



Ke Kula Kamali'i Pu'uawai La'a

“The School of Young Children for Their
Sacred Hearts”

Early Learning Center (ELC)

Parent Guidelines

2021 - 2022



Excellence in Education - Foundations for Life

Sacred Hearts School
239 Dickenson Street
Lahaina, HI 96761

Phone: Office (808) 661 - 4720 ELC (808) 662 - 8689

Fax: (808) 667 - 5363

Email: info@shsmaui.org

*subject to change

Table of Contents

History	3
Our Philosophy	3
Mission Statement	5
Vision Statement	5
Goals	5
Long Term Goals	5
General Information	7
Arrival and Dismissal	7
Application, Admission, and Registration	9
Non-Discriminatory Statement	9
Admission	9
Application and Registration Procedure	10
Curriculum	11
Example Daily Class Schedule for 3 and 4 Year-Olds	12
Example Daily Class Schedule for 4 and 5 Year-Olds	13
School Supply List	15
3 Year Old Class	15
4 Year Old Class	16
H. E. A. R. T. S. Hours	17
Hygiene Guidelines	18
Health and Medical Requirements	19
Adjusting to a New Experience	20
Parent-Teacher Relationships	21
Parent Participation	21
Assembly/Mass	21
Star of the Week	23
Class Information	24
Snack and Supplies	24
Lunch and Snack Policy	24

Additional Class Information	25
Birthdays	25
Recycled Materials and Gently Used Donations	25
Discipline	25
Emergency Procedures and Safety	26
Inclement Weather	26
Civil Defense	26
Emergency Preparedness	26
Emergency Contact Information	29
Volunteer Code of Conduct Agreement	30

Ke Kula Kamali'i Pu'uawai La'a

"The School of Young Children for Their Sacred Hearts"

History

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

Enrollment in 2001 was full before the first Parent Orientation night when parents and students visited the facility for the first time. During its first year, the center served 24 children, ages three and four, with a staff of 3 adults. Currently, the center serves up to 13 three year old students with one teacher and one aide. And up to 35 four year old students with two teachers and one aide.

Our Philosophy

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

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

knowledge they need academically but also the knowledge of who they are as individuals. We instill our passions for learning and living onto our students.

Ke Kula Kamali'i Pu'uwal La'a

“The School of Young Children for Their Sacred Hearts”

Mission Statement

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

Vision Statement

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

Goals

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

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

Long Term Goals

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

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

General Information

Location:	239 Dickenson Street	Lahaina, HI 96761
ELC Hours:	Monday through Friday	7:30am - 3:45pm
ELC Telephone:	(808) 662 - 8689	
Sacred Hearts School Office Telephone:	(808) 661 - 4720	
Sacred Hearts School Office Fax:	(808) 667 - 5363	
School Year:	August 2 to May 27	

Arrival and Dismissal

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

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

Students may be dropped off as early as 7:30am, but must be in school no later than 7:40am. This early arrival will help in the transition when your child graduates to Kindergarten. More importantly, the morning activities are a major focus in our daily routine. If your child's class is reciting the daily pledge or prayer when you arrive, please wait until they are finished before entering the classroom. Additionally, if your child will be absent (due to illness or appointments), you must notify their teacher via call or text message by or before 7:45am.

All children must be picked up by 4:00pm. There is a late fee of \$5.00 per minute after 4:00pm. If you know you are going to be late, please make arrangements to have your child picked up on time by an authorized person.

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

Application, Admission, and Registration

Non-Discriminatory Statement

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

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

Admission

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

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

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

Application and Registration Procedure

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

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

Curriculum

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

Curriculum will include the following areas:

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

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

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

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

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

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

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

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

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

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

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

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

Example Daily Class Schedule for 3 and 4 Year-Olds

7:30am - 8:00am	Students arrive - put away water bottles and lunch boxes, use the bathroom, then come to the playground (or designated drop-off area). Parents sign your child in and say good-byes.
8:00am - 8:20am	Outside play and transition
8:20am - 8:30am	Toileting
8:30am - 9:00am	Morning routine - welcome and introductions, calendar, weather, counting, alphabet, announcements. Pray before snack time.
9:00am - 9:20am	Snack and clean-up
9:20am - 9:30am	Toileting inside
9:30am - 10:00am	Learning stations - art, library, puzzles, sorting, and math, kitchen
10:00am - 10:30am	Work - worksheets, art, specific skills - cutting, drawing, writing
10:30am - 10:40am	Toileting, read books, transition
10:40am - 11:10am	Outside play
11:10am - 11:20am	Wash hands, clean up, pray before lunch
11:20am - 11:50am	Lunch time
11:50am - 12:00pm	Toileting before nap
12:30pm-12:45 pm	Early Pick up option (Wednesday Only)
12:00pm - 2:15pm	Naptime
1:30pm- 1:45pm	Early Pick up option (Monday, Tuesday, Thursday, Friday)
2:15pm - 2:30pm	Toileting, put away naptime blankets and mats
2:30pm - 2:45pm	Read quietly, pray before snack
2:45pm - 3:30pm	Snack outside and play until pick-up
3:30pm - 3:45pm	Pick-up

