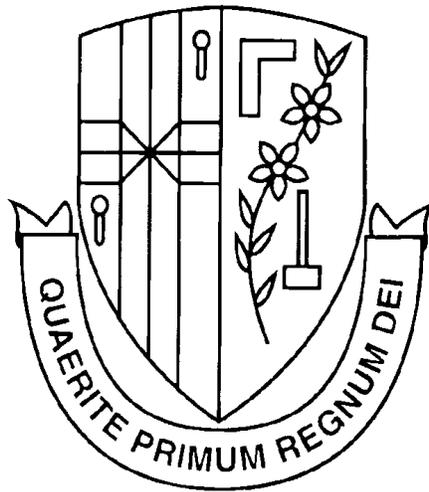


St. Joseph Montessori-Based Preschool

Where your child is loved!



Parent Handbook

Hilo, Hawaii

Greetings from St. Joseph Pastor and Principal



Aloha Parents, Students, Members of the teaching and non-teaching staff,
School Board Members and Benefactors,

Peace in the Lord Jesus Christ!

Welcome to St. Joseph School. Together let us make the new school year a productive, meaningful, and memorable one. Our formation is meant to prepare us in the Mission that has been entrusted to us, that is, "To proclaim the message of Jesus through education, worship, and service in the Catholic Tradition."

We live in a fast changing world and we need to adapt to the times. We can do so with our faith and moral values as our guiding principles. This is the path to the New Evangelization.

May our patron, St Joseph, be our inspiration in our journey.

God bless you.

In Jesus, our fullness of Life,
Fr. Wilbert Laroga, SSS
Pastor, St. Joseph Parish

Greetings from the St. Joseph School Principal

We are indeed blessed and we thank the Good Lord above for all the blessings He has bestowed on St. Joseph School!

On behalf of the School Advisory Board, Faculty, and Staff, I would like to welcome you to St. Joseph School, the only Catholic school on Hawai'i Island. St. Joseph School has a strong legacy in the Hilo community. It is a testament to effectively integrating Catholic morals, principles, and values into the core principles of education from preschool through high school.

We welcome you to this educational ministry, and we hope that you will make our school an extension of your home and family. We greatly rely on the involvement of family members at St. Joseph's. As we invite you to be a part of our 'ohana, our successes become your successes.

May God Bless you as you make the commitment to a higher standard of education as well as the development of strong moral character.

I join our Pastor, Father Wil, in welcoming you to St. Joseph School and ask you to remember always to "Seek First the Kingdom of God!"

Peace and Blessings,

Dr. Llewellyn Young
Principal, St. Joseph School

ST. JOSEPH SCHOOL 2018-2019 PERSONNEL

Chief Administrators

Pastor

Fr. Wilbert Laroga

Principal

Dr. Llewellyn Young

Preschool

Director / Head Teacher

Ms. Marie Roberts

Head Teacher

Mrs. Nani Early

Team Teachers

Mrs. Gloria Dingle

Ms. Colleen Higa

Miss Amanda Hilmar

Mrs. Latisha Fukushima

Mrs. Amy Yocum

School Auxiliary Services

Business Manager

Mrs. Melveen Ojano

Executive Assistant

Mrs. Stacelyn Dente

Meal Program Manager

Mrs. Teresa Fuata

Campus Chaplain/Guidance

Fr. Paterno "Poli" Labasano

Maintenance/Custodial Security

Mr. Robert Alapai

Mr. Danie Villena

Elementary Division

Vice-Principal

Mrs. Theresa Revell

Secretary

Mrs. Teresa Fuata

Secretary/Registrar

Mrs. Kimberly Arianoff

Kindergarten

Mrs. Tanya Pataray

Kindergarten

Mrs. Davina Ka'aihue

Library/Resource

Ms. Ann Wilson

St. Joseph Montessori-Based Preschool

999 Ululani Street – Hilo HI 96720

Phone Directory

July 2018

Preschool	(808) 961-0424
Fax	(808) 443-0294
Business Office	(808) 935-8443
Fax	(808) 443-0294
Elementary School	(808) 935-4935
Elementary Fax	(808) 443-0294
High School	(808) 935-4936
High School Fax	(808) 443-0294

St. Joseph Montessori-Based Preschool

Operating Hours

7:15 a.m. – 2:00 p.m. Preschool Program

2:15 p.m. – 5:00 p.m. Extended Day

When school is not in session please leave a message on the answering machine or contact:

Elementary Office	935-4935
High School Office	935-4936

St. Joseph Montessori-Based Preschool, a non-discriminatory educational institution and employer, is a non-smoking institution.

TABLE OF CONTENTS

DISCLAIMER: St. Joseph Montessori-Based Preschool retains the right to amend this handbook for just cause and parents will be given prompt notification when changes are made.

HISTORY – IDENTITY: Vision, Mission, Code of Conduct, Philosophy Statement	7-8
EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRS)	9
LEARNING OBJECTIVES	10
SECTION 1: SCHOOL BACKGROUND Preschool History * Accreditation * What is Montessori? Montessori Classroom Structure	11-12
SECTION 2: GENERAL OPERATING POLICIES Hours of Operation * Visitors to Preschool * Arrivals and Dismissals * Drop-Off and Pick-Up * Early Dismissal and Late Fees * Attendance * Tardiness Sign-In Procedure and Morning Routine * Daily Schedule* Extended Day Schedule * Sign-Out Procedure and Afternoon Routine * Release * Attire Special Needs * Child Abuse Report Regulation	13-17
SECTION 3: CHILD ORIENTATION Parent Orientation Nights * Child Orientation (3-5 Year Old Program) * Beginning School * The First Few Days * The First Few Weeks * Classroom Observation	18-20
SECTION 4: PROGRAM, CLASS MANAGEMENT & SCHEDULES Program Goals and Guidelines * Classroom Management * Daily Schedule Naptime & Bedding * Student Records	21-22
SECTION 5: HEALTH AND SAFETY Doors and Gates * Sick Children * Administration of Medication * Health Requirements * Medical Coverage * Accident Insurance * Biting * Emergency Cards * Parent Authorization Form * Emergency Survival Kit * Inclement Weather * Car Seat Policy * Transportation and Excursions * Safe Environment Policy * Asbestos Management Plan	23-28
SECTION 6: FINANCIAL INFORMATION Tuition & Fee Schedule * Tax Donations	29
SECTION 7: NUTRITION Wellness Policy * Food Services * Lunches * Snacks *	30-32
SECTION 8: COMMUNICATION Calendars * Concerns * Messages and Notices * Parent Mailbox * Conferences Newsletters * Family Meetings & Events * Sign-In/Sign-Out Area * Telephone Use of Student Images	33-34
SECTION 9: PARENT INVOLVEMENT Parental Agreement * Parent Volunteers * Time, Talent & Treasure Code of Christian Conduct	35-36

SECTION 10: MISCELLANEOUS INFORMATION	37
Lost and Found * Birthdays * Toys * Supply List * Fundraising * Sharing Day	
SECTION 11: CRISIS MANAGEMENT POLICY AND DISASTER/ EMERGENCY PLAN	38-40
Crisis Management Policy * Action Plan * Evacuation Plan Implementation of Policy * Crisis Management Team Disaster & Emergency Plan * Emergency Kits	
2018-2019 PARENT HANDBOOK SIGNATURE OF AGREEMENT	41

HISTORY OF ST. JOSEPH SCHOOL

One hundred and fifty years ago, on April 1, 1869 a small parish school of forty-two students was established in Hilo by Rev. Charles Pouzot, SS.CC., under the direction of Fr. Patrick O'Reilly, for the purpose of teaching English to the native Hawaiians. The school was named St. Joseph. Over the years, the school's enrollment increased to the point that it was necessary to build a new school on Waianuenue Avenue. This school for both boys and girls was dedicated on October 10, 1875. Ten years later, three Marianist Brothers arrived in Hilo and took over the operation of the boys' school. It was blessed on October 25, 1885. The school was called St. Mary's School. In the meantime, the Sisters of St. Francis (Syracuse, NY) arrived in 1900 to staff St. Joseph School for Girls on Kapi'olani Street.

In 1948 St. Mary's and St Joseph's were consolidated into a coeducational institution which was built on the present site at the intersection of Ululani and Hualālai Streets. Some nine hundred and sixty-three students were enrolled for the first year. In 1951 the Marianist Brothers were reassigned to teaching posts elsewhere. They were replaced in Hilo with a larger staff of Sisters as well as dedicated lay teachers. The opening of the new school in 1951-52 was a memorable event for it marked the beginning of St. Joseph as a complete coeducational school directly under the Pastor of St. Joseph Parish. After 109 years of ministry in Hilo, the Franciscan Sisters withdrew from St. Joseph School in June 2009. The Missionary Sisters of Mary Help of Christians were welcomed to the school that summer.

St. Joseph School also includes a Montessori-based preschool, thus providing a Catholic education from preschool through grade twelve. The student body is diverse in race, national origin and creed.

IDENTITY OF ST. JOSEPH SCHOOL

VISION

St. Joseph School builds a nurturing community through demonstration of Catholic values and implementation of an academically rigorous and spiritually rich curriculum. St. Joseph students learn, in a safe and disciplined environment, to care for themselves and others and to accept responsibility for making a just and loving society through the generous use of their personal talents and gifts.

MISSION STATEMENT

The Mission of St. Joseph School is to celebrate the uniqueness of each student through a rigorous academic program. Inspired by the Gospel message of Jesus Christ, nurtured in a faith community blessed with many cultures, gifts, and talents, we build lives of service in the spirit of our Hawaiian tradition of Aloha.

