



2015-2016

PARENT/GUARDIAN-STUDENT HANDBOOK

ALL SAINTS' PRESCHOOL



2015 – 2016

PARENT/GUARDIAN-STUDENT HANDBOOK

ALL SAINTS' PRESCHOOL

A Ministry of All Saints' Episcopal Church

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- MISSION AND GOALS -

All Saints' Preschool is a community committed to nurturing and inspiring our students to "Realize Their Personal Best" amid a loving, innovative, and dynamic early childhood educational environment.



The goal of All Saints' Preschool is to provide the foundation necessary for our students to thrive emotionally, physically, intellectually, socially, and spiritually. With each child entrusted to our care, we are devoted to building their self-esteem, instilling a passion for learning, and fostering their ethical and moral development.

All Saints' seeks to:

- Promote frequent, positive, warm interactions among adults and children.
- Provide planned learning activities appropriate to children's age and development.
- Maintain a healthy and safe environment where specially trained teachers work with groups small enough to allow for the individual attention young children need.
- Supply nutritious snacks and activities that encourage the growth of healthy bodies.
- Welcome parents and guardians as partners in the educational journey.
- Foster creativity, critical thinking, initiative, and respect for self and others.

All Saints' Preschool is an Episcopal day school for children 2 years, 10 months to six years of age. The school is an outreach ministry of All Saints' Episcopal Church. All Saints Preschool is licensed by the State of Hawaii. The school is located in the Church's *Sloggett Center* building, located at 4-1065 Kuhio Highway, Kapaa, Hawaii, 96746.

- BRIEF HISTORY -

All Saints' Preschool was founded in 1966 as a preschool for Church members' children only, with a staff of two. It was located in the *All Saints Gymnasium Building*. A few years later, the Preschool expanded to include children from the community, using the *Memorial Hall Building*. In 1979, the construction of *Sloggett Center* began on the Church's campus, which included classrooms that enabled the Preschool to expand capacity. All Saints' continues to be Kauai's premier early childhood education center thanks to our seasoned educators and professionals, most of whom have served at All Saints' for many years.

- THE EPISCOPAL SCHOOL TRADITION -

All Saints' thrives as an interfaith community that actively seeks to learn from the many religious traditions and cultures represented by our students, staff, and families. We embrace and honor the faiths of the world and know that our mission, as an Episcopal School, is to nurture the soul and character of our students, of all faiths and denominations.

"Episcopal schools share two fundamental characteristics. They affirm the value of a spiritual dimension of learning—integrating faith and reason—and they champion excellence in education" (*The National Association of Episcopal Schools*). In an Episcopal school, faith and reason are not opposite considerations of the human journey; rather, they are partners supporting the development of a curriculum and program that endeavor to discover truth and ask the larger questions of meaning and purpose.

Episcopal schools are places of open inquiry intellectually that also encourage the human spiritual journey. All Saints' upholds its Episcopal tradition as a place of open inquiry and of spiritual formation.

There is no formal religious education offered at All Saints'. Often during morning circle and before a meal, students and staff will offer a prayer. The prayers focus on such themes as thankfulness, generosity, compassion, and love; and expresses the universality of God rather than exclusive and dogmatic language and images.



Major Christian festivals, such as Christmas and Easter, are explained and celebrated. Concepts, customs, and celebrations of other religions' and cultures' holidays are also explained and celebrated (i.e. Hawaiian Culture, Chinese New Year, Boys' Day, Girls' Day).

Our goal is to nurture within our students their curiosity and appreciation for the goodness in the world that we believe has a divine origin and purpose.

- ADMISSIONS PROCESS -

During the academic year, All Saints' Preschool has a rolling admissions process, pending availability.

The application process for the following school year begins the second week of January. The priority deadline for applications is the Friday immediately before the start of Spring Break (typically middle of March). After the priority deadline, applications will be processed first-come, first-served.

The Application Process:

1. Inquires can be made in person, by phone, by mail, or through the All Saints' Preschool website.
2. Perspective students need to submit a completed "Admissions Application" to the Preschool Office with the \$50 (non-refundable) registration fee.
 - Applications are considered for enrollment until admissions spots are filled.
 - If enrollment has reached capacity, applicants will be placed on the wait-list. Applicants will be notified as soon as an admission spot is available.
3. Upon receipt of the completed application, the School will contact the parents/guardians to arrange a tour and a meeting with a member of the School's administrative staff.
4. Upon completion of the application, campus tour and meeting, and review by the Admissions Committee, and pending space is available, a child will be offered admission to the Preschool.



