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

ADMINISTRATION
Monsignor John Mbinda, Pastor
Mrs. Catherine Awong, Director/Teacher

FACULTY AND STAFF
Mrs. Amytes Quiason, Head Teacher
Ms. Colleen Watkins, Teacher Aide
Mrs. Val-Jean Porras-Lai, Teacher Aide

SCHOOL BOARD
Monsignor John Mbinda, Pastor
Mrs. Catherine Awong, Director
Mrs. Angela Bolan
Mrs. Mary Beth Lohman
Mrs. Tina Mandawe
Mrs. Heidi Sparks
Mrs. Jamie Mitsui

Parents are recognized as co-educators and are encouraged to support our School and School Board. The Board is a consultative body that advises the Pastor and Director and is involved in the following areas:

- Planning for the future vision of the Preschool
- Policy Formulation and Development
- Finances (advisory function)
- Selection of the Director
- Development (Including public relations and marketing)
- Evaluation

Parents may be invited to join the School Board for a term no less than one (1) year and no more than three (3) years.

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*School copies; to be signed and returned to school*
“The mission of Catholic education in the Roman Catholic 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.”

MISSION

“To continually build a Christ-centered community of life-long learners.”

Since 1979, the St. John's Catholic Preschool's faculty and staff have been commissioned by the parish to provide a safe and loving environment where children can learn and grow spiritually, physically, emotionally, morally, socially, and intellectually. Our teachers are qualified educators who love, care, share, teach, and desire to learn, improve, and grow with the children. We continuously seek to utilize innovative and developmentally appropriate materials and practices which cultivate joy in learning, a necessary ingredient toward reaching our fullest potential and making a positive difference in the community.

VISION

St John's Catholic Preschool is a quality Catholic and Montessori School within the St. John Apostle and Evangelist Church community where children, staff, and parents cultivate joy in learning. We continually grow, learn, improve, and work together to attain our fullest potential with Jesus as our Master Teacher. Students acquire knowledge and learn useful skills in a loving, caring environment which fosters openness, integrity, honesty, mutual respect, and cooperation. Staff and parents serve as models by demonstrating their commitment to lifelong learning through continuously improving themselves, the school, and its programs.
SJCP’s Student Learning Expectations (SLEs): St. John the Apostle and Evangelist is the patron of love, loyalty, and friendships. St. John’s Catholic Preschool Students take LOVE with them wherever they go!

We are:

Lifelong Learners who:
- Find joy in learning
- Concentrate and focus on our work
- Work and play nicely with our friends

Outstanding Citizens who:
- Work towards peace
- Help the less fortunate
- Learn about different cultures

Very Active Christians who:
- Pray everyday
- Are kind to our friends
- Show thankfulness for our blessings

Effective Communicators who:
- Speak well
- Listen to others
- Develop writing and reading skills
PHILOSOPHY

The purpose of St. John's Catholic Preschool is to provide quality education focused on the whole child. It is accomplished by accepting children as they are, helping them to envision where they can be, promoting a caring, supportive environment and providing the tools and opportunities to develop the capabilities, interests, and character necessary to reach their full potential. Staff, parents, parishioners, and members of the community are invited and empowered to actively participate in educating our youth.

GOALS

- To foster spiritual development through learning about and sharing the Good News, finding meaning and its application to our lives, participating in liturgies, allowing for reflection and personal prayer time, building community by working together, sharing ourselves with others, and by seeking peace and justice.

- To foster physical development by providing indoor and outdoor activities which stimulate gross and fine motor coordination, an understanding and appreciation of body function, and encouraging the practice of good personal hygiene.

- To foster growth emotionally and socially by creating an atmosphere of mutual respect, honesty, trust, and openness where everyone is encouraged to share their thoughts and feelings and be willing to listen to others as well.