THE CODE OF CONDUCT

As members of St. Joseph School, all students and their parents, as well the administration, faculty, staff and other members of the school community will conduct themselves as good representatives of the school by:

- acting with **respect** toward persons and property
- thinking, speaking and acting with **honesty**
- contributing to the building of strong **community**
- promoting school spirit through **loyalty**

Philosophy Statement

St. Joseph Montessori-Based Preschool strives to build a Catholic educational community in an environment of faith in which tradition, culture, and knowledge are shared amongst teachers, students and parents in order to help students realize their rights and responsibilities in accordance with Christ's Teachings and in the Light of Christian values. With the realization that every student is created by God with unique talents and potential, we acknowledge that each individual has personal goals of intellectual, spiritual and social development.

We, at St. Joseph Montessori-Based Preschool, practice principles set forth by Maria Montessori. *"The education of even a small child, therefore, does not aim at preparing him for school, but for life."* (Maria Montessori)

The history of Montessori education goes back to the turn of the Twentieth Century. Dr. Maria Montessori, Italy's first woman doctor, began her work with children in 1899, when she was asked by the Italian government to direct a state school for mentally retarded children. After close observation and isolation of the children's learning difficulties, Dr. Montessori developed a simple teaching approach to help these children. The success of Dr. Montessori's approach was revealed when these children shocked authorities by passing state examinations given to normal children of the same age.

The theory behind Montessori education is simple. Children want to learn. From birth to three years of age, the child lives in what appears to be a chaotic world. He or she gradually establishes order by learning to distinguish the senses.

From three to six years old, the child passes through sensitive periods, awakening as an individual and revealing surprising mental agility and an intense, almost passionate interest in the world. The child loves to learn new words and is interested in orderliness and good manners – not as a game, but as a representation of the adult world toward which he or she is moving. These sensitive periods come from an inner need to acquire and master skills that are especially necessary. If not allowed to follow this natural curiosity and need to know, the child can lose interest in exploring and discovering his or her environment.

The aim is to enable the child to function in the environment independently. The underlying principle is one of freedom within established limits, which permits the child to gain self-esteem and self-reliance.

The preschool is a community in which children live and work cooperatively. "The Prepared Environment," from scaled furniture and cleaning utensils to special Montessori apparatuses, is essential to a Montessori education.

The special environment offers a means (time, place and circumstance) by which the children can develop to their potential according to their individual needs, based upon Dr. Montessori's observations and recommendations for all children.

The Montessori apparatuses are designed scientifically to provide opportunities for the child to explore concrete examples of abstract ideas. They are self-correcting, allowing the children to develop their senses and discover concepts under the guidance of a skilled Montessori teacher.

With close guidance from our teachers, a child attending our school will be exposed to this method; which promotes the development of the whole child, facilitates the growth of inner discipline, and cultivates the child's own natural joy in learning.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Saint Joseph School promotes...

Critical thinking and problem solving

Collaboration across networks and leading by influence

Agility and adaptability

Initiative and entrepreneurship

Effective oral and written communication

Accessing and analyzing information

Curiosity and imagination

Excellence *as evidenced by*

Learning as much as I can and doing my best at all times
Enjoying art, dance, drama and music
Studying hard so I can choose my future
Speaking clearly and listening carefully
Thinking on my own with good information
Learning new ideas and skills each day

Spirituality *as evidenced by*

Living as Jesus taught us
Praying to God every day
Following the rules for a good life
Being part of and helping in my church
Learning all I can about religion

Local and Global Connectedness *as evidenced by*

Helping my neighborhood, island and country
Being a good American
Respecting all people and reaching out to those in need
Taking care of our earth and its creatures
Making good use of computers and other technology

Respect and Responsibility *as evidenced by*

Telling and living the truth
Taking care of my body, my mind and my feelings
Learning to be a good leader and a good follower
Doing the right thing at the right time in the right way

School Spirit *as evidenced by*

Sharing my abilities and talents with others
Getting my parents/guardians involved in school
Taking part in school-related activities
Being a good representative of my school

LEARNING OBJECTIVES

Spiritual Objectives

1. Know God as a friend and Creator
2. Respect ourselves and others
3. Do and say the Sign of the Cross/Holy Trinity
4. Say a prayer before every meal
5. Identify Jesus as the Son of God who, as a person, had a family like all other people
6. Identify Mary as the Mother of Jesus
7. Identify that Christmas is the time of year that we celebrate Jesus' birth
8. Identify Easter as the time of year that we remember Jesus died for us and rose again

Language/Writing Objectives

1. Recognize lower case and upper case letters
2. Verbally pronounce sounds of letters
3. Recognize written form of name
4. Demonstrate ability to write name
5. Demonstrate sequencing of the alphabet in correct order
6. Hold pencil with correct tripod grip
7. Demonstrate grouping items by similar attributes
8. Identify objects, pictures, and letters that are the same

Art Objectives

1. Respect and manipulate materials:
 - a. Markers, crayons, colored pencils
 - b. Glue
 - c. Scissors
 - d. Paint & brushes
 - e. Dot markers
 - f. Stamps and stamp pads
2. Create a sense of self expression
3. Prepare for writing and expressive drawing through open-ended projects

Sensorial Objectives

1. Identify and name colors and shapes
2. Classify objects according to shapes and colors
3. Sequence objects by size and weight
4. Recognize special relationships and identify similar shapes
5. Develop and refine sensory accuracy and perceptual skills

Practical Life Objectives

1. Demonstrate fine motor and hand-eye coordination
2. Dress self independently
3. Show self-help skills by serving and cleaning up independently

Math Objectives

1. Recognize numbers 0-10
2. Rote count to 30
3. Demonstrate counting objects up to 10
4. Match quantity to numeric symbol
5. Write numeric symbol from 0-10
6. Sequence numbers in order from 0-10

SECTION 1: SCHOOL BACKGROUND

Preschool History

In 1991, Sister Grace Michael Souza was the Principal of St. Joseph Elementary School. Sister Grace, always having a heart for young children, wanted to start a Montessori preschool that would be part of St. Joseph School.

Sister Grace asked a parent of St. Joseph Elementary School who was certified in Montessori education to help her create a Montessori-based preschool.

The preschool went through several transitions; first as a 3-5-year-old program, then 2-3-year-old and 3-5-year-old programs. Today it is a 3-5-year-old program.

Accreditation

St. Joseph Montessori-Based Preschool is currently accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and Hawaii Association of Independent Schools (HAIS).

The Preschool is licensed by the Roman Catholic Church, Diocese of Honolulu, in the State of Hawaii. St. Joseph Montessori-Based Preschool (3-5-Year-Old Program and Extended Day Program) is also licensed by the Department of Human Services. It is licensed for forty-nine (49) children, ages, 3, 4, and 5 years old. There will be a maximum of twelve (12) children per teacher/aide on staff in the classroom.

The Montessori Classroom – What is Montessori?

Helping Children to Help Themselves. Have you ever heard a child say, “I want to do it myself?” Working under the guidance of our teachers, children use Montessori materials in practical life, as well as sensorial apparatuses, to sharpen their senses, which equips them to learn a wide variety of subjects, including pre-reading, science, mathematics, geography, botany, zoology, etc.

Montessori Cultivates Self-Motivation. A child learns, through working with materials, a satisfaction that leads him/her to continue to explore his/her world through working with it. A child may continue in a stage of development as long as necessary for mastery but progresses to the next step as soon as he/she is ready. At no time is a child held back or pushed ahead because of the needs of other children. It is about the process; not the product.

Planned order in Montessori Classrooms. Each piece of equipment has its place. The presentations of the teachers to individuals or small groups of children are well planned. With this carefully prepared and completely equipped environment, the Montessori classroom becomes a place where a child can fall in love with learning for a lifetime.

The Montessori Philosophy Utilizes Childhood’s Special Powers

- **The Absorbent Mind:** Children have the ability to absorb information from the environment.
- **Sensitive Periods:** Children have periods of intense fascination for learning a particular skill.
- **Sense of Order:** Young children’s need for order is one of the most powerful incentives that dominate the formative years. The child possesses sensitivity to the orderly arrangement of things and their relative positions.

Montessori Classroom Structure

During the work period the children are free to select their own materials that have been demonstrated by a teacher. They may work with the materials as long as they choose, and then they return them in proper order to their assigned places on the shelves. The materials are ordered and sequenced in difficulty, teach only one new concept at a time, and are, to a large extent, self-correcting. Each child's workspace is respected as private and may be shared only at the child's invitation. A child may choose to work in a small group, a large group, or by himself/herself. Older children often help younger ones, which reinforces their self-esteem, as well as their understanding of the concept or skill involved.

Younger children look up to their senior classmates and learn much from them indirectly through observation. There is little competition in the Montessori classroom because many children of different ages are working individually with the materials. Each child relates primarily to his/her previous work, and his/her progress is not compared to the achievements of others. Learning areas in the Montessori environment include, but are not limited to, practical life, sensorial, art, math, language, science, social studies, geography, listening, reading, writing, fine motor, manipulatives, and cooperative games.

Areas of our classrooms include, but are not limited to, block area, manipulatives, cooperative games, housekeeping, drama, puppets, reading corner, dress-up, sensorial table, puzzles, etc. Daily activities include circle time, free choice of work, outdoor play, art, music, movement, nature study (botany/zoology), science, cultural studies, etc. Weekly visits to the school library and special guest readers are additional sample of the enrichment opportunities provided.