Example Daily Class Schedule for 4 and 5 Year-Olds

7:30am Arrival and outdoor play

8:00am All Jr. Kindergarteners in school

8:15 - 8:45am Restroom, prayer, and snack

8:45 - 9:00am Big Circle, lunch attendance and health check

9:00 - 10:05am 1st rotation

10:05 - 11:05am 2nd rotation

11:15 - 11:25am Clean up, restroom and prayer

11:20 - 11:50am Lunch and restroom

11:55 - 12:30pm Outdoor play

12:30 - 12:45pm Restroom

12:45 - 2:45pm Story/nap time

12:30pm-12:45 pm Early Pick up option (Wednesday Only)

1:30pm- 1:45pm Early Pick up option (Monday, Tuesday, Thursday, Friday)

2:45 - 3:00pm Wake up time

3:00 - 3:30pm Snack, reading time, Indoor or outdoor play

3:30 - 3:45pm Pick up

Uniforms

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

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

No large head pieces or large hair accessories (ex: cat ears, big bows, clip-in extensions). **Students' hair must be tied up if it's shoulder length or longer. No mohawks.** Jewelry is not allowed as it can get caught and ripped off while playing (with the exception of tiny studs if ears are pierced). **No nail polish. No tattoos.**

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



School Supply List

3 Year Old Class

Please bring the following items on the first day of school. Label ALL of your child's belongings.

- One extra change of Uniform clothes, including mask, underpants, and socks. ALL CHILDREN MUST WEAR UNDERPANTS.
- One extra child's size mask.
- 1 - Nap mat 24" x 48", available at Target, Amazon or Sears (ONLINE ONLY). Must be able to sanitize the surface if necessary. LABEL with your child's name.
 - Nap mats will be sent home daily to be sanitized.
- 1 - Thin blanket 45"x36" (swaddles are perfect) to cover your child.
- 1 - Fitted crib sheet for nap mat.
 - Please note: blankets and sheets are sent home daily to be washed.
- Insulated HARDSHELL lunch/bento box (NO soft, fabric).
- 1 - 12 oz. reusable water bottle. LABEL with your child's name.
- 1 - Pair of slippers to be kept in cubby. LABEL with your child's name.
- 1 - Pair of children's scissors.
- 3 - Reams of copy paper.
- 1 - 3" white 3 ring binder, with a sheet protector window on the front cover.
- 1 - Composition book.
- 4 - Pkg. Lysol Disinfectant wipes.
- 3 - Bottles/cans of Lysol Disinfectant spray.
- 1 - Pkg. of Crayola markers.
- 1 - Pkg. of JUMBO Crayola crayons.
- 1 - Pkg. baby wipes.
- 1 - 2.5 qt bottle of Antibacterial hand soap.
- 1 - 1 L bottle of hand sanitizer.
- 3 - Pkgs. of miscellaneous stickers (Holiday, flowers, etc. Can be ordered on-line).

We welcome donations of all sorts - stickers, ribbons, baby jars, jewels, beads, etc. We may occasionally ask you to bring materials to recycle into projects (milk jugs, cardboard, etc). Remember, unwanted items at home may be a teacher's treasure.

School Supply List

4 Year Old Class

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

- One extra change of Uniform clothes, including mask, underpants, and socks. **ALL CHILDREN MUST WEAR UNDERPANTS.**
- 1 – Nap Mat (24" x 48"), available at Target, Amazon or Sears (online only). **LABEL** with your child's name.
- One (1) thin blanket 45"x36" (swaddles are perfect).
- One (1) fitted crib sheet for map mat.
 - Please note: blankets and sheets are sent home at the end of each day to be washed.
- Insulated HARDSHELL lunch box (NO soft, fabric) if bringing a healthy home lunch.
- 12oz. Water bottle (nothing larger).
- 1 - Pair of slippers to be kept in cubby (1 to 2 sizes bigger to accommodate growing feet).
- 3 - Reams of copy paper.
- 1 - 3" white 3-ring binder (Plastic on cover) **LABEL** name on the inside(--- inside the binder please put)
 - 1 - Zippered pencil bag with HOLES to fit in a 3 ring binder
 - inside the pencil bag please put the following items
 - -12 colored Crayola pencils
 - - 8 Large Crayola Crayons
 - - 1 Child scissor blunt tip
 - - 1 small glue bottle (4 oz Elmer's glue)
 - - 1 pink eraser (these items will be kept in Funwork Binder)
- 1 pencil box including the same above items which will be kept at school.
- 3 - Pkgs. fluffy feathers.
- 4 - Pkg. Lysol disinfectant wipes.
- 3 - Bottles/cans of Lysol Disinfectant spray.
- 1 - 2.5 qt bottle of Antibacterial hand soap.