- To attain their greatest intellectual development, we will provide opportunities for children to: learn by doing, experience collaboration and cooperation, think critically and creatively, increase their global awareness through multi-cultural experiences, develop positive attitudes for growing, living, and learning, and to communicate their ideas effectively.
ADMISSION POLICY

Saint John’s Catholic Preschool is a non-discriminatory educational institution. The Preschool accepts children from all religious, ethnic, social, and economic backgrounds. Priority placement may be given to parish members, Catholics, alumni, and siblings. Saint John’s Catholic Preschool is not designed to meet special learning needs of all students. If a child’s educational, medical, or physical needs are beyond the necessary and available resources of the special professional training of school personnel, a decision may be made not to admit the student. Admission to Saint John’s Catholic Preschool 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.

Acceptance for every new school year is not automatic. In late January, parents must re-enroll children for the coming school year. The school reserves the right to accept or not accept applicants. Such decisions are based on student deportment, parental cooperation, and the educational needs of the child.

ADMISSION REQUIREMENTS

1. To enter school in the fall, children must reach the age of three by December 31st of that year. Presentation of a birth certificate or birth registration card is required.

2. Testing may be required for new students entering K5.

3. Parents must present a complete Health Examination Record (State of Hawaii Form 14), with evidence of a physical exam, complete immunization record, and a TB clearance PRIOR to the child’s first day of school.

4. Parents must complete all necessary forms, in particular the Emergency Information and Release Authorization Form prior to the start of school.

5. Parents must pay all fees and the tuition as designated in their Contract for Educational Services.

6. Parents may be requested to submit reports from other preschools the child has attended.

7. Children must be potty learned.
**SCHOOL YEAR * PROGRAMS * HOURS OF OPERATION**

The Preschool operates on a traditional school year which runs from August through May. We attempt to follow the Hawaii Catholic Schools and the Department of Education calendars. All programs offered are operated Monday through Friday:

**SCHOOL DAY:**
8:00 a.m. - 2:30 p.m.

**FULL DAY:**
6:30 a.m. - 5:30 p.m.
FINANCIAL INFORMATION
2018-2019 SCHOOL YEAR

SCHOOL YEAR TUITION

School Day  8 a.m. to 2:30 p.m.  $8,280.00
Full Day  6:30 a.m. to 5:30 p.m.  $9,515.00

NON-REFUNDABLE FEES OR CHARGES:

APPLICATION FEE:  $75.00
PER PAYMENT SURCHARGE:  $15.00

OTHER FEES

COMPREHENSIVE FEES:  $300.00  School Year
EARLY DROP-OFF  $10.00 PER HOUR/any fraction thereof
LATE PICK-UP  $10.00 PER HOUR/any fraction thereof
(AFTER 12:15 OR 2:45 P.M.):
LATE PICK-UP:  $2.00 PER MINUTE
(AFTER 5:30 P.M. or NOON DISMISSALS)

PAYMENT OPTIONS:

FALL SESSION:
Plan A: Full Regular School Year Tuition is due by July 1, 2018. A $75.00 discount will apply only if the Full Tuition is received by July 1, 2018.
Plan B: Ten (10) equal monthly payments due beginning August 1, 2018 through May 1, 2019. An additional surcharge of $15.00 per processed payment (total $150.00) will apply.
  □ All families must register with FACTS.
  □ Plan A may be paid directly at school or through FACTS.
  □ Plan B payments accepted through FACTS only.

The school does not accept credit cards; however, FACTS accepts credit cards with an additional surcharge per payment.

LATE PAYMENTS
For those using Plan B tuition payments are due by the date you select with FACTS. For any payments received after that date the student’s account will be assessed a $30.00 late fee.

Any tuition payment that is forty-five (45) calendar days late may result in the loss of any Tuition Assistance and/or dis-enrollment of the child from the school program.

RETURNED CHECKS
If a check is returned unpaid for any reason, the student’s account will be charged a $25.00 returned check fee in addition to any fee incurred by the bank.

NON-PAYMENT COLLECTIONS
In the event any legal action is taken, whether by court proceedings or otherwise, to collect any sum or sums which may become due under the terms of the agreement, parent(s)/guardian(s) promise to pay, in addition to any amounts owed, all costs of collection including reasonable attorney fees and other expenses incurred by Saint John’s Catholic Preschool.