SECTION 2: GENERAL OPERATING POLICIES

Hours of Operation

St. Joseph Montessori-Based Preschool is open weekdays from 7:15 a.m. to 5:00 p.m. We operate:

3-5-Year-Old Program	7:15 am – 2:00 pm
Extended Day Program	2:15 pm – 5:00 pm

Please consult the St. Joseph School annual school calendar for early dismissal times, holidays, and vacation periods. We observe the same holidays as St. Joseph Elementary School. Our school year runs from August through May with an extended program in the summer. This calendar can be viewed and downloaded on the school website at sjshilo.com.

Visitors to St. Joseph Montessori-Based Preschool

Visits to the classroom, playground area, etc., must be prearranged and approved by the Preschool Director. Visitors are expected to be appropriately dressed and present a current valid photo I.D. All visitors shall check in to the preschool office before proceeding to the classrooms. Upon check-in, visitors receive a Visitor's Pass. When leaving the preschool, please return the pass.

Arrivals and Dismissals

Parking is available along Ululani St. or along Hualālai St. at the front of our building, or in the back, near Furnitureland. The gravel area near the preschool is for teachers, cafeteria staff, and cars with handicap parking permits ONLY.

Please hold your child's hand at all times while walking through the parking lot. Upon arrival at the classroom, please be sure that a teacher has seen your child. We want to personally greet you and your child each day. At dismissal, please be sure your child says good-bye to the teacher on duty. Morning greetings and afternoon farewells are critical in establishing courtesy and manners, as well as for the safety of your child.

It is extremely important to obey signs, extend courtesy, and to cooperate with others during these hours. This will create the safest possible environment for all children. Please drive carefully, observing appropriate entrances and exits. **Please watch for pedestrians, especially children.**

Drop-Off and Pick-Up

For the safety of the children, the preschool has a strict policy concerning the release of our students to adults other than those listed on the Parent Authorization Form (PAF). Your child will be released **ONLY** persons listed on the PAF.

If, for any reason, your child will be picked up by someone not listed on the PAF, you must provide us with a written notification when you bring your child to school. A phone call is not sufficient; neither is sending a note with the person picking your child up. The school needs ample time to verify the legitimacy of the note. If the on-duty staff member deems it necessary, a valid photo ID may be required before releasing your child to the person you authorized. If you expect to have a different person picking up your child on a fairly routine basis, please add that person's name to your PAF. Please be sure the information you provide to us is current.

Note: Even if you are having another child's parent pick up your child for the day, we **MUST** have a written document from you indicating as such, prior to pick up time.

In the event of a marital separation, divorce, or temporary restraining order (TRO), a copy of the custody agreement will be requested. Release arrangements must be in writing for the protection of everyone concerned. A PAF must be completed for each household. The PAF should provide a list of authorized contact person(s) for your child while in your care.

If an adult picking up your child smells or behaves as if intoxicated or otherwise impaired, teachers will use their common sense regarding safety and may choose not to release your child to that adult. The teacher will call someone on your PAF for the safety of the child.

Early Dismissal and Late Fees

Early dismissals are occasionally scheduled throughout the school year. Please note these special dates will be printed in the school year calendar. Otherwise, dismissal from school is between 2:00 – 2:15 p.m. for regular day students and anytime thereafter, up to 5:00 pm, for the extended day students. Dismissal for the elementary school on Wednesdays is at 1:15 pm. Please be considerate and allow your child time to rest until 2:00 pm or pick your child up before nap time to avoid disturbing others.

To facilitate a smooth transition for departure, if your child will be leaving before 2:00 pm, please add a note in the communication tablet when you drop your child off in the morning.

Late fees after your child's scheduled pick up time are due at the time of occurrence and will be charged accordingly:

Regular Day	2:16 – 2:30 pm	\$10 + \$1 every minute thereafter
Extended Day Program	5:01 – 5:05 pm	\$10 + \$1 every minute thereafter

In the event of an emergency, please call the school immediately (961-0424) to advise us of your situation so that we can assure your child of your impending arrival.

Attendance

Consistent attendance is imperative to your child's success in school. Missed lessons and demonstrations leave a child with a sense of loss and uncertainty about what has transpired. Attendance is recorded daily and submitted to the Elementary School Office.

- Please call the preschool office (961-0424) each day of your child's absence
- For absences that exceed 3 days, a doctor's note is required upon return to school
- Please submit written notice of vacations, trips and special days off. These may be written in the communication tablets.

Tardiness

Tardiness is disconcerting and unsettling for the child arriving late. To allow sufficient time for social play and to keep class interruptions to a minimum, please bring your child at school by 8:00 a.m. If you arrive after 8:15, please report to the elementary school office for a tardy slip prior to coming to the preschool.

- **Please call the Preschool Office (961-0424) by 8:00 a.m. if you are running late and want to purchase a school lunch.** Our lunch count must be submitted by this time; otherwise, please plan on bringing home lunch for the day.
- If your child has a scheduled doctor appointment during the morning hours, they must be in class by 7:15 a.m. and picked up at least 10 minutes prior to their appointment time. Your child **MUST** return to school by 10:30 a.m. or else they will not be accepted back into class for the day.

Sign-In Procedure and Morning Routine

To facilitate a pleasant morning, please follow this procedure in this order every day. If you have other siblings in our school, please take them to class first. This will prevent congestion and confusion in the classrooms.

1. **Sign-In:** Daily sign in/out sheets are located in your child's homeroom. Please enter your child's time of arrival and initial next to it.
2. **Morning Water:** Please direct your child to the cup rack to drink a glass of water from the cooler located in the classroom.
3. **Lunch Program:** The lunch procedure will be explained at the Parent Orientation Meeting at the beginning of the school year. You must indicate if your child brought lunch or is purchasing lunch every day.
4. **Bathroom and Handwashing:** Please take your child to use the bathroom and wash his/her hands.
5. **Follow Schedule:** When you sign in you will find a note advising where your child will begin their day.

Daily Schedule (7:15 a.m. – 2:00 p.m.)

7:15 – 8:45 am	Complete sign-in procedure, then free choice work time (jobs the teachers have shown them). Do 1 or 2 jobs with your child and say good-bye
8:15 am	Doors near teachers' parking lot are locked for security (they reopen at 2:00 pm).
8:45 am	Clean up, circle time, and prayer

It is important that your child be present at circle time. By being late, your child misses important presentations demonstrated at this time. It is also disruptive to the other children participating in circle time.

9:00 – 9:20 am	Snack, restroom break
9:45 – 10:20 am	Room 1 goes outside, Room 2 works in Room 1
10:30 – 11:15 am	Room 2 goes outside, Room 1 works in Room 2
11:20 – 11:45 am	Story, prayer, nap set-up, wash hands, eat lunch
12:20 pm	Lunch clean-up, restrooms, quiet music, story, nap/rest
1:45 – 2:00 pm	Wake up, restrooms, put nap items away, parent pickup

Every Thursday, we visit the St. Joseph Elementary School Library to borrow a book. Please read to your child, record the book in his/her reading log and return the book to school by the following Monday. Books must be returned, or your child will not be able to borrow a new book.

Extended Care (2:15 p.m. – 5:00 p.m.)

Children get scared when they are the last one picked up. Please be prompt.

2:15 – 2:30 pm	Merge Room 1 and Room 2 children
2:30 – 2:45 pm	Prayer, snack, bathroom
3:00 – 3:45 pm	Outside time / Room 3 playroom
3:45 – 4:15	Circle time / story / craft demo
4:15 – 4:50	Work / play time in Room 3
4:50 – 5:00 pm	Clean up, dismissal

Sign-Out Procedure and Afternoon Routine

If you have other siblings at St. Joseph School, please pick up your preschooler first. Whenever possible, please schedule doctor, dentist, or other appointments after school to avoid disturbing your child's daily school routine.

1. **Afternoon Dismissal:** For an uninterrupted naptime, pick-up is from 2:00–2:15 p.m. Please let teachers know and log in the communication tablet at morning drop-off if you will be picking up your child before lunch.
2. **Sign-Out:** Daily sign-out sheets are located on the counter of your child's home room. Please enter your child's time of departure and initial next to it.
3. **Parent Mailbox:** Please check your mailbox daily for important notices, flyers, etc.
4. **Nap Mats:** If your child is still sleeping upon your arrival, gently wake your child and give him/her time to adjust to the surroundings. Please have your child fold and put away his/her nap mats/blankets. This is your child's responsibility, not yours.
5. **Socks & Shoes:** Please allow your child to put on his/her own socks and shoes before leaving. This is your child's responsibility, not yours.
6. **Art Folders & Cubby:** Please allow your child to check his/her file/cubby before leaving.

Release

A child leaving campus during school hours will wait in the classroom until he/she is picked up by an authorized pickup adult (see Drop-Off and Pick-Up policy on page 14). The teacher or another authorized adult will establish positive identification of the person picking up your child. The parent or guardian must sign your child out before taking him/her off campus.

Attire

Students are required to wear St. Joseph Preschool uniform t-shirts and shorts. Girls may wear red skirts. On cold days, sweaters and sweatpants in gray, red or navy may be worn over your child's shorts. Your child must have an extra set of uniform t-shirt or solid gray t-shirt, shorts, underpants and socks in his/her cubby at all times. Please label each item of clothing and store them in a labeled Ziploc bag. Approved uniforms are a requirement and necessary in maintaining our Catholic identity.

Hair should be kept neat and trimmed. Chemical hair color is not acceptable. Girls with long hair should wear a ponytail, braids, or bun to keep hair out of their eyes. Boys hair should be kept short and neat. No gel/spiky hair is allowed. It is important to note that keeping hair short, tied up, or braided helps to reduce the likelihood of contracting head lice (ukus).