Revised May 17, 2021

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

Higher Expectations Are Reached Through Service

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

- * 20 H.E.A.R.T.S. Hours will be required for families with one child.
- * 30 H.E.A.R.T.S. Hours will be required for families with two or more children.
- * Anyone can fulfill your family's H.E.A.R.T.S. Hours - as long as they enter their volunteer hours on your family's page in the H.E.A.R.T.S. Hours Log.
- * To receive credit for your time you must write your volunteer hours in the H.E.A.R.T.S. Hours Log. The H.E.A.R.T.S Hours Log is a bright red binder and is conveniently located on the counter in the school office.
- * You may buy out your H.E.A.R.T.S. Hours at \$10 per hour.
- * Every family is also required to work at least 8 hours DURING the annual school bazaar. These hours are in addition to the required Hearts Hours. If you are unable to fulfill the bazaar hours you will have to pay \$500 in return

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

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

Hygiene Guidelines

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



*subject to change

Health and Medical Requirements

If your child has a temperature above 99°F, has diarrhea or is vomiting, or has any contagious disease (e.g. conjunctivitis, scabies, chicken pox etc.), discharge of yellow mucus from nose or mouth, **PLEASE KEEP THEM HOME**. We reserve the right to send a child home if they present any of the listed symptoms. If your child is absent for more than three consecutive days, you are required to provide a doctor's note upon return; *physician* - not dentist, chiropractor, etc.

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

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

Medication will be administered only under the following conditions:

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

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

Adjusting to a New Experience

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

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

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

Parent-Teacher Relationships

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

Parent Participation

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

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

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

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

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

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

Assembly/Mass

Weekly school assemblies are held on Thursdays at 7:45AM in Mother Marianne Cope Hall.

On Tuesday mornings a 20-minute prayer service is held for Sacred Hearts School students in the church. The four and five year old classes will join in the services when teachers feel it is

appropriate. Throughout the school year, Feast Day masses are held at Maria Lanakila Church and the preschool children MAY attend these masses. All parents are welcome.

Star of the Week

Each child will have a turn at being “Star of the Week.” Parents get to choose their child’s week. A sign-up sheet will be available at orientation.

Special activities will include:

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

Some suggestions for healthy snacks (subject to change):

- Fat free milk
- Whole grain cereal
- Fruits: apples, oranges, bananas, watermelon, pineapple, strawberries, blueberries
- Raisins, dried cranberries
- Frozen whole grain waffles
- Turkey or chicken cold cuts
- Tuna in the packet (water based)
- Hard-boiled eggs
- Whole grain crackers
- Whole grain tortillas
- Swiss or string cheese
- Almond butter
- Hummus
- Assorted nuts
- Vegetables: small bag of carrots, celery, cucumbers, soybeans, bell peppers

Bring enough for 45 children. The teachers will prepare snacks in the ELC kitchen. Think “healthy” with no or low sugar content (less than 6g per serving) when buying snacks suggested by your child.

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

Class Information

Snack and Supplies

Each family will be signing up for one week of snack and supply responsibilities during the school year (as explained on the Star of the Week page). The teacher will provide a list of needed snacks and supply items to purchase. All of the supplies and snacks are shared across the entire ELC - Jr. K and 3's.

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

All snack items that are brought to school must still be sealed in their original packaging. Fruits and veggies will be prepped here at school. Please do not cut or prep any fresh fruit or veggies. There are some foods that are hard for us to prep due to choking hazards. For example, we have to cut each grape we serve into pieces...this is why we ask that grapes NOT come to school. They are labor intensive. We do not eat sweets at school. The teachers will provide a list for you when it is your turn to provide snack. Remember...we are serving snack to 45 students.