TUITION ASSISTANCE
We participate in the following Tuition Assistance programs:

1. **Preschool Open Doors** is a state funded tuition assistance program for children of preschool age. Eligibility is determined by family income. Application deadline is usually the end of April. For more information, call 791-2130 or go to www.patchhawaii.org.

2. **Child Care Connection Hawaii** is a federally-funded tuition assistance program. Eligibility is determined by parents’ working status and family income. For information call 356-5577. As of August 2009, we are requiring all families who receive Childcare Connection subsidies to have those subsidies directly deposited to St. John’s Catholic Preschool.

3. **Augustine Educational Foundation** is available for eligible students entering our K5. Brochures are available in the SJCP office. Applications become available in January and are due in to the Foundation by March for the following school year. For more information, call the Foundation at 230-2440.
4. **Pauahi Keiki Scholars Program** is available for qualified families. St. John’s Catholic Preschool has been added to the Eligible Providers List effective January 2008. Please check with the Kamehameha Schools’ website for pertinent information regarding the application and qualification at [www.ksbe.edu/finaid/prek-12.php](http://www.ksbe.edu/finaid/prek-12.php).

5. **Child Care Aware/NACCRRA Subsidy** is for eligible military members. It is a monthly subsidy to help offset child care costs. Eligibility may vary by military branch. To determine if you are eligible, contact Child Care Aware’s NACCRRA Military Fee Assistance department toll-free at 1-800-424-2246 or by email at msp@naccrra.org. Our schools’ provider ID is 548892. Please go to [http://www.naccrra.org/parents](http://www.naccrra.org/parents) and click on the Child Care Aware logo. On the next page click on Military Child Care Help. Then select your branch of service. After that you need to create a log-in and fill out the application.

**FINANCIAL ASSISTANCE CREDITS**

If financial aid or other assistance such as “sibling” discount has been awarded, the total award will be credited toward the student’s account in July for Plan A. For Plan B, one-tenth (1/10) of the award will be credited each month from August to May. Financial Assistance credits cannot be applied toward prior year balances, registration fees, comprehensive fees, or surcharge fees.

**SIBLING DISCOUNT**

When two or more siblings attend our school concurrently, a 10% discount will be credited to the subsequent sibling’s tuition. “Sibling” is defined as a brother or sister of a student attending Saint John’s Catholic Preschool.

**REFUND POLICIES**

Should a child be withdrawn from our preschool, the following policies apply:

The Application Fee is **NOT REFUNDABLE**.

**Prior** to the first day of school, the following are 100% refundable:
- Comprehensive Fee
- Regular School Tuition

**After** the first day of regular school, only the following will be refunded on a pro-rated basis:
- Regular school tuition

For voluntary withdrawals with at least **thirty (30) days written notice**, a refund of tuition paid or reduction in the balance owed shall be determined by the number of days a student
attends SJCP, plus an additional fifteen (15) days following the actual date of withdrawal. In the case where withdrawal from SJCP is totally beyond the control of the student and parents, upon written notification, a refund of tuition paid or reduction in the balance owed will be determined on a pro-rated basis by the number of days a student attends SJCP, plus an additional fifteen (15) days following the actual date of withdrawal. Breach in terms of the contract that result in withdrawal or dis-enrollment of a student does not fall within this exception.

This refund policy does not apply to a student who withdraws or is dis-enrolled after the first day of April. Full tuition is due for any student leaving after April 1st. Should there be an outstanding tuition balance due the Preschool, written notification of such indebtedness will be made up to 3 attempts. If there continues to be failure of payment, the case will be turned over to a Collection Agency.

**DAY CARE CHARGES**

There is a 15- minute grace period for early drop-offs (when the child is dropped off prior to his or her program start time) and late pickups that apply only to children in our School Day program. Parents will be billed at the day care rate of $10.00 per hour for drop-offs or pick-ups once the grace period has elapsed.