- ENROLLMENT -

Once an applicant's family has accepted the admission, additional paperwork, information, and medical records will need to be submitted to finalize a child's enrollment. The following forms will be sent to the student's mailing address:

1. Tuition Agreement & Student Enrollment Contract
 - The *Tuition Agreement & Student Enrollment Contract* must be returned with half of the first month's tuition (non-refundable) plus the non-refundable Activity Fee. The activity fee covers costs during the school year for student's All Saints' t-shirt and excursion costs (transportation and admission).
2. Assumption of Risk, Waiver of Liability, and Indemnification Agreement For School-Sponsored Activities
3. Emergency Information And Authorization Form
4. Parent/Guardian Medical Disclosure
5. Developmental Questionnaire
6. Parent/Guardian Agreement Form

Upon receipt of the *Tuition Agreement & Student Enrollment Contract*, half of the non-refundable first month's tuition and the non-refundable Activity Fee, the Preschool will send the newly enrolled student's family an orientation packet including the school calendar and an orientation date and time.

In the State of Hawaii, an enrolling student must present the following before being allowed to enter school in Hawaii:

1. A tuberculin clearance, dated within one year prior to your child's first admission into school in Hawaii.
2. A current, complete health Record Card (Form 14) and DHS 908, including all required immunizations and physical examination.

- TUITION POLICIES AND PRACTICES -

Payments are due according to the *Tuition Agreement & Student Enrollment Contract* signed during the enrollment process. Please consult the annual “*Schedule of Fees*” included with the *Tuition Agreement & Student Enrollment Contract* for payment due dates (typically the 1st of the month).

All Saints’ relies on timely tuition payments to meet our financial obligations to our staff and vendors; many who have families to care for. As such, late tuition payments and delinquent accounts present a significant challenge and resource drain to our small, community-based school. It is therefore imperative that we receive payment of all fees and tuition on their due dates.

We understand “unforeseen circumstances” arise. Please immediately communicate with the Preschool Office in these situations. Per the *Tuition Agreement & Student Enrollment Contract*, it is understood that the payment of all fees and tuition is the responsibility of the parents/guardians.

- Tuition payments received after the 10th of the month will be assessed a \$50 late fee.
- Registration and Activity Fees are both non-refundable.
- Tuition is not refundable for days your child is absent from school.

If a child is permanently withdrawn, absent, or is involuntary separated from school after the first day school resumes after Christmas Break of the School year, the student’s parents/guardians are liable for the remaining balance of tuition through the end of the school year. The School reserves the right to revise or withdraw this stipulation based on mitigating circumstances. All student withdrawals will be reviewed by the Head of School.

Prior to the first day school resumes after Christmas Break of the School year, a 30-day (thirty) written notice to the school is required if a student is being withdrawn from the school for any reason. A student’s family is required to pay tuition for 30 days from the day the School confirms receiving the written notification.

- FINANCIAL AID -

Limited need-based financial aid is available through the *All Saints' Preschool Scholarship Fund*. Please contact the Preschool Office for more information and/or to receive a Financial Aid Application. All Saints' Preschool has a rolling financial-aid process, pending availability of funds.

All of the proceeds of the Annual All Saints' Preschool Fundraiser in May support the *All Saints' Preschool Scholarship Fund*. If you are interested in making a tax-deductible gift to the *All Saints' Scholarship Fund*, please contact the Preschool Office.



- NON-DISCRIMINATION POLICY -

Consistent with the values of Episcopal schools and Churches, All Saints' Preschool is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Pursuant to all applicable federal, state and local laws and regulations, All Saints' does not discriminate in the administration of admission, financial aid or loan practices, educational or other school-sponsored programs and activities, or in the hiring or terms of employment of faculty and staff.

- COMMUNICATIONS -

The Preschool's website and Facebook page are good sources for information and event highlights:

- Website: www.kauaipreschool.org
- Facebook: www.fb.com/kauaipreschool
- Email: preschool@allsaintskauai.org

Daily communication to parents/guardians from the administration, teachers and other parents/guardians can be found in your family's mailbox. Notation of child's nap or non-nap will be made daily in sign in/out logbook.

