following steps shall take place:

First week of accidents: Parents will receive a warning. The Lead Teacher (or Director) will discuss the matter with the child's parents and both sides will agree on a positive action plan to help the child be successful in school.

Another two-week period of accidents after first warning: The child will need to take a one-week intermission (break) from school. The focus/goal during this intermission break is for the child and family to work on meeting the ELC's expectations of a potty-trained child. Another two-week period of accidents after intermission break: The child will be dismissed from school until he or she is able to follow the ELC Toilet Training Policy.

If a child is unable to meet the toilet training expectations after the 5-week period, then the child is deemed not ready to attend the Early Learning Center.

WORKING WITH STUDENTS WITH SPECIAL (LEARNING) NEEDS

We believe in working with all children and their families. However, sometimes our school may not be the best program for every child and their particular developmental needs.

In the event that a child is accepted and then found that he/she requires special needs, the Administration and staff will work as a team with the child's family to help the student be a successful learner.

If after much effort the school determines that it is not designed to meet the learning needs of the student, or that the child's learning needs are beyond the necessary and available resources and/or professional training of the school personnel, the administration will discuss all the alternatives inclusive of the student's transfer to an alternative school. However, children who display aggressive and hurtful behavior over a period of time may be asked to leave the program until he/she is ready to be in the ELC classroom environment.

The school will do everything possible within our abilities before dismissing a child. Children who display repeated hurtful/aggressive behavior or who are behaviorally disruptive to the overall teaching/ program may be asked to leave the program.

EMERGENCY CRISIS PROCEDURES FOR PARENTS

Holy Family Catholic Academy and Early Learning Center realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. Every effort to minimize risk and to assure the safety and security of our students and our employees will be made. However, life presents personal and professional uncertainties and it is impossible to avoid every threat. A crisis plan and a crisis management team for the efficient management of internal and external communication during emergency situations that may endanger the image, health, safety, operation, or economic stability of the Academy has been created in the event of the following critical situations:

Natural Disasters—Earthquake, Hurricane, Tsunami Fire

Chemical Hazard Bomb Threat

Dangerous Animal on Campus Technological—Power Outages

Intruder or Disorderly Person on Campus Infrastructure—Roads, Sewers, Water Weapon on Campus

Pandemic Flu

ALERT NOTIFICATION SAFETY SYSTEM

Holy Family Catholic Academy and Early Learning Center has an Alert Notification Service that allows us to send a telephone or email message to our families providing them critical information about school emergencies. The service has the capability of allowing us to inform families of emergencies immediately by phone, email, and text messages of school delays or cancellations due to such things as inclement weather or public utility issues. It may also be used to relay reminders about various school events.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, infrastructure issues, or public crisis. If it is announced over the radio or television that the public school system, State Department of Education (DOE), in our area is closed or has cancelled classes for the day, HFCA / ELC will be closed. For military reasons, HFCA / ELC may also be closed at the request of the Department of the Navy (HFCA is located on Federal Property). The school may also be closed as directed by the Diocesan Office of Hawaii Catholic Schools. The ALERT NOTIFICATION System will be activated and implemented whenever possible.

Under no circumstances, however, will school be closed during the day until all children have been safely picked up by their parent or designee. Individuals authorized to pick up must be listed on the school emergency forms. It is imperative that current phone numbers be listed on the Emergency Cards / students records. In the unusual circumstance where school must be cancelled during the school day, please have your child's designated pick up person come to the release site with a photo ID in the event a parent cannot come.

Do not call the school during emergencies. Please allow the school's telephone lines to remain open and available for those who have urgent needs. Cell phone calls to the school during any emergency situation should also be curtailed due to overloading the system.

EMERGENCY PLAN OF ACTION

In the event the school must be closed, the following guidelines are necessary: SAME DAY NOTICE: Before 7:30 a.m.

OFFICIAL NOTICE FROM ADMINISTRATION via ALERT NOTIFICATION will be sent out and the NO CLASSES banner will be hung on the fence visible from the Academy carpool lane and on the back ELC fence.

Opening ELC staff, HFCA Before School Care (BSC) personnel and specified staff members will call those parents of ELC students and BSC students who have already been dropped off for immediate pick-up.

Drop off points will be supervised to inform arriving parents of the school's closure. Parents will not be allowed to drop off students.

The ELC and Academy Offices will notify all school personnel that have not yet arrived of the closure via ALERT NOTIFICATION.

CANCELLATION DURING THE SCHOOLDAY: Closure during school hours for non-emergency situations...

OFFICIAL NOTICE FROM ADMINISTRATION will be given to Staff and students. ALERT NOTIFICATION will be activated for email messaging and direct phone messaging. All students will be required to remain in the classroom until they have been picked up.

ADVANCE NOTICE: Closure is anticipated...

OFFICIAL WRITTEN NOTIFICATION from Administration to the parents will be sent home with all students present and notification via ALERT NOTIFICATION email and direct phone messaging will be implemented. The school banner indicating NO CLASSES will be hung on the back and front fences. ELC Lead teachers and Academy Homeroom teachers will make follow up contact with families of absent children in their class.