**LATE PICK UP CHARGES AFTER 5:30 P.M. and 12 NOON DISMISSAL DAYS**

There is no grace period after 5:30 p.m. daily, when our school officially closes. On days the children are dismissed at 12:00 Noon – the school officially closes at 12:00 noon. Parent(s)/guardian(s) will be billed childcare at the rate of $2.00 per minute.

A bill for the childcare will be presented to the person picking the child up. The total amount may be added to your FACTS account, or Parent(s)/Guardian(s) will have seven days to pay in person for the childcare charge. **There are no exceptions to this rule.**

**ACADEMIC POLICIES**

Education is a team effort, and students, parents, and teachers are all valuable team members. In order for us to maintain a tradition of quality education, the cooperation of all these team members is essential.
GENERAL EXPECTATIONS

Students are expected to be children with a natural sense of curiosity and natural desire to explore. Students will be expected to learn to be independent, respectful and self-disciplined.

Parents are expected to cooperate with their child’s teachers to help guide their child to become an independent learner; to be aware of and show interest in the child’s developmental progress; to attend meetings and workshops sponsored by the school, which are designed to inform parents of ways to help their child develop to his or her potential.

Teachers take primary responsibility in creating a positive learning environment and in providing learning opportunities that are enriching and age-appropriate. Teachers are encouraged to continuously develop their teaching skills and knowledge. Teachers shall also communicate with parents on a timely basis regarding the student’s progress.

CURRICULUM

St. John's is a Catholic, Montessori school. The materials and teaching strategies are consistent with our Catholic faith and Dr. Maria Montessori’s philosophy that the goal of early childhood learning is not to fill the child’s brain with facts but to cultivate the child’s natural joy of learning and to develop the life skills necessary for success. The program is organized to provide instructions and guidance in the core learning centers of Religion, Sensorial and Practical Life, Language, Math and Cosmic (Social Studies, Science, Culture, and Health). Art and Creativity go hand in hand daily. Music and Religious Education enrichment is provided weekly.

K5 POLICY

The cut-off date for admittance to St. John’s Catholic Preschool is December 31st. In other words, a child must be turning 3 by December 31st in order to enter the first year of our program.

For five-year-olds, that means that a child who is turning 5 by December 31st may be a part of our K5 class. Previously, before the DOE changed their birthdate cut-off policy from December 31st to July 31st, we called our K5 class Kindergarten. Because those who are born after July 31st might have to attend Kindergarten again, we changed the name to K5. Essentially it is still Kindergarten.

The head teacher has the final say in accepting a student to K5. The child’s birthdate is just one of the criteria. Some children may meet the cut-off but may not be ready for the rigor of K5.
Four-year-olds may be invited to certain K5 lessons, if the head teacher feels that the child is ready for the lesson, will benefit from the lesson, and will not disrupt the learning of the actual K5 students. For the most part, we would prefer that all four-year-olds nap along with the three-year-olds, but if they are up and not invited to a lesson, they may choose quiet work.

*Only those students who are officially considered K5 students will be graduates at the end of the school year.*

**HOMEWORK**

From time to time, homework *may* be given as deemed necessary to reinforce learning. Parents are asked to provide a quiet place as free from distraction as possible. Children are encouraged to work independently.

**CONFERENCES**

Conferences are held once per year in January. Additional conferences may be scheduled during the year as needed.

**GRIEVANCES**

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

**PROGRESS REPORTS**

Twice per year (January and at the end of the year), progress reports will be distributed. Parents may schedule a conference should questions and/or concerns arise.

**FIELD TRIPS**

Field trips are arranged to enrich the classroom instruction. Field trips occur about once a quarter. 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.
Permission slips will be issued for each field trip and must be signed and dated by a parent or legal guardian before a child will be permitted to participate. **Phone authorizations or notes from parents that are not school permission forms are not acceptable replacements for the school permission form.**

**HEALTH AND SAFETY**

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 908, Early Childhood 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 a separation, death, injury, a family move, or change of family status (i.e. parents separating, divorcing, etc.).