- PHILOSOPHY OF EDUCATION & CURRICULUM OVERVIEW -

All Saints' provides a safe, supportive and nurturing environment designed to encourage curious young learners' cognitive, social, emotional, physical, creative, and spiritual growth.

To "Realize Their Personal Best" students must be empowered to gain a foundational knowledge and confidence through the academic and social environment, new learning experiences, and hands-on activities that promote and support a student's curiosity, creativity, and comprehension.



At All Saints', students will have opportunities to:

- Nurture their natural sense of wonder
- Discover their creative spirit
- Celebrate their good ideas
- Increase coordination, balance, and body image
- Question and investigate
- Develop self-regulation
- Practice collaboration and problem-solving
- Build confidence to risk and grow in ideas and skills
- To share, respect and care for others, cooperate and interact with adults and peers through group and individual activities
- Grow his/her gross (large muscle) and fine motor skills in indoor and outdoor experiences to develop dexterity, strength and coordination
- Cultivate academic foundations in math, literacy, science, music, and art

All Saints' curriculum is designed to reflect and support our goals and missions while defining the methods used to meet these ends. Our curriculum includes a discussion of the materials used to facilitate this journey and lastly it answers the question, "are we successfully meeting our goals" through assessment. Each All Saints' classroom curriculum is a reflection of our teacher's individual map for meeting our shared vision.

- THE BUNNIES (MS. MODESTA) -

The Bunny Classroom has traditionally been enrolled with our youngest students. These are children that are gently supported in learning classroom social expectations and foundational knowledge through developmentally appropriate instructional techniques with a low student teacher ratio. Their day is language rich with opportunities for free and structured play. Responsible independence is encouraged under very watchful teacher eyes. Nap time comes a little earlier than the other classes and lunch is shared as a smaller group. The Bunny Classroom sets the foundations in learning and behavior.



- THE HONUS (MS. JUDITH) -

The Honu classroom is also a continuation of the educational journey started in the Bunny class. This class is a Montessori design that encourages independent choices, self-regulation, task completion and sensory development. The children learn to take an ownership role in the classroom and drive the curriculum with their group and individual interests. The environment is saturated with music, literature, art, science, math and geography. There is a class emphasis on learning to work as a team as well as individually, to develop the ability to negotiate and collaborate while fostering a wonderment with learning. The students in the Honu Class have one or possibly two years remaining in preschool.



- THE PUEOS (MS. MARLENE) -



The Pueo Classroom continues the educational and social/emotional journey started in the Bunny class. There is an emphasis on learning through the arts by observation of cultural holidays, storytelling, drama and music. Science is presented with hands on experiments and lots of critters are involved. The class is language rich with enthusiastic attention given to learning to be responsible and independent "earth keepers". Built into the class day are innumerable checks and balances for kindergarten readiness. The students in the Pueo class are children who have one year remaining in preschool.

- SCHOOL AND PARENT/GUARDIAN PARTNERSHIP -

A strong partnership between the All Saints' Preschool staff and families is a key component to the success of the students. Communication between staff and families allows for an open dialogue concerning activities, opportunities, questions, and concerns. Please feel free to contact the teacher with any questions or concerns you may have regarding your child in the classroom.

- EXPECTATIONS OF PARENTS/GUARDIANS -

By enrolling your child in All Saints' Preschool, Parents/Guardians agree to support the standards of the School in its philosophy and policies including academic, behavioral, spiritual, dress, moral, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of your child's education, being an encourager, and keeping in regular contact with your child's teachers; and to attend mandatory meetings called by the School, including the regularly scheduled Parent/Guardian Teacher Conferences. Parents/Guardians also agree to support to the best of their ability the School's entire program through time, attendance at meetings and participation in various school activities.

- PARENT/GUARDIAN ORIENTATION -



Parent/Guardian Orientation occurs before the first day of school and gives an opportunity for parents/guardians to meet the teachers, staff, and school administrators. The evening typically begins with a brief presentation by the Head of School, which includes a Q&A session, followed by breakout groups of the individual classes.

During the breakout session, teachers will give to parents/guardians an orientation of the classroom environment, articulate their vision for the school year, and share their expectations for both parents/guardians and their students. **The orientation is a "parent/guardian only" event, please no children and both new and returning families are required to attend.**

- PARENT/GUARDIAN PARTICIPATION -

At All Saints' we welcome parents/guardians to observe and volunteer in the classrooms (with the teacher's permission), to participate in activities at the school during the week, and excursions. Parents/guardians are always welcomed to attend and participate in "morning circle" that occurs most days at 8:30AM, except Tuesdays at 9:00AM. Please see your child's teacher to discuss volunteer opportunities.