CRISIS PLANS

Written crisis plans are located in both the ELC and Academy Offices as well as throughout the campus such as each classroom. Certain actions need to occur to manage a crisis situation and the school has prudently prepared such plans in the event of a crisis. During the school year, these plans will be reviewed with the students and various scenarios will be practiced. Any situation which endangers the safety of the school community will be reported immediately to the ELC Director / Academy Principal. The ELC Director and Academy Principal, in consultation with Pastor, will determine the seriousness of the situation and implementation of the procedures outlined in the Crisis Plan will be followed.

PRECAUTIONARY ACTION

Students are to remain in their classrooms with the doors locked until the “all clear” signal is given. This is just a precautionary action and does not involve evacuation.

EVACUATION OF BUILDING/FORCED DISMISSAL

Due to a possible unsafe situation in the building, the school community may be evacuated to the courtyard or to the church to await further instructions. Depending on the situation, there is the possibility that the students will be evacuated to another site, such as the ball fields across from the fire station or further down Main Street toward Nimitz Elementary School. Students may be picked up at the site by their parent or emergency contact person. Please listen to the radio for our location.

LOCK DOWN

In the event this code level is called, the students will be trained to run to the nearest classroom. Students will be locked into the nearest classroom location with the windows covered. Students will be moved to an area of the room out of visibility, remaining quiet until the “all clear signal is given.” Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio for further information. Do not call the school, as all open lines will be needed to maintain contact with authorities. Academy parents are not contact their child on his/her cell phone.

FOR EMERGENCY INFORMATION VIA THE MEDIA:

In the event of any school, local or national emergency or disaster, please do not try to contact

the school. Instead, key radio and television stations should target parents, allowing us to keep the telephone lines open and available for those who have urgent needs.

Radio stations that will announce school closures or provide emergency information include:

KHPR (Public Radio)

KSSK 92.3 FM or 590 AM

KHVH 830 AM

KINE 105.1 FM

KUMU 94.7 FM

KRTR 96.3 FM

Television stations (Channel 2, 4, 9, and 13) will provide regular updates on the school's status.

FIRE DRILLS

The signal for a drill or actual fire is the fire alarm. Teachers are responsible for familiarizing students with the fire emergency procedures. Drills are held throughout the school year. In the event our facility was to be damaged by fire and not habitable, the children will be cared for at Holy Family Church.

HURRICANES

Conditions: high winds, heavy rain, flooding, and damaging surf. If a "watch" has been issued, the hurricane is expected within 36 hours. A "warning" means it is expected within 24 hours or less. When a watch is issued, we will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure will generally coincide with the end of the normal working day and should not inconvenience parents. Please note that the hurricane/tropical storm public evacuation shelters closest to the school are located at Aliamanu Intermediate School, Salt Lake Elementary School and Moanalua High School.

TSUNAMIS

Conditions: series of destructive ocean waves that can affect all shoreline areas. Tsunamis may occur at any time with limited or no warning. If a "watch" has been issued, tsunamis are possible; get ready. If a "warning" is issued, you should leave coastal areas immediately.

Holy Family Catholic Academy and Early Learning Center is not located in a tsunami evacuation zone, so no evacuation is considered necessary by the state. The following procedures have been adopted in the event of a tsunami warning:

If a warning is issued while school is in session, staff will remain with the children until all are safely picked up.

If a warning is issued before the day normally begins, classes will be canceled and the school will be closed.

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, Holy Family Catholic Academy could be damaged. We could also anticipate considerable disruption to our road networks.

Following an actual earthquake, please read the options listed below:

Option 1: If buildings are determined sound, all students and academy personnel will remain in place to await instructions from the Civil Defense agency.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, all students and Academy personnel will move to the ball field across the street on Valkenburgh.

FLOODING

Holy Family Catholic Academy and Early Learning Center is not located in an identified flooding zone. However, in the event of flooding, all will immediately move to the second floor.

NUCLEAR ATTACK

In the event of a nuclear attack, the students will be trained to run to the nearest classroom. Students will be locked into the nearest classroom location, windows on doors covered and students moved to an area of the room out of visibility, remaining quiet until the “all clear signal is given.” Students may be picked up at the site by their parent or emergency designated person. Parents are to listen to the radio for further information.

WE APPRECIATE YOUR KOKUA IN ADHERING TO THE GUIDELINES DESCRIBED IN THIS *PARENT HANDBOOK FOR THE 2019-2020 SCHOOL YEAR.

*Holy Family Catholic Academy and Early Learning Center reserves the right to modify, change, update, or delete the content of this handbook throughout the year, in conjunction with changes to school policy.



Holy Family Early Learning Center Receipt of Parent Handbook

830 Main Street
Honolulu, Hawaii 96818
(808) 421-1265
ELC@hfc Hawaii.org

I/We have received the Holy Family Early Learning Center Student and Parent Handbook for the 2019 – 2020 school year. I/We have read and understand the policies and procedures set forth in this handbook and agree to abide by these guidelines as conditions for continued enrollment of our child/ren in this school.

PRINT Student's Name

PRINT Name of Parent/Guardian	Signature	Date
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PRINT Name of Parent/Guardian	Signature	Date
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