Nails should be neatly trimmed.

Shoes should be closed-toe tennis or sneakers; with Velcro® or zipper. Unless your child is able to tie shoes unassisted, please do not send him/her to school with lace-up shoes. Loose, slip-on shoes are not acceptable as they are unsafe and can fall off when children are playing. **Cartoon character designs on clothing, bedding, or shoes that are not age-appropriate or represent violence are not allowed. Light-up or glittery shoes are also not allowed.**

Low-cut ankle socks are recommended. This style of sock is much easier for your child to put on independently, especially if the sock is somewhat loose and non-binding. Your child will be expected to put on his/her own socks and shoes **without assistance** after naptime.

Jewelry could pose safety problems while on the playground. Jewelry is limited to stud earrings for girls with pierced ears. Though they may have pierced ears, boys may not wear earrings of any kind to preschool. Any other type of jewelry is not acceptable.

Temporary tattoos should be removed before arriving at school.

Special Needs

A child with special needs will be considered on an individual basis after consultation and discussion with parents, the child's physician, the Preschool Director and St. Joseph School Principal.

Child Abuse Reporting Regulation

Under the Hawaii Child Abuse Law (HRS Chapter 350), all school staff are "mandated reporters" of suspected child abuse (under eighteen years of age). A report shall be made to Child Protective Services or the Police. This is not an option; it is a legal requirement. Child abuse and neglect are defined as the acts or omissions of any person or entity who is in any manner or degree related to the child, is residing with the child, or is otherwise responsible for the child's care, that has caused the physical or psychological health or welfare of a minor child to be harmed, or to be subjected to any substantial risk of being harmed.

SECTION 3: CHILD ORIENTATION

Please note: Detailed information for the Phase-In process will be given before school begins.

Parent Orientation Night

Immediately before the start of the school year, there will be a mandatory meeting with **ALL** parents/guardians of children attending our 3–5-Year-Old Program.

Child Orientation

- **Returning Student** is a child that has attended our 3-5-year-old program the previous year. Returning students re-establish relationships with their peer groups and teachers and review classroom procedures and lessons. As they acclimate to their environment and familiar routines, they create a foundation upon which new children can successfully transition. They will have opportunities to mentor new students, which gives them the opportunity to develop, demonstrate and reinforce their self-esteem, skills and abilities.
- **New Student** is a child coming from home, or transferring from another school/child care center. They will undergo a “phase-in” process. This phase-in process allows children to experience our school in small, yet tangible increments and provides each child opportunities for success. Each day, new procedures and routines will be introduced and each session will be a little longer than the previous one; culminating when a child experiences a complete day’s routine.

Please note: On the first day of phasing in a **new** student, the parent should stay as an observer and supporter of his/her child’s orientation. During this time, we ask that you sit in a chair, perhaps bring a book or magazine to read, and not interrupt the class by talking or moving excessively. Part of the orientation is for your child to experience the necessary separation from you, while feeling safe due to your physical presence in the classroom. Please refrain from engaging or pushing your child into activities. Our goal is for your child to become independent because of the trust gained in the environment, while their parents are present as touchstones. Some children may need additional emotional support from their family beyond the first day. Determining when a child is ready for independence will be assessed on an individual basis. During this separation phase, please feel free to discuss your child’s progress with a teacher.

Beginning School – How to Prepare Your Child

Young children live in and understand the present moment. The future is vague for children under the age of six. Shortly before your child enters school, it is helpful to talk to him/her about the preschool as a place where children go to play, learn, eat and rest. Your child needs to understand clearly that he/she continues to live at home and that at the end of the school day, you will always come for him/her. A lot of talk about beginning school may create anxiety and apprehension of a place he/she knows little about. Prepare your child for beginning school by indirect preparation such as:

- Read children’s books from the library about preschool, making friends, etc.
- Tell stories about playground activities or going to school, etc.
- Share stories about when you first went to school. These stories will give your child the information he/she needs without causing anxiety.
- Gradually adjust your child’s bedtime and wake-up time two weeks ahead of starting school. Work toward a calm and orderly pace of getting up, dressed and ready to leave the house for a punctual arrival at school. If this routine is mastered before the first day of school, your child will have less stress with learning a new morning routine upon arrival at school.

The First Few Days (How to Say Goodbye without Falling Apart)

We offer these suggestions to assist you in preparing your child for his/her first day at school. When a child begins the Montessori experience, it is a big step in his/her young life. Children need to know that their family is interested. It is best to talk about the beginning of school only a week or two before the actual date. Explain the situation briefly and calmly. Remind them of their previous visit. Speak in general terms; talk about how the both of you will be visiting the children at the school. Explain to your child what your role will be (to sit and read your book while he/she gets to play with the teacher and children).

When you come into the preschool, please sign in, follow the lunch procedure, and complete the morning routine with your child, helping your child to settle in. This procedure should not take more than 10-15 minutes. When time allows, do a simple job. Have your child walk you to the gate. Give your child a friendly goodbye and leave him/her in the care of the teacher. Keep your goodbye warm and brief. Promptly leave and refrain from returning **even if tearful entreaties beseech you**. If you keep your demeanor positive and happy, your child will sense your confidence in their teachers and their fears will soon be dispelled. If you are concerned about your child, feel free to call the preschool office (961-0424) to check on your child. The adjustment period is usually very short.

However, be honest about your feelings and allow your child to have his/her feelings, too. It is all right to feel sad, scared or angry. Phony cheerfulness will not change the feelings, and it is possible to have these feelings and *still* go to school.

Communication with your child about school and daily events can be enjoyable moments. These moments are most successful when they are spontaneous and initiated by your child. They are often offered at an unspecified moment, though sometimes an indirect approach may elicit information.

Begin the conversation by sharing your day with your child. He/she may respond by sharing personal, enjoyable events with you. Direct questions such as, "What did you do at school today?" usually produce an answer such as "Nothing," "I don't know," "Polishing," or "I fell down on the playground."

Do not be discouraged if your child does not relate many specifics about their school experience. Usually the child has been working with many different activities throughout the day. This morning is "history" and recall can be difficult. A child under the age of six lives in the present moment. Significant growth and development are important to adults but are usually unconscious events for a child.

Consequently, much of what a child has accomplished is being internalized. You must be patient as your child gradually reveals his/her newly acquired skills and tidbits of knowledge.

You must clearly follow the schedules for the adjustment period and the regular school term. It is vital never to disappoint your child by failing to return when scheduled during the adjustment period or later when he/she attends the program regularly. If prevented by unforeseen circumstances from returning at the promised time, you should telephone the preschool. It is also helpful for you to become better acquainted with the adjustment process by reading the literature made available by the school and by attending any meetings or conferences set up for the purpose of discussing the adjustment period.

The First Few Weeks

Beginning school is tiring for young children. They form new relationships and experience new procedures and lessons. Be sure your child has adequate rest and appropriate quality time spent with you.

Reluctance to go to school may sometimes manifest itself during the first weeks of school. Your child may experience a growth spurt physically, intellectually, or socially. He/she may anticipate a future event, which could be a cause of some stress and strain for a child under six years old.

If your child is not adapting to the life of the classroom within a short time, a teacher will contact you. The staff is equally eager for your child's acclimation and will put forth every effort toward your child's comfort. If complaints at home continue or worry you, please contact a teacher about your concerns or call the preschool office (961-0424).

Common complaints reported by parents during adjustment and transition times are:

- "I don't feel well."
- "No one likes me."
- "Johnny pushes me down."
- "I don't get any new jobs."
- "I'm too tired."

Please accept these and other remarks as a sign of growth in your child. He/she is beginning to develop the ability to express feelings, although children are not always able to accurately identify the cause.

Short good-byes and a positive non-worried manner convey to your child an unspoken message that you know he/she is being left in a safe place that you chose for him/her. You set the pace for your child's success at school. A short, cheerful goodbye from you can help your child feel there is nothing to be concerned about.

Every child needs a period of time to adjust and determine if our program fits their needs. If your child has challenges acclimating to the new environment after a two-week period, the preschool director will schedule to meet with you to discuss how to work together overcome these challenges.

Classroom Observation

Parents are welcome to visit the preschool to observe their child at work or play. Please schedule an appointment time after the first six weeks of school or when your child has adapted to the daily routine of the class. St. Joseph Preschool has an open door policy by which parents are always welcome.

SECTION 4: PROGRAM, CLASS MANAGEMENT & SCHEDULES

Program Goals and Guidelines:

The focus of St. Joseph Montessori-Based Preschool is to provide a solid foundation for success in present and future learning. This is accomplished through four major areas:

1. Individual Child

The curriculum helps to develop your child's knowledge and skills, socially, emotionally, physically, spiritually and intellectually. Instructional emphasis is placed on developing positive self-esteem and a sense of competence. Each child is considered a unique individual. Growth is according to individual development. There will be different levels of ability and learning styles.

2. Teaching Strategies

The curriculum is designed around basic subject areas and implemented through projects, learning centers and play activities. Teachers encourage learning by planning experiences that involve extending your child's knowledge and skills. Your child will work and play in a small group or alone on activities he/she selects or is guided toward by the teacher.

3. Integrated Curriculum

The curriculum incorporates the content and process of all subject areas: language development, number and science concepts, social living, music and movement, sensorial experiences, cultural experiences, practical life skills, and freedom of artistic expression. Your child is considered a lifelong learner. Therefore, the curriculum is designed to help him/her to learn the process of "how to learn."