**ABSENCE FROM SCHOOL**
*For the health and safety of all students, children should be kept home from school when they are sick.*

**Reporting absence**
If a student is absent because of illness or other valid reason, a parent or guardian must call or text 808-744-9538 between 7:30 – 8:00 a.m. to report the absence on each day that the student is absent.

**Returning from absence**
Children must be fever-free *without medication* for at least 24 hours before returning to school. A doctor's slip is required upon return for absences of three (3) or more days.

**EXCLUSION POLICY**: A child who exhibits any of the following symptoms will not be allowed to enter school OR a parent will be contacted to pick up the child immediately:
- Elevated temperatures (100 degrees and up)
- Vomiting or diarrhea
- Thick and colored mucous
- Head lice or nits (eggs)
- Rash that could be symptomatic of contagious disease (i.e.: Chicken Pox)

**MEDICATION ADMINISTRATION POLICY**

PREScribed medications will be dispensed *only* with a signed Medication Administration Authorization Form. These Authorizations will automatically expire after three (3) months. Authorization Forms are available from your child’s teacher or from the office.

OVER-THE-COUNTER medications will be dispensed *only* with a written prescription from your child’s physician *and a signed Medication Administration Authorization Form* from a parent or legal guardian. These Authorizations will automatically expire after three (3) months.
Saint John’s Catholic Preschool

All medicines must be in their ORIGINAL CONTAINER and brought to the office or given to your child’s teacher. NEVER include medication or Over-the-Counter remedies in your child’s lunch box or school bag.

**IF A CHILD COMES TO SCHOOL WITH BRUISES, THE SCHOOL WILL INQUIRE AS TO THE CAUSE AND MAY NEED TO NOTIFY CHILD PROTECTIVE SERVICES.**

**EMERGENCY INFORMATION & RELEASE AUTHORIZATION FORM**

Before admission of a child, parents must have on file an Emergency Information & Release Authorization Form. *Please inform the 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. All students at the preschool are covered by student insurance while participating in activities supervised by the school, while traveling with a group in connection with such activities, or while traveling directly between home and school.

All regular staff members are required to have current first aid/CPR certification.

**SIGN IN/SIGN OUT RECORDS**

Children are to be signed in on the group roster every morning. Parents, guardians or authorized persons, upon entering the environment, are to note the time the child is being dropped off and the person dropping off the child must initial the entry. The sign in/sign out sheet is a legal document and should be treated that way. Please do not allow your child to write on it. The children have their own way of signing in using name tags.

**ONLY AUTHORIZED PERSONS LISTED ON THE EMERGENCY INFORMATION AND RELEASE AUTHORIZATION FORM** will be allowed to pick up the child. If no teachers are familiar with the adult, picture identification will be requested upon pick-up.

Upon sign out, parents, guardians or authorized persons are to note the time the child is being picked up and the person picking up the child must initial the entry. Once the child is
signed out, the person picking up may not leave him or her in the school for any length of time. Please check your child’s mail box and file folder EVERY DAY.

If it is noted that your child had an accident of one kind or another, please ask a teacher for your child’s laundry. The following coding is used to denote what type of accident: B1 – urine; B2 – feces; F – food; W – water; J – juice; M – milk; BL – blood; V – vomit; MU – mucus; D – dirt.

*Please retrieve the soiled clothing within the week or it will be discarded as trash.*

**GENERAL INFORMATION**

**ACCESS TO STUDENT RECORDS**

**RECORDS:** In voluntary compliance with the Family Education Rights and Privacy Act, parents have the right of access to their child’s records. *A signed written request* should be presented to the office 24 hours prior to review of records. Also, in accordance with FERPA, no information about a child is released to outside persons without a parent’s written authorization.

**NON-CUSTODIAL PARENT:** The school voluntarily abides by the provisions of the Buckley Amendment with respect to rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the child’s academic records and to other school related information. Unless a court order or notarized
copy of the custody section of the divorce decree is presented to the school, the non-custodial parent will also be permitted to pick up the child from the school.