- FAMILY MAILBOXES -

All families have a mailbox at the "Sign-In/Sign-Out Area." (see map on page 26). Please check your mailbox daily for information!

- COURT ORDERS -

Once enrollment has been granted to a student, it is the responsibility of the parent(s)/guardians to provide the Head of School with a copy of the relevant legal documentation if there is a legal custody agreement or for any student not residing with his or her parent. It is also the parental responsibility to notify the Head of School if there is a change in custody/arrangements during the school year.

All Saints' Preschool is obligated to release a child from school to either his or her father or mother (or legal guardian) unless we have a court order on file indicating one or the other parent is prohibited to take the child.

School communication with the appropriate guardian is essential. Accordingly, custodial parents should identify in writing other adults who are authorized to have access to information regarding their child. In addition, non-custodial parents will be permitted to receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

- CONFIDENTIALITY -

Information pertaining to an individual child or parents/guardians of the child shall not be disclosed to persons other than the Preschool staff unless the parents/guardians of the child grant written permission or in the case of an emergency, or as otherwise required by law including compliance with court orders.



- COMPLAINT PROCEDURES -

If you have a concern with your child's teacher, please attempt to resolve the matter directly with the teacher. Face-to-face is the preferred method. If the situation or circumstances prevent a personal visit, please contact the teacher via phone or email.

If you have concern about a staff member, another parent/guardian, another student, or school operations, and wish to seek to resolve the issue, please directly communicate with the *Preschool Administrator* through phone, email, or personal visit. The Preschool Administrator may refer the matter immediately to the Head of School pending the nature of the issue.

- PARENT/GUARDIAN SURVEYS -

At the conclusion of each school year, All Saints' invites our families to participate in an annual survey of your All Saints' experience. The information from the survey will help us improve our students' experience, the academic and play environment, and the overall school culture and climate. This survey is voluntary, but an essential tool and resource for improving the loving, innovative, and dynamic early childhood educational environment that is All Saints'.



- ANTI-BULLYING POLICY -

All Saints' Preschool strives to create an environment that is safe for all students and staff, and their families. To that end, All Saints' Preschool does not tolerate bullying, which we define as follows:

A person is being bullied when another person repeatedly subjects him/her to negative actions in which there is also an imbalance of power.

Bullying includes, but is not limited to these actions:

- Threatening, taunting, or teasing a person by saying mean and hurtful things
- Consistently ignoring or excluding another person from a group of friends and/or leaving a person out of activities on purpose
- Hitting, kicking, pushing, or restraining a person
- Telling lies or spreading rumors about a person or attempting to make others dislike him/her

All Saints' Preschool does not tolerate bullying behavior in any situation, whether during or after school hours. People who engage in such behavior are subject to serious disciplinary action. In keeping with our philosophy, all students and staff should abide by the following:

- We will not bully others.
- We will help those who are bullied.
- We will be inclusive of all.
- When we know someone is being bullied, we will tell an adult/administrator/teacher at school and an adult at home.

- BATHROOM, HYGIENE, AND TOOTH BRUSHING -

All students must be potty trained to attend. Students will always have total access to the bathroom facilities and will be allowed to freely come and go as needed. Students will be asked frequently if they need to use the toilet, but never forced, ridiculed, or punished if they say no. Accidents will be treated matter-of-factly, with the teacher quietly helping the child if possible.

Students must wash their hands upon arriving at school, after using the toilet, and before eating. Children are encouraged to conserve natural resources and to use only one paper towel when drying hands. Wait outside the bathroom for your child or have another adult in view if you need to help your child while other children are in the bathroom.

Each day, following lunch, students brush their teeth. All Saints' provides toothbrushes and Kid's Crest toothpaste or parents/guardians may provide their own toothpaste.

- BIRTHDAYS -

We are happy to help children celebrate their birthdays at school. **Please arrange the day well in advance with your child's teacher.** If you would like, you are welcome to bring special snack such as muffins, a cookie, fruit and yogurt, juice popsicles or fruit kabobs. Please no candles, "party favors" or entertainment. If your child's birthday falls during the summer months, check with the teacher to arrange the day for your child to celebrate. Please do not send birthday invitations to school unless all children in the class are invited.