4. Parent-Teacher Relationship

Teachers and parents are partners in the development of the child. Conferences and visits help to establish the best possible approach in guiding your child toward further growth.

Classroom Management

"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6.

Respect for self, others and the environment are key values we regard highly at St. Joseph Montessori-Based Preschool. In practice, these values are part of our Christian living, translating toward the development of self-discipline through thought and action. We utilize positive language to explain limits, describe social expectations and to maintain cooperation with the children. We do not allow children to hurt one another, to damage materials in the environment, or to act in an abusive or disrespectful manner toward teachers and/or classmates (inappropriate behavior).

Children who display inappropriate behavior will be given the opportunity to correct and adjust their behavior accordingly. Often times, an adult's redirection is sufficient in assisting a child to refocus his/her energy towards positive behavior. However, if a child seems to need a "cooling off" period, the teacher will provide an appropriate time and space for the child to calm down, reflect, and adjust to the situation at hand. This process may include being removed from their friends and activities for a short time until the child is thought to be ready to re-enter the environment and social setting.

Ongoing disciplinary challenges may need to be addressed through Parent-Teacher Conferences. In cooperation, teachers and parents will devise an appropriate plan of action to support the child in overcoming inappropriate behavior both at home and in school. Professional referral outside of the school environment may be an option to consider.

Dangerous or violent behavior will not be tolerated. In this event, the child will be cared for by the Director and parents/guardians will be notified. A child who continually risks his/her own safety and/or the safety of others, may be placed on probation, and/or may not be allowed to continue attending St. Joseph Montessori-Based Preschool. The school principal will be notified and is the final decision maker.

Daily Schedule

Our schedule is flexible and is not ruled by the clock. We observe the children and often vary the transition and the pace of the schedule according to the children's needs.

Naptime & Bedding

Following lunch, the children nap between the hours of 12:15 and 1:45 p.m. Music will play gently in the background while teachers assist in rubbing backs, reading stories, and helping the children achieve a restful state.

Please provide the following:

- One plastic folding KinderMat® covered with a washable fabric cover and secured by either a zipper or Velcro®, and
- a lightweight nap blanket (one that can be folded by the child)
- A Roll mat with attached pillow and blanket also work well. Placing this over a KinderMat® provides additional comfort for your child

All nap items are sent home on Fridays for laundering and should be brought back to school on Monday morning.

Student Records

St. Joseph Montessori-Based Preschool keeps a record of accumulated information for each child. These records are personal and confidential. Records are available for viewing only to the parents or legal guardians and authorized persons of St. Joseph Preschool, as indicated by the Principal. Access to a child's records is made through the preschool office. Parents or legal guardians may review the complete file containing their child's St. Joseph record after prior arrangements have been made with the Principal. A child's record information is not given over the telephone.

St. Joseph Montessori-Based Preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that information shall not be shared, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary

If you wish to provide St. Joseph Montessori-Based Preschool permission to discuss your child's records with another party (grandparents, step-parents, employer, other family members, etc.), please request a FERPA Release form (Family Education Rights and Privacy Act) from the preschool director. Records shared could include, but are not limited to, academic records, disciplinary records, financial records, teacher files, and other student information held by the school administrators.

SECTION 5: HEALTH AND SAFETY

Doors and Gates

All children will be instructed **NEVER** to open the gates of the building. As a parent/guardian, you must always latch the gates behind you. PLEASE DO NOT ALLOW YOUR CHILD TO OPEN ANY OF THE GATES, EVEN IN YOUR COMPANY. ALSO, PLEASE DO NOT ALLOW YOUR CHILD TO WALK OUTSIDE THE BUILDING UNATTENDED. We do not want any children to slip into the parking lot unnoticed. Please hold your child's hand until you are in the building or get to your vehicle. The doors near the cafeteria are locked at 8:15 a.m. If your child is tardy, you must report to the elementary school office to get a tardy note prior to bring your child to the classroom.

Sick Children

Your child should not attend school if he/she shows signs of a fever, sore throat, constant runny nose, rash, earache, vomiting, diarrhea, or headache. If your child is sick in the evening or morning, Please arrange to keep them home and monitor them for 24 hours. When in doubt, please keep your child home. Please remember to call the preschool office (961-0424) if your child will be absent.

Children who are not well enough to go outside for playtime are not well enough to come to school. Teachers are responsible for observing signs of illness in each child each school day. If your child becomes ill at school, a teacher will notify the person(s) designated on the Emergency Card. Please pick-up your child after notification. Your child may return to school when:

- Vomiting and diarrhea have ceased for at least 24 hours
- He / She can tolerate full activities
- He / She has been on medication for at least 24 hours
- There is no discharge from rash
- There is no heavy drainage from the nose

If your child is out sick for three or more days, a physician's note is required.

The Department of Health requires that a child who contracts any of the following conditions or diseases be excluded from school.

DISEASE/CONDITION	INCUBATION PERIOD*	SYMPTOMS OF ILLNESS	INFECTION PERIOD	MINIMUM ISOLATION PERIODS AND CONTROL MEASURES
Chickenpox	2-3 weeks	Fever, skin eruption begins as red spots that become small blisters (vesicles) and then scab over	For up to 5 days before eruption until all lesions are crusted	Exclude until all lesions are crusted or at least 5 days after appearance of first blisters
Conjunctivitis (Pink Eye)	24-72 hours	Redness of white of eye, tearing, discharge of pus	During active phase of illness characterized by tearing and discharge	Exclude symptomatic cases. May return when eye is normal in appearance or when therapy is implemented

DISEASE/CONDITION	INCUBATION PERIOD*	SYMPTOMS OF ILLNESS	INFECTION PERIOD	MINIMUM ISOLATION PERIODS AND CONTROL MEASURES
Enterobiasis (Pinworm)	Life cycle about 3-6 weeks	Irritation around anal region. Visible in stool	As long as eggs are being laid; usually 2 weeks	Exclude until treated as documented by health provider
Hand, Foot, and Mouth	3-5 days	Fever, sore throat, elevated blisters occurring on hands, feet, or in the mouth	During acute illness, usually one week. Spread through direct contact with nose and throat discharge and aerosol droplets	Exclude cases during acute phase and until fever-free for 24 hours without the use of fever-reducing medication
Impetigo	4-10 days	Running, open sores with slight marginal redness	As long as lesions draining and case hasn't been treated	Exclude until 24 hours after beginning treatment
Influenza A or B	24-72 hours	Fever and chills, often back or leg aches, sore throat, nasal discharge and cough; prostration	A brief period before symptoms until about a week thereafter	Exclude until fever-free for 24 hours without the use of fever-reducing medication
Measles (Rubeola)	10-14 days	Begins like a cold; fever, blotchy rash, red eyes, hacking frequent cough	5 days before rash until 4 days after rash	Exclude for no less than 4 days after onset of rash
Mumps (Epidemic Parotitis)	2-3 weeks	20-40% of those infected do not appear ill or have swelling. 60-70% have swelling with pain above angle of lower jaw on one or both sides	About 7 days before gland swelling until 9 days after onset of swelling or until swelling has subsided	Exclude 9 days after the beginning of symptoms
Pertussis (Whooping Cough)	7 days – usually within 10 days	Irritating cough – symptoms of common cold usually followed by typical whoop in cough in 23 weeks	About 7 days after exposure to 3 weeks after typical cough. When treated with erythromycin, 5-7 days after onset of therapy	Exclude until antibiotics have been taken for at least 5 days of the 14-day recommended treatment

DISEASE/CONDITION	INCUBATION PERIOD*	SYMPTOMS OF ILLNESS	INFECTION PERIOD	MINIMUM ISOLATION PERIODS AND CONTROL MEASURES
Scabies	Infection caused by almost invisible mite. Lesions symptomatic after 4-6 weeks	Severe itching' lesions around loose fleshy tissue (e.g., finger webs, elbows, crotch, etc.)	Until mites and eggs destroyed	Exclude until the day after treatment is started
Ringworm (Tinea Infections)	10-14 days	Scaly oval patches of baldness of scalp; brittle and falling hair, scaly oval lesions of skin	As long as infectious lesions are present, especially when untreated	Exclude until the initiation of treatment
Rubella (German Measles)	14-21 days	Low-grade fever, slight general malaise; scattered Measles-like rash; duration of approximately 3 days	About one week before rash until 7 days after onset of rash	Exclude for duration of illness and for 7 days after onset of rash
Streptococcal Infection; (Scarlet Fever, Scariatina, Strep Throat)	1-3 days	Sore throat, fever, headache. Rough rash 12-48 hours later	Until 24-48 hours after treatment begins	Exclude until afebrile and under treatment for 24 hours
Tuberculosis Pulmonary	Highly variable – depends on age, lifestyle, immune status. Primary: 4-12 weeks. Latent: 1-2 years after infection. Life-long risk.	Weakness, cough, production of purulent sputum, loss of weight, fever. Urinary tract symptoms if this system involved	Until sputum is free from tuberculosis bacteria. Generally after a few weeks of effective treatment	Exclude. Authorization to return by the Department of Health. For more information call TB control program at 832-5731

**for diseases not listed, refer to the Hawai'i Administrative Rules, Chapter 156 – Communicable Diseases, 08/06/2001*

Please notify the staff:

- Of any special health conditions that your child might have such as allergies, asthma, heart murmur, diabetes, etc.
- Whenever your child is under medication of any kind and the side effects of such medicine, if known to you.
- If your child has been exposed to a contagious disease in order to determine whether a notice needs to be sent home to families of classmates.