ARRIVALS AND DEPARTURES

Children should report for the school day no later than 8:00 a.m. 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 other than parent(s), legal guardian(s) or authorized persons listed on the Emergency 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. (Persons between the ages of 16 and 18 require special permissions in order to be authorized to pick up your child.)

EARLY AND LATE ARRIVALS: The preschool officially opens to accept students no earlier than 6:30 a.m. All children should be at school no later than 8:00 a.m. Students enrolled in the 8:00 a.m. – 2:30 p.m. program may arrive by 7:45 a.m. – at the earliest – with no child care penalties.

BATHROOM/DRESSING POLICY

Children are expected to be “potty-learned” when they enter school. NO PULL-UPS will be allowed! Any child wearing Pull-Ups will have to change into regular underwear. Children are encouraged to dress and wipe themselves. If they make an attempt and indicate they need help, teachers will assist them. If it is determined that your child is not potty learned, you will be asked to keep him or her home until complete potty learning is accomplished.

BULLYING POLICY

St. John’s Catholic Preschool recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. Definition of bullying. Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.

2. Bullying is prohibited. St. John’s Catholic Preschool community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** St. John’s Catholic Preschool expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.

4. **Students and parents shall report bullying.** St. John’s Catholic Preschool expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.

5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.

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

St. John’s Catholic Preschool is requesting that you refrain from using your cellphone when dropping off and picking up your child. Please complete all calls before entering the gate. Your complete and undivided attention is very important to your 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.

**COMMUNICATION**

Open communication is fostered through informal conversations, conferences, telephone calls, and notes. Should a parent need to talk to a 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 to St. John’s Catholic Preschool**
Blank note papers are 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 or text 808-744-9538 as soon as you have determined your child will not be attending school that day and let us know the reason for the absence.

**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 Preschool 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 St. John’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 his or her discretion.

**FUND RAISING**

Tuition pays salaries and operating costs. Annual fundraising projects enable the school to acquire new materials, develop the curriculum and enhance staff development. It is important for families to understand that fundraising is a vital operation our school must perform in order to keep our programs viable or sometimes to perform vital repairs.
We know that many families can participate at minimum levels while others are able to participate at much higher levels. We give our parents choices, but families must realize to not participate at all is not an option.

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 box 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 to OUTREACH.

LUNCH

St. John’s does not have the facilities to prepare lunches for the children, so parents and guardians need to bring lunches from home. Lunches should be nutritious and adequate. All items in the container, as well as the container itself, should be clearly labeled with the student’s name. No gum, candy, or carbonated beverages are allowed - such items will be confiscated and placed in your child's message tube. An adequate lunch could consist of a sandwich, carrot slices, a small bag of chips, and a carton of juice or milk. Saint John’s Catholic Preschool has a Wellness Policy. Please see Appendix B.

Staff will not heat or refrigerate any lunch items.

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 both the Parent Orientation and Parent Education Nights. These will introduce our unique Montessori environment to parents unfamiliar with our philosophy and methodology.

Consistent with the Diocesan Policy, St. John’s Catholic Preschool will conduct Safe Environment Training as Part of the school curriculum. If requested, a conference will be
Saint John’s Catholic Preschool

held before the class is conducted to provide parents an opportunity to review the safe environment materials. Consent for the participation in the program is included in the signed acknowledgement form located in this handbook. See Appendix C of this handbook for more information.

All parents are required to abide by the “Code of Christian Conduct for Parents and Students.” A copy of this code can be found in Appendix A of this handbook.

PHOTO RELEASE AUTHORIZATION

When parents sign this voluntary 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. Parents are also allowing research students from either the University of Hawaii or Chaminade University of Honolulu to use pictures of their child in their reports. Signing of the consent is applicable for only the current school year and the following Summer School session.