Lunch and Snack Policy

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

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

Additional Class Information

Birthdays

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

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

Recycled Materials and Gently Used Donations

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

Discipline

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

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

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

Emergency Procedures and Safety

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

Inclement Weather

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

Civil Defense

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

Emergency Preparedness

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

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

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

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

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

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

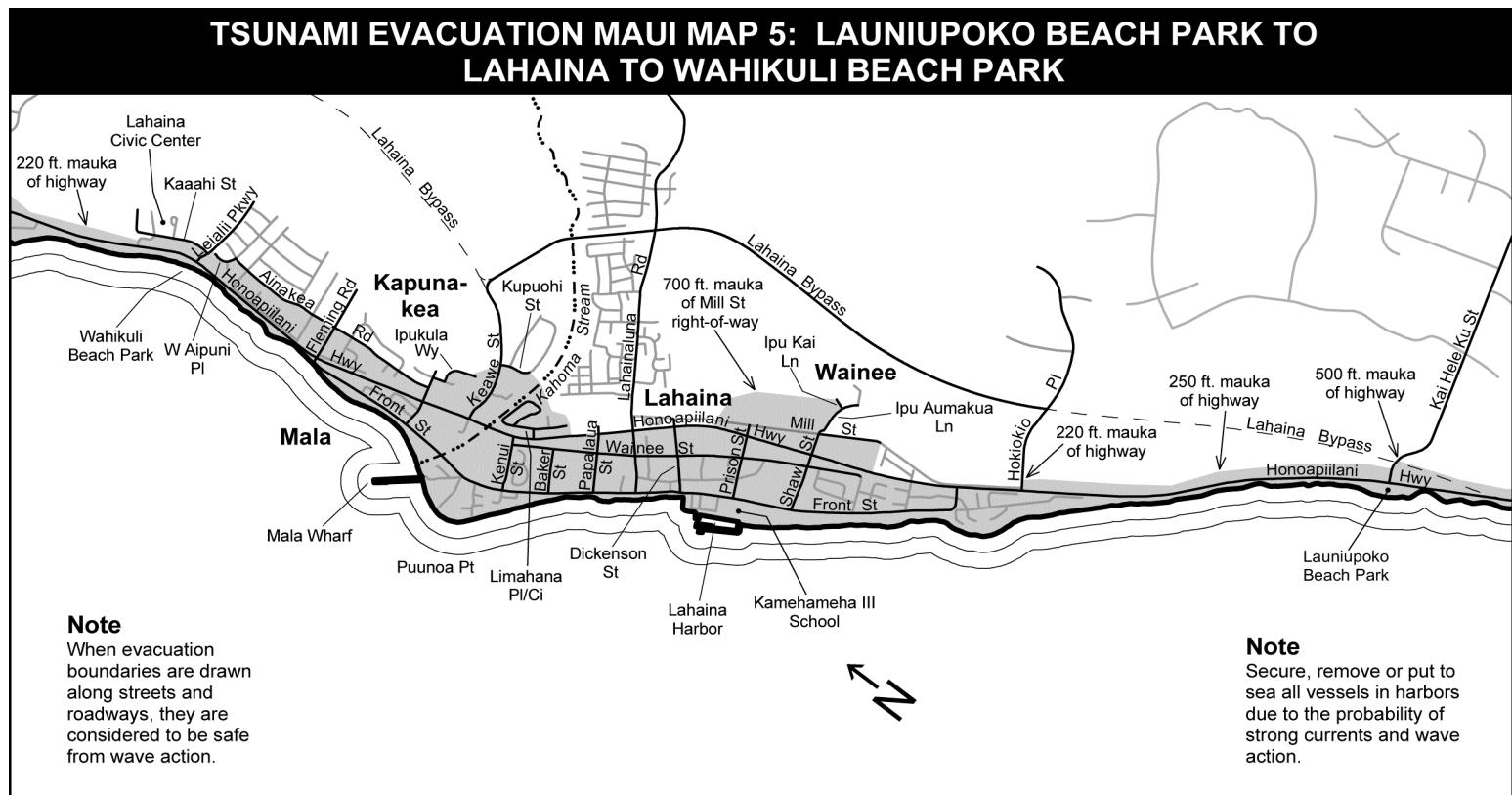
1. If the WARNING (Civil Defense Siren) is sounded prior to school starting, classes will be cancelled. Please keep children at home and get to higher grounds.
1. If an advance TSUNAMI ADVISORY is issued, school may decide to close. Parents will be notified via the school app and through the media/radio.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

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

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

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

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



Emergency Contact Information

Police	911
Fire	911
Paramedics	911
Poison Control Center	(800) 222 - 1222
Water Company	(808) 270 - 7816
Gas Company	(808) 877 - 6557
Maui Electric Company	(808) 871 - 9777
Maui Civil Defense	(808) 270 - 7285
Pacific Media Group	(808) 877 - 5566
Pacific Tsunami Warning Center	https://www.tsunami.gov
Pacific Disaster Center	www.pdc.org

HELP LINE

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

Hawaii Catholic Schools (HCS)

Superintendent of Schools (808) 203 - 6764

Associate Superintendent (808) 203 - 6755

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

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

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

Volunteer Code of Conduct Agreement

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

As a volunteer, I will:

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

As a volunteer, I will not:

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

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

ELC Parent Guidelines Acknowledgement

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

Initials:

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

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

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

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

Printed name

Printed name

Signature

Signature

Date

Date

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