Administration of Medication

State law makes no distinction between prescription and non-prescription medication. We are unable to administer medication as there is no health nurse on the school campus.

The staff of St. Joseph Montessori-Based Preschool is not permitted to dispense non-prescriptive medication to your child. Please do not send these items* to school with your child:

- vitamins
- cough drops
- itch cream
- over-the-counter medicine
- sunscreen

*This is not an all-inclusive list. Items not listed may also be applicable to this policy.

Health Requirements Required Prior to Entry to St. Joseph Preschool

The Hawaii School Attendance Health Law requirements for tuberculosis assessment / screening / chest x-rays, immunization and physical examination must be completed prior to the first day of school. Children without a tuberculosis clearance will not be admitted to the preschool. The following must be submitted before entry to school:

1. A tuberculosis clearance assessment/screening/chest x-ray results (Mantoux), within one year prior to school entry
2. A physical examination within one year prior to school entry date
3. Documentation of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, Hepatitis B, and Varicella.
4. Completed supplemental health form

Your health care provider will document the required health information on the official Health Record (Form 14). This form becomes part of your child's official school records and is transferred, along with other official records, when your child changes schools. Physical re-examinations are not required but are recommended. Exemptions may be allowed for medical and religious reasons upon receipt of a statement by an authorized person.

Medical Insurance Coverage

Parents/guardians should provide health insurance for their children. If employment situations or other circumstances do not make it possible for parents to provide such insurance for their children, then it is strongly recommended that parents enroll them in the Hawaii QUEST insurance program. Information about Quest and Medicaid coverage for children and youth up to before age 26 may be obtained by calling 211 or checking online at mybenefits.hawaii.gov.

The school enrolls all students in a **supplemental accident insurance** policy each year. This policy reduces parents'/guardians' out-of-pocket expense in case of accident or injury (not illness) suffered during school-related activities or at a school-sponsored event. This insurance does not replace a regular health insurance policy.

When a student is involved in an accident or receives an injury during school-related activities or at a school-sponsored event, the parents/guardians should contact the Business Office to obtain information to file a claim within 90 days of the incident. The child is covered for the period of enrollment.

Each child must have medical insurance coverage information (personal physician's name and phone number included) on file with the preschool.

Accident Insurance

Although children are under constant supervision, accidents do occur. Teachers are certified through the National Safety Council and are able to administer treatment according to Hawaii D.S.S.H. State Rules and Regulations. Should an accident occur, you will be contacted, an Accident Report will be completed, and you will be asked to sign a copy of the report when you pick up your child. A duplicate copy will be on file in the office.

In the event of a serious injury, parents or designated contact persons listed on the Emergency Card will be notified immediately. If parents/guardians and emergency contact persons cannot be reached, the school will have the child transported to Hilo Medical Center Emergency Room for treatment. An adult will accompany the child to the emergency room and will stay with the child until the parent or parent's representative assumes responsibility for the child's care. The selection of the adult accompanying the child cannot compromise the supervision of the other children in the preschool.

Biting Policy

Due to the serious nature of this behavior, incidents of biting will result in the physical removal of the child from the classroom environment. In this event, the child will be referred to the Preschool Director, and parents will be notified. If this behavior is of a serious nature, or if biting incidents continue, it may be deemed necessary to request parental cooperation by removing the child from school for the remainder of the day.

Emergency Card

A completed Emergency Card is required prior to the start of school. The form is kept at the preschool. Please be sure the emergency contacts you list are able to drive to pick-up your child. Please keep this information current by **IMMEDIATELY** informing us of ANY changes to contacts or their telephone numbers. A properly installed car seat or booster is necessary for our staff to release a child to one of your emergency contacts.

Parent Authorization Form (PAF)

The names and relationships of authorized persons who may pick up your child are listed on this form. Your child will NOT be released to anyone other than those persons listed on this form. Any changes (additions, deletions, etc.) must be submitted in writing and given to the preschool office **before** new people are authorized to pick up your child. You may have as many names on the list as you want.

Emergency Survival Kit

In addition to the classroom supplies that you will be bringing, (a supply list will be sent to you before school begins) an Emergency Survival Kit must be included with the following items:

- 1 emergency blanket (space blanket)
- 2 16.9 oz. bottled water
- 1 small flashlight
- 1 package of batteries for flashlight
- 6 packages of Granola bars or cheese and cracker packs

All emergency items (except water) should be placed in a gallon Ziploc® bag with the child's name clearly marked on the bag.

Inclement Weather

Please listen to the radio for announcements, or check your email regarding closure of St. Joseph Preschool due to bad weather. Call the preschool answering machine for updated messages (961-0424).

Car Seat Policy

Hawaii law requires children under the age of four to ride in a child safety seat and children ages four through seven to ride in a child safety seat or a booster seat when traveling in a motor vehicle. The driver will be held responsible for compliance with the law. Parents will be required to sign a Child Seatbelt/Restraint Form agreeing to abide by this law. For more information about child restraint laws in Hawai'i, please visit <http://hidot.hawaii.gov/highways/child-passenger-safety/> or call (808) 587-2220.

Transportation and Excursions

St. Joseph Preschool only partakes in walking field trips and excursions. While on excursions, supporting parent/chaperones provide supervision and are generally a ratio of 1 chaperone for 2 children. Teachers are not allowed to use their personal vehicles to transport children. Parents are required to complete a safe environment course and provide the certificate of course completion to the preschool to be authorized to interact with other children.

Advanced notice will be provided for all excursions and permission forms will be placed in the parent mailbox to go home for signatures of authorization. Your child will not participate in field trips or excursions without a permission slip signed by an authorized caretaker.

Safe Environment Policy

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust," first published January 8, 2004. The handbook is available at the school.

The Church endorses the 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 Diocese of Honolulu. Consistent with the diocesan policy, St. Joseph Montessori-Based Preschool will conduct Safe Environment training as part of the preschool curriculum. Parents who wish to review the safe environment training materials should contact the preschool director.

Consent for the participation in this program is included in the signed acknowledgment form located in this handbook.

Asbestos Management Plan

In 1987 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. Since the enactment of AHERA, all schools nationwide are required to take comprehensive action to asbestos in their buildings. These actions include inspections and re-inspections by EPA-accredited inspectors, the assessment of conditions, training for workers who may encounter asbestos in their course of work, development and selection of an appropriate response to potential exposure to asbestos material, posting warning labels and the development of management plans for each school site. The school's asbestos management plan is on file in the school office and can be reviewed by contacting the Principal.

SECTION 6: FINANCIAL INFORMATION

Tuition and Payment Questions

Please refer to Tuition and Fee Schedule from the St. Joseph School Business Office. Financial contracts, tuition payments and/or questions regarding billing should be directed to the Business Office (935-8443).

Tax Donations

St. Joseph Montessori-Based Preschool is a non-profit organization, as described under Section 501(c)(3) of the Internal Revenue Code. As donations such, any cash or material donations to the preschool are tax-deductible. Parents who want to support our preschool in this manner are encouraged to talk to us to let us know how we may be of assistance. Please contact the school's Business Office (935-8443) if you need a letter of donation for tax purposes.

SECTION 7: NUTRITION

WELLNESS POLICY, est. March 31, 2008

This policy supports the mission of **St. Joseph School (Hilo)**, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

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

The Wellness Policy of St. Joseph School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:

- a) Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
- b) Provides a pleasant eating environment and secure playground for students and staff;
- c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness;
- d) Enables students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.

2. Reduce student access to foods of minimal nutritional value:

- a) Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
- b) Encourages 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 or fundraiser;
- c) Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
- d) Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.

3. Provide opportunities for school community involvement in the development, review, assessment, and implementation of St. Joseph School Wellness Policy, and to ensure that this policy is being met.

A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements, and report findings to the school principal or his/her designee annually.

ST. JOSEPH SCHOOL MEAL PROGRAM INFORMATION

St. Joseph School offers the opportunity for students to purchase breakfast and lunch to all enrolled students during regular school days. Meals are prepared on campus and provided through the Hawaii County Economic Opportunity Council (HCEOC). The SJS meal program is a prepaid program where funds for the purchase of breakfast and lunch need to be deposited in advance. When meals are purchased, the student's account is debited through a meal program counting program within the Sycamore School online portal. Your family account balance can be viewed directly through your Sycamore account online at **Sycamoreeducation.com**. Please be sure to keep available funds in the account throughout the school year.

As directed by the Diocese, all payments to the school must be made in the SJS Business Office – this includes the meal program. Payments may be made through FACTS (arranged with the Business Office), or paid by cash, check, or credit/debit card in the Business Office. Payments may be made weekly, monthly or as needed to maintain a positive account balance. This payment information applies to students approved for reduced meal pricing as well.

FREE and REDUCED MEALS:

St. Joseph School is in conformity with the federal school meal guidelines and participates in the National School Breakfast and Lunch Program. Through this program you may apply for free or reduced priced meals for your child(ren). If you feel you may qualify for this program, please fill out an application as soon as possible. The reduced price for breakfast is **\$0.30** and **\$0.40** for lunch. Applications are available in school offices and the SJS website at sjshilo.com. **All applications are kept confidential.**

- To qualify within program guidelines for a free or reduced meal, the student must take the full meal. If they bring home lunch and desire to purchase milk only from the cafeteria, there will be a regular purchase charge for milk.
- If a student participating in the meal program requests a second meal during the service, or an extra milk, these items must be charged at the regular purchase price. The meal program only reimburses for one breakfast and one lunch per day, per qualified student.
- If your family qualified for the 2017-2018 school year, your eligibility will extend through the first thirty (30) days that meals are offered at school in the 2018-2019 school year. 2017-2018 eligible families who fail to re-apply for approval for the 2018-2019 school year by the 30-day deadline will be subject to full charges for meals after the 30th day of meal service. **A new application must be filled out at the beginning of each school year.**

BREAKFAST

Students and their families may purchase breakfast in the cafeteria at **7:00-7:30 a.m.** on school days. Breakfast prices for 2018-2019 will be published by the food service provider HCEOC in late July. The meal will consist of a carbohydrate, protein, fruit and milk.

LUNCH

School lunch may be purchased from the cafeteria. Lunches vary in cost based on the student's grade level. Prices for 2018-2019 will be published by the food service provider HCEOC in late July. Please check the monthly lunch menu to be sure your child will eat the lunch being served that day.

MENUS

Monthly menus for breakfast and lunch will be emailed to families prior to the first day of each month. Hard copies will also be available in the school office.

Note: Parents should please remember to check online at Sycamoreeducation.com or their child's bag for notices from the Lunch Program Coordinator when their account runs low on funds.

HOME LUNCH

Children may bring their own lunch to school. It is advised that parents/guardians provide a healthy lunch. The school does not provide facilities to heat up food items so home lunches should not include such foods. Neither should non-school lunches include soda. If you are dropping off your child's home lunch, please do so in the school office before 9:00 a.m. If a home lunch is not received by the office before this time they will order a school lunch for your child. **By federal law, all children are required to have something to eat at lunch time.**

Lunches

Nutritious and healthy lunches may be purchased through the Preschool's Hot Lunch Program or prepared and brought from home. The children eat lunch in our classroom. In compliance with the Department of Health food service guidelines, foods that are high in salt and sugar are discouraged, so please keep your child's home lunch* healthy. Beverages must be either milk or 100% fruit juice. Water bottles or hydro-flasks are not necessary as your child will have a cup and water available for use throughout every day. A healthy and nutritious lunch made at home is preferable to lunch from a fast food restaurant that is usually high in fat and salt.

Home lunches should include:

- Appropriate lunch bag or box. Age-inappropriate, aggressive or violent cartoon character designs are prohibited.
- 2 napkins/ washcloths (washable/reusable)
- Proper eating utensils
- Labeled plastic containers (that your child can open and close unassisted). Please do not pack glass containers.
- Meals that *do not* need to be reheated
- Ice pack for items requiring cold temperature

Details on the Federal Lunch Program, school lunch menu and cost, will be available at the Parent Orientation meeting at the beginning of the school year. Daily records monitoring your child's lunch consumption are located near the parent sign-in sheet for review.

Snacks

Healthy snacks are provided and made available to children in the morning session and again during the Extended Day Program. To provide a variety of different food items each family will be responsible for 1 full snack for 49 children every 49 days. Please keep receipts for Time and Talent credit hours. One hour is the equivalent of \$14.00. Your qualified purchases should be logged in the Sycamore Education student portal. A menu is set and recommended snacks should be brought in the day prior to being served to provide ample preparation time.

Snack time supports important learning experiences for practical life exercises. Children learn to serve themselves, pour their own milk and wash their dishes*. Occasionally, the children are invited to prepare special snacks and/or practice their skills in the proper handling of a plastic knife and peeler.

*All dishes (plates, cups, bowls, silverware, etc.) are later washed and sanitized by the method approved by the State of Hawaii Department of Health.

SECTION 8: COMMUNICATION

Calendars

A calendar for the school year is distributed to all families before the beginning of the school year. This calendar provides pertinent information regarding important dates, deadlines, holidays, vacations, early dismissal days, and parent-teacher conferences. Please be sure to read the posted notes and signs near the sign-in areas for updates and changes.

Concerns

The best way to handle a problem is at the level at which it occurs. It is recommended that parents voice their concerns to the proper person(s) to ensure immediate and appropriate action. A classroom concern should be addressed to the teacher or teachers involved. Parents, with teachers, can usually solve a problem in a mutually satisfying manner. However, if the problem persists, parents are encouraged to seek further assistance from the Director. In the rare event that the problem cannot be resolved with the Director, then parents and/or the Director will direct the concern to the Principal. The final recourse for parents rests with the Principal.

Messages and Notices

There is significant importance in open communication between your home and school. We welcome your suggestions! We especially appreciate receiving notices in writing for important information. This is the most reliable procedure for staff members to receive information about your child. Communication books are provided at the sign-in counters in each homeroom. This book is should also be used for messages of early pick-ups and vacations.

Also, please notify the teachers/director of significant changes or events in family life. The arrival of a new sibling, grandparent visits, a death in the family, marital struggles, surgery/illness, business or vacation trips, etc., can often influence a child's social, intellectual, and/or emotional balance in school life. Keeping the staff adequately informed helps us meet your child's needs. **Changes in address, phone numbers, emergency information or adjustments in your child's drop-off and pick-up schedule should also be submitted in writing.**

Sometimes your child may voice a concern over something that has happened at school. Please let a staff member know what is happening so that the concern may be handled properly. Please do not try to resolve the concern yourself. Sometimes seemingly trivial things can build up if not handled properly. Please do not hesitate to talk with us if something is becoming a problem.

Parent Mailbox

Every family has a mailbox where they receive notices, flyers, newsletters, magazines, etc. Please check your mailbox daily.

Conferences

Parent conferences are scheduled as needed. The teacher will discuss with you expectations/goals for your child during the school year. It is also time to share with the teacher your insights regarding your child, as well as your concerns.

A parent/guardian may request a conference with a teacher at any time. You may do so through the preschool office or by writing the director a note.

Newsletters

Monthly *Keiki Cardinal* Newsletters will be sent home from the Elementary School Office to keep you informed of school-wide events, accomplishments, and celebrations. Please take the time to read these newsletters.

Family Meetings and Events

Throughout the school year, St. Joseph School hosts various family events that are aimed at increasing your understanding of your child's school. Some of these events may be informational and/or instructional (PTG meetings), while others are just "feel good" events, filled with special activities for you and your family to join the St. Joseph School community in fellowship as `ohana (family). We recommend that at least one family member attend Parent Teacher Guild (PTG) meetings. Please refer to the school calendar and newsletters regarding school events.

Sign-In/Sign-Out Area

There will usually be posted reminders of upcoming events, on or near the sign-in/sign-out board/area.

Telephone

Teachers may contact parents by telephone for immediate communication and feedback. Parents may contact teachers through the preschool office (961-0424). If the teacher is not available, please leave a message and the teacher will return your call.

Anytime your work or personal phone number changes, please notify the preschool immediately.

Use of Student Images

St. Joseph Montessori-Based Preschool reserves the right to use the children's pictures in publication and on the school's website (sjshilo.com). The preschool office must have a written notice from any parent or guardian on file prohibiting the use of their child's picture in school publications and website. Parents/guardians sign a photo release form during registration. When pictures are used, the child's name will not be printed.

SECTION 9: PARENT INVOLVEMENT

Parental Agreement

Registration at St. Joseph Montessori-Based Preschool indicates the parent's agreement to abide by all rules, regulations and policies in the St. Joseph Montessori-Based Preschool Parent Handbook. We ask that you read the handbook carefully, sign the Parent Handbook Form at the end of this book, and return the form to the preschool office. You should direct questions or comments to the Preschool Director or School Principal.

Parent Volunteers

Parent volunteers and support are encouraged for a number of reasons:

- To develop a positive home-school relationship
- To provide assistance with special projects, events, excursions, and clerical work
- To develop a greater appreciation for the preschool as a partnership
- To provide opportunities for contributing skills and talents
- To increase communication

Information about parent volunteering and support is distributed at the beginning of the school year. Opportunities will be posted and shared throughout the year.

Time, Talent and Treasure

St. Joseph School fosters community participation and a partnership with family and school. All families of St. Joseph School are required to give 25 hours of service through this program or "opt out" with a donation of \$350. Families with children that receive any form of financial aid are required to fulfill 35 hours of service for the year. Opportunities to volunteer and fulfill the 25-hour-per-family obligation will be posted, in our newsletters, and emailed on a regular basis. You may sign up for some opportunities through the Sign Up Genius emails you will receive throughout the school year.

Time and Talent hours shall be logged electronically through the Sycamore Education website. Instructions to log in and enter your hours will be sent to you. Please remember to record your hours and purchases. Purchases require receipts to be submitted. One hour is equal to \$14.00 in goods donated. Receipts may be turned in to the school office for review. Purchases for snacks to the preschool should be applied to your family's time and talent hours.

Hours not completed by May 1, 2019 will be charged to the family at a rate of \$15 per hour.

Credit is given when you attend PATCH classes and bring in your certificate. Many of the child development classes from PATCH may be taken online.

Your purchases for assigned snack days are also applicable. Please log the time in Sycamore Education and then bring the receipt to school for verification of the purchase.

Code of Christian Conduct for Students and Parents/Guardians

“Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God’s help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.” (*To teach as Jesus Did*, National Council of Catholic Bishops, 1972, p.7)

Parents are the primary educators of their child(ren). Parents, who enroll at St. Joseph Montessori-Based Preschool, are choosing its program and curriculum over those available at other schools. Students’ interest in receiving a quality, morally based education can be served when students, parents, teachers, and school officials work together. Normally, differences between individuals can be resolved. In some rare instances, however, the school may find it necessary, in the best interest of the child, to ask parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student and the parents/guardians behave in a manner 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 procedures set forth in the Parent Handbook of the school.

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

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

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

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first 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 enter 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.