SNACKS

Snacks are offered to the children in the morning and afternoon. Snacks are planned along USDA guidelines. 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 minimum of sugar. Instead of snacks, you might choose to give a book to the school or classroom with your child’s name in the front cover. Another popular option is goody bags for each child to take home.

UNIFORMS

St. John's Catholic Preschool students are required to wear uniforms consisting of a royal blue T-shirt with our school's logo, bottoms (shorts, long pants, skorts, skirts, jumpers in any color), socks and covered shoes.
The Custom Company has been enlisted to supply our students with the mandatory uniforms. Items may be purchased at www.uniformsbytcc.com, or you may visit their store at Harbor Center, 98-027 Hekaha St. #25, Aiea, HI 96701. Their phone number is 808-799-8191.

Information and order instructions are included in your Orientation Packet and available in the school's office.

Jewelry Policy: Students should not wear or bring any valuable jewelry to school. For safety reasons we ask that the children use non-dangling post earrings.

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 to the preschool, including parents, must first call 808-744-9538 to inform the director of the expected arrival time. Due to the entrance via the locked back gate of MPCP, a staff member will need to meet you there to let you in and escort you to the classroom.

MISCELLANEOUS

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

- Please check your child’s FILE FOLDER 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, parents may be requested to provide supplies that will be used by the student community.
EMERGENCY INFORMATION

In the event of illness or emergency, it is vital that school personnel be able to contact parents or legal guardians. **It is, therefore, very important that parents’ and the designated emergency contact person’s home and work phone numbers are kept current on the Emergency Information and Release Authorization Form.** The school office should be notified immediately of any phone number or address changes.

Parents who will be away from home for any extended period should inform the office in writing of the name and phone number of the adult who will be responsible for their child during their absence. Notarization of guardianship is advised.

**Emergency Situation Guidelines:** In the event of a State-wide emergency, parents may be assured of the child’s care. At no time would students be released without parent being informed. Under emergency conditions, children will only be released to parents or guardians unless written permission has been granted otherwise. After-program care will always be provided and those children who are not in the all-day program will be kept until someone comes for them.

**Do not call the school during statewide emergencies.** We need to keep the phone lines open and available to make outgoing emergency calls. Tune to radio broadcasts of civil defense instructions. A general rule of thumb for closures is that if public schools are declared closed, in all likelihood, we will also close. Under no circumstances, however, will we close until all children have been picked up by their parents.

**Fire:** In the event part of our facility becomes damaged by fire and not habitable, we will care for the children in parts of the facility that are safe. We will call for you to pick up your child as soon as possible.
Hurricane/Tropical Storm: When a storm watch is issued, we will monitor the storm through civil defense announcements and make a decision to close school, if necessary, before the issuance of a WARNING. Tune to civil defense radio broadcasts for closure announcements.

Earthquake: In the event of an earthquake, we will stay indoors and take cover. If outdoors, we will stay outdoors and move toward the center of the yard away from electrical lines, tall trees and buildings. Following the earthquake, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the buildings.

Tsunami/Flooding: Our school is not located in an identified flooding zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the children to the second floor or to another facility designated by the Oahu Civil Defense Agency.

FIRE DRILLS
All students will be instructed in fire drill procedures and fire drills will be conducted.

CRISIS PLANS

Crisis and/or emergencies are inevitable in the operation of any organization. We make every effort at St. John’s Catholic Preschool to minimize risks and to assure the safety and security of our students and faculty. However, life presents personal and professional uncertainties and it is impossible to avoid and prepare for every threat. A crisis media policy is required for the efficient and effective management of internal and external communication during emergency situations that may endanger the image, health, safety, operation, or economic stability of St. John’s Catholic Preschool. The guidelines that have been prepared are designed to assist us with various critical events or situations while minimizing further damage.

It is essential that you establish individual and family plans in the event of an emergency or crisis. These plans should include who will be able to pick up your child in the event you are not in the immediate vicinity or cannot get to the school in a timely manner. These individuals should be your designated emergency pick up persons. Please remember that a staff member from the school and/or parish will remain with the students until the last student has been picked up.