- CLOTHING AND JEWELRY -

"In fashion" at Preschool means washable, sturdy play clothes. Children should be dressed comfortably—this includes comfortable & safe footwear (no high or platform heels!). Avoid clothing that confines and restricts activity, or any you do not want stained. Accidents do happen. Jewelry may not be worn to school. Names should be clearly marked on all clothing, especially slippers and shoes. **Students must always have footwear at school!**

One of our goals is to help the child achieve independence in caring for his/her personal needs. This is best achieved by dressing the child in appropriate, self-help type clothing. Just in case, each child is to have 2 complete changes of extra clothing in a plastic bag, one set for cooler weather, one for warm. These will be used for emergencies such as paint spilling or toilet accidents.

- CONFERENCES -

There are three mandatory Parent/Guardian Conferences with your child's teacher. The first conference is an orientation conference and is scheduled in the first month of school. Other conference days are scheduled; one in the fall and one in the spring. These conferences provide an opportunity to share assessment results and contribute to developmentally appropriate decisions about the child's goals and plans for activities. The conferences are a wonderful opportunity to ask questions about the class' curriculum, your child's behavior, etc. A conference also may be scheduled at any time during the year as needed by speaking with the teacher directly.



- DROP OFF/PICK UP PROCEDURES -

When driving in and out of the All Saints' Parking Lot, please drive slowly (5 MPH Speed Limit) and proceed with extreme caution. Do not have loud music playing or utilize your mobile device. Please park in a designated parking spot. **Students should never cross the parking lot without the direct assistance of a parent/guardian.**

The person(s) responsible for the drop-off and pick-up of children are required to do the following:

1. Sign the log book (Sign-in and Sign-out)
2. Take their child to the bathroom to wash hands
3. Escort them to their classroom or playground and make the teacher aware of the child's presence prior to departure.

When picking up children, the checkout time must be entered into the log book before removal of a child from the premises. No child will be released to persons other than those listed on the Release Form unless authorized by parent phone call or signed note. These people will be required to show a photo ID.

When you pick up your child mid-day, please leave the property promptly so as not to disrupt the educational environment. If you need to speak to another parent/guardian, please conduct the conversation outside the Preschool campus. Students participating in activities or napping are easily distracted/awakened when they hear/see their friends running around or playing.

Once you have "picked-up" your child, please keep them with you at all times. Only adults are to open & close the gates entering/exiting campus. Please remind your children not to hang on the gates.

- EXCURSIONS/FIELD TRIPS -

Field trips and nature walks are considered an important part of the curriculum and will be taken periodically to nearby places. The School will provide the same level, if not additional supervision for these excursions as is provided the children while in attendance at the school. The school will often ask for parents/guardians volunteers to serve as a chaperone on excursions. The number of volunteer spots is dependent on space available at the venue and/or bus. The goal is to allow a parent/guardian to attend one of the excursions during the course of the school year. School shirts and shoes are required for excursions.



- FOOD AND SNACKS -

A packed (well-balanced and healthy) lunch from home is required each day. Please bring your child's lunch either in a cold-pack or thermos. All Saints' is unable to offer refrigeration and/or heating of food. The school does provide a nutritious snack at mid-morning and in the afternoons. We always encourage healthy snacks and lunches. If you choose to bring a birthday treat for your child's class, please have it be as healthy as possible. However, we still give the students' their regular snack before their birthday treat. If necessary, children may bring a breakfast packed from home to be eaten upon arrival at school. Candy is not permitted—please do not leave candy in cubbies even on special occasions. We highly recommend using recycled/reusable non-breakable containers in your child's lunch. Glass is not permitted.

Please do not pack the following foods which have been designated as a choking hazard for children under the age of four by Title 22 and NAEYC:

- Hot dogs
- Whole grapes (may be sent cut in half)
- Popcorn
- Raw peas
- Hard pretzels
- Chunks of raw carrot
- Meat larger than can be swallowed whole

- HOURS OF OPERATIONS -

All Saints' Preschool only offers a five-day a week program. All students attend the morning session (8:30AM – 12:30PM) and the majority of students remain for all or a part of the afternoon program. Our hours of operations are 7:15AM to 5:15PM, Monday through Friday. Students are asked to be at school by 8:15AM. Morning circle starts at 8:30AM.

All families will be provided with an academic calendar for the school year. Additional copies may be obtained by calling the Preschool office or can be downloaded from the All Saints' Preschool website.

- LATE CHARGES FOR EXTENDED CARE -

A late charge of \$10.00 per 15 minutes or any portion thereof will be assessed for children left in our care beyond the end of the school day (5:15PM).

- NAP TIME -

Students are expected to lay on their mats and rest. After a reasonable time, those who do not sleep move to another room for activities. Children may bring whatever can fit in their designated bin. Nap hours typically range from 12:15PM – 2:00PM.



- PERSONAL SUPPLIES -

Students are required to bring items requested by the school with them on orientation day. Parents/Guardians are asked to clear cubbies of rubbish at the end of each week and take home sleeping blankets to be washed and returned on the next school day.

- PERSONAL POSSESSIONS AND TOYS FROM HOME -

Students need to understand that they may not bring toys, dolls, coloring books, stuffed animals or other treasures to school, unless teachers designate a special "share day". Exceptions may be made with the approval of a student's teacher for a special "security" item to remain in the cubby other than at rest time. Sharing with other children can be a constant problem. The Preschool cannot assume responsibility for losses or damage to personal possessions brought to school. Children may not bring money, gum, electronics, or candy to school.

- PHOTOGRAPHS AND PUBLICITY -

Your child's photograph, image, and voice may be used by the School in the School's publications, promotional materials, website, and by the media covering school events without compensation and without prior notice. Families seeking the school to withhold use of their child's photograph, image, or voice must submit a written letter to the Preschool office.

- SCHOOL PICTURES -

Annually, in the fall, a professional photographer will be on campus to take student portraits and the all-school picture. Information and ordering forms will be distributed to families in their student's cubby prior to the scheduled date. Please observe the ordering form and payment deadlines.



- STUDENT GUIDANCE POLICES AND PRACTICES -

At All Saints', we begin by building a relationship with each student as we seek to understand individual needs and developmental differences. All staff members are trained in child guidance principles and plan the environment and curriculum to prevent problems at school. When conflict arises we provide skills and loving support.

Per title 22 Regulations, NAEYC guidelines, and Hawaii State Law, All Saints' staff never use physical punishment such as shaking or hitting, or engage in psychological abuse or coercion, threats or derogatory remarks. Neither is withholding food, clothing, rest or toileting permitted as a form of discipline.

We want students to be confident and capable, to understand the reasons for acceptable behavior and the feelings of others. Our goal is to foster our students' abilities to say, regulate, and make thoughtful, responsible decisions. We strive to encourage increased values of social competence by modeling and teaching empathy, impulse control, and conflict management skills.



When there is conflict, we encourage and support students in the problem-solving process and try to focus on a win-win outcome. If problem-solving doesn't work, we use logical consequences, redirection or, as a last resort, "time apart." Time apart says to a student: "I see that it is hard for you to control yourself right now. Let me know when you are ready to come back." A teacher sits with the student to discuss the problem and possible solutions. Sometimes the solution is a chance to cool down in the Head of School's Office.

When out-of-bounds or hurtful behavior becomes a pattern, parents are informed and a conference is called. Sometimes parents/guardians will be asked to pick up their child for the day depending on the circumstances. Working together to support your child's social/emotional skills is important.

Communication between home and school is vital to us. Please, let us know when something at home might affect the child's behavior at school and we will keep you posted as to what is going on at school.

- XTRA & MISCELLANEOUS THINGS TO KNOW -

- Students are allowed in a classroom only when a teacher/staff member is present.
- Students are to cross the red lines only with an adult's permission.
- Students and adults may not step over the "yellow chain" at the playground entrance. The chain must be unlatched and latched by an adult when entering and exiting the playground.
- Gum or candy is not permitted at school.
- Student's cubbies are for their own personal belongings. Cubbies are considered personal property.
- Students are allowed to play outside in all kinds of weather, except moderate/heavy raining, and, therefore, should be dressed appropriately.
- Students must use their quiet "inside" voices when indoors.
- Adults must use the Church/Preschool office bathroom.
- The Church/Preschool office bathroom is available only for adult use.



- OVERVIEW OF HEALTH AND SAFETY -

Your child's health is a matter of major importance to all of us.

Students who are sick should not be sent to school. Please keep your child home if he/she has one or more of the following:

- A fever within