SECTION 10: MISCELLANEOUS INFORMATION

Lost and Found

All clothing, slippers, nap mats, blankets, etc. should be clearly marked with your child's name. The preschool will not accept responsibility for lost or stolen items. Unclaimed items and clothing are periodically donated to charity.

Birthdays

St. Joseph Preschool follows the Montessori tradition of helping the child to understand the concept of a year in time, by having them "journey" around the Sun while we talk about what has happened in their lives. As a part of this process we will request that you bring pictures and share highlights of your child as an infant, at one year old, two years old, three years old, to their current age. (A handout with details will go home before the event). The ceremony is very simple but the children enjoy it tremendously. Parents are also encouraged to donate a book to our preschool library in your child's name as a fond remembrance of the child and his/her time at our preschool.

Toys

Except for Sharing Day, toys must remain at home. Toys at school detract from the specially prepared environment the school provides. Young children have not yet developed the social skill of sharing personal belongings. The classroom materials are community property, and every child learns the procedure for taking a turn with them. The Montessori materials are carefully selected and prepared by the teachers to suit many purposes. When your child is in the classroom, he/she is surrounded by a marvelous array of materials, experiences, sights, sounds, and objects to manipulate in a variety of ways, exercises that will challenge, soothe, inspire, and inform. The richness of the classroom cannot be duplicated at home, nor should the home environment be duplicated at school. They are two related but distinct environments.

Supply List

A supply list of items you will be asked to purchase for the children to use throughout the school year will be provided to you before school begins.

Fundraising

St. Joseph Montessori-Based Preschool participates in the school's annual Country Fair. The preschool may sponsor fundraisers throughout the school year depending upon the opportunities available. There is usually a garage sale fundraiser some time during the school year. These proceeds help us buy needed classroom materials. This fundraiser is a family/school venture.

Sharing Day

Friday is Sharing Day. Children are encouraged to bring a book, photograph, something from nature, or an item of interest to them. Please be sure the item is labeled with your child's name. We recommend you and your child choose an age-appropriate item before your child goes to sleep on Thursday evening; that does not depict violent characters or objects. Please write your child's name on the item and put it in a bag. If your child forgot to bring something to share, they may share a story. Please do not go home to retrieve and return with something to share.

SECTION 11: CRISIS MANAGEMENT POLICY AND DISASTER/EMERGENCY PROCEDURES

St. Joseph School follows specific procedures for various emergency situations.

Crisis Management Policy

Action Plan

Crises are inevitable in the operation of any organization. We make every effort at St. Joseph School to minimize risk and to assure the safety and security of our students and staff. Since it is not always possible to avoid crises, planning ahead of time may prevent panic and uncertainties. It is imperative that a media crisis policy be in place for efficient and effective management of internal and external communication during situations that may endanger the health, safety, operation, image or economic stability of the school.

Evacuation Plan

Evacuation is coordinated with the aid of the Hilo Police Department. There are several options for evacuation sites. The type of emergency dictates these options. Notification will be made public as soon as the site is determined. This is what St. Joseph School will do if evacuation is necessary:

1. Determine the seriousness of the situation(s).
2. Call 911. If unable to reach 911, call emergency number directly for ambulance, fire or police (see phone listings).
3. Render assistance or call a person certified in First Aid to help. Many of the teachers and staff members in the preschool and elementary school are CPR and First Aid certified.
4. Contact the Administration (Principal or Vice Principals). Do not call or involve others without further instructions. If it is an emergency that affects the entire school, the Principal will initiate telephone notification of the Pastor, faculty, staff, parents or other persons deemed appropriate.
5. If a child is involved, a staff member will remain with the child at all times during the emergency. All other children will be moved to another area. A teacher will stay with this group until the all-clear signal is given.
6. A staff member must stand at the entrance of the emergency area to direct emergency response personnel.
7. Someone from the school must accompany the child/adult who is to be transported in an ambulance to the nearest medical facility.

Implementation of Policy

All faculty, staff and administrators shall be informed of crisis communication procedures. A complete copy of the disaster plan shall be available in the Principal's and/or Director's offices.

Drills to test compliance, implementation and familiarity with disaster policy shall be conducted at the discretion of the Principal.

Any situation that might pose a threat to the safety or security of personnel or the continued operation or physical stability of the school shall be reported immediately to the Principal. Any situation which poses a hazard or which may be detrimental to St. Joseph School, must be reported. Upon notification of such a situation, the Principal shall determine whether the Crisis Management Team (CMT) should be convened.

The Principal is designated as the spokesperson, unless otherwise stated by the Pastor, to represent the school's communication with the media. Other persons may also represent the school in interviews but only with the approval of the Principal or designated spokesperson.

Every contact with a media person should be documented and archived in the Principal's office.

Crisis Management Team

The Pastor and the Principal shall have the right to make decisions independently or to convene the Crisis Management Team (CMT).

The CMT shall be comprised of the Principal and representatives of all school divisions.

A copy of this policy and a roster of CMT members with appropriate telephone numbers shall be available in the offices of the Principal, the Pastor and the Superintendent of Hawaii Catholic Schools.

The CMT shall act as an advisory group in time of emergency situations. The Principal and the CMT will consult in all decisions during emergency situations that include the closure of buildings, cancellations of classes, suspension of contractual agreements and the involvement of external emergency personnel (e.g. police).

The Principal is designated as the spokesperson, unless otherwise stated by the Pastor.

Individual members of the CMT shall be indemnified by St. Joseph School against possible liability incurred in the implementation of their duties.

The CMT will analyze the effect, coverage and impact of the crisis within a week of the event.

Disaster and Emergency Plan

- **Fire Drills:** St. Joseph School conducts emergency drills on a regular basis. Fire drills are conducted monthly. Students are educated about the seriousness of all drills and are expected to file out of the building quickly and quietly or to follow instructions given by the school or local officials. If the school facilities were damaged by fire and not habitable, staff members will care for the children until parents/guardians pick them up.
- **Tsunami Warning:** St. Joseph School is not in a tsunami inundation zone. In the event any warning is issued while school is in session, school personnel will remain with the children, feed and care for them, until parents/guardians can safely pick them up. If parents/guardians are in or can get to a safe area close to where they work or live, it is recommended they remain in the safe area until the "all clear" is announced to avoid contributing to unnecessary traffic on roads and highways.

If the warning is issued before school begins, classes will be canceled and the school will be closed. Parents/guardians should listen to the local television and radio stations for such emergency announcements. Only the principal or designee will be allowed to make official statements to the radio and television stations for such emergency closures.

- **Hurricane and Tropical Storm Warnings:** St. Joseph School is not in a flood inundation zone so evacuation is not a normal procedure. However, if evacuation does become necessary, the nearest designated area is the high school soccer field located on Wailoa and Kapi'olani streets.

Hurricane and tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. If Hawaii appears to be in the course of a hurricane or tropical storm, local warnings will be issued in 24 hours or less. When a **watch** is issued, the administration will monitor the storm and make a decision to close the school before the issuance of a **warning**. St. Joseph School generally follows the same closure actions as the public schools.

School personnel will remain with any students who may have arrived at school before school closure was announced and/or whose parents/guardians cannot make it in to pick them up.

- **Earthquake:** Should an earthquake of significant magnitude occur on Hawaii, we can anticipate considerable disruption to our road networks. If students are in school, parents/guardians may not be able to get to them. The school will take care of any students until their parents/guardians can pick them up.

In the event of an earthquake during school hours, the following procedures will be followed:

- If indoors, stay indoors and take cover under desks, tables, benches, supported doorways, or against inside walls. Stay away from glass windows and outside doors.
- If outdoors, stay outdoors and move away from the building, utility poles/wires, tall trees, etc. Once in the open, remain there until the shaking stops.
- Once the shaking stops, everyone will remain in place until advised otherwise by the principal or designee.
- No one will be able to leave the campus.
- Teachers will immediately account for all students and report any missing to the principal or designee.
- The principal or designee will make a preliminary assessment of the damage. If the classroom structure is unsafe or questionable, everyone will be taken to a safe location. The principal or designee will also determine the status of those reported missing.
- The school nurse, assisted by the office staff, will treat and care for all those who have been injured.
- The principal or designee will determine the condition/availability of survival equipment and supplies (water, food, flashlights, portable radios, extra batteries, plastic bags, etc.) and prepare and establish priorities for their use. They will also advise civil authorities of any special needs.
- Students will be moved to the high school gym if conditions warrant. They will continue to be supervised by faculty/staff.

EMERGENCY KITS

In the event of any weather-related emergency we require an emergency kit at school for each child. The kit shall contain the following items:

- (1) Emergency blanket (space blanket)
- (2) 16.9 oz. bottles of water
- (1) Small flashlight
- Batteries for flashlight (in package)
- (6) Granola bars or cheese and cracker packs
- Completed emergency contact card.

All emergency items (except water) are to be placed in a gallon Ziploc bag with your child's name clearly marked on the bag.

PARENT HANDBOOK AGREEMENT FORM

- This is to certify that I have read the 2018-2019 Saint Joseph Montessori-Based Preschool Handbook, and I am aware of the policies of the school.
- I agree to abide by and follow the school policies and philosophy.
- I have read and explained the student policies to my child(ren) and helped them understand that compliance is necessary and expected.

PARENT/GUARDIAN SIGNATURE

DATE

Parent/Guardian name printed

PARENT/GUARDIAN SIGNATURE

DATE

Parent/Guardian name printed

Child's full name (Please Print)

Child's full name (Please Print)

Child's full name (Please Print)