St. John’s Catholic Preschool realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. The school is creating an action plan in the event of the following emergency/hazardous situations:

Bomb Threat Chemical Hazard Dangerous animal on campus
Pandemic Flu Disorderly or Hostile person on campus
The school crisis plan(s) are available for review upon request. Drills will be done throughout the school year without notice. In the event of a pandemic flu crisis, the school will continue to operate until it is ordered to close, or the school cannot function safely due to lack of staffing. All efforts will be made to continue to provide for your child’s education. St. John’s Catholic Preschool will have a Crisis Plan available for review upon request.

APPENDIX A

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

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

It shall be an express condition of enrollment that the student 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:

1. Parents/guardians are expected to work courteously ad cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)
The school reserves the right to determine, in 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.

APPENDIX B

WELLNESS POLICY

This policy supports the mission of St. John’s Catholic Preschool, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with a lack of physical activity has a negative impact on students’ 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 St. John’s Catholic Preschool is to:

1. 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 prior to consuming meals;
   - Enables students to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.

2. Reduce student access to foods of minimal nutritional value by:
   - Discouraging food and beverages that are in conflict with healthy nutritional choices;
   - Encouraging teachers, students, and parents to make healthy, nutritious food choices when food is used as part of a class or student incentive program, curricular lesson, celebration, or fundraiser;
   - Serving food and beverages at school that meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.
APPENDIX C

SAFE ENVIRONMENT PROGRAM

The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Roman Catholic Diocese of Honolulu, is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, *To Offer Healing, to Restore Trust*, first published in January 2004. This handbook is available through the school.

The Church endorses mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers are required to sign an acknowledgement that they have read and understand the ethical and personal conduct policies of the Roman Catholic Diocese of Honolulu.

Consistent with the Diocesan Policy, St. John’s Catholic Preschool will conduct Safe Environment Training for students as part of the school curriculum. A meeting can be arranged if requested before the class is conducted to provide parents an opportunity to review the safe environment materials. A letter will be sent home before the class begins outlining your options in regard to your child’s participation in this training.
APPENDIX D

Volunteer Code of Conduct Agreement and Application

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

As a volunteer, I will:

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

As a volunteer, I will not:

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

Please keep this copy in your handbook.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with the students of St. John’s Catholic Preschool.

____________________________________________
Print Name

Date of Birth___________(mm/dd/year) Home Phone #_________ Cell Phone #___________

30
2018/2019
Parent Handbook
Prepared 7/5/2018
Address: ____________________________________________________________

Street Address                                                                 City and State

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

Emergency Contact: __________________________________ Phone: __________________

___________________________________________________  ________________________

Applicant’s Signature  Date

THE POLICIES STATED IN THIS HANDBOOK SUPERCEDE ANY PREVIOUSLY STATED POLICIES.

July 2018

PARENT HANDBOOK

2018/2019

COMPLIANCE AGREEMENT

Your Child’s Name: ____________________________________________

By signing below, I/We verify that:

I/We have read the Saint John’s Catholic Preschool's Parent Handbook and understand the policies and procedures set forth in the handbook.

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

Signed,

_________________________________  ____________  Date

Signature of Parent or Guardian  Date

_________________________________

Print name of Parent or Guardian

_________________________________  ____________  Date

Signature of Parent or Guardian  Date
This handbook is intended to describe the philosophy, services, and structure of the school’s educational program. The principal is the final interpreter of the content of this handbook. The administration reserves the right to amend the policies set forth in this handbook, for just cause, with 30 days’ prior written notice.

**This copy is to remain in handbook.**

*Please sign, detach and return to our office for your child’s file.*

**PARENT HANDBOOK**

**2018/2019**

**COMPLIANCE AGREEMENT**

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

Signed,

Signature of Parent or Guardian __________________________ Date __________

Print name of Parent or Guardian __________________________

Signature of Parent or Guardian __________________________ Date __________
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_________________________________________________________________________________

Applicant’s Signature                                                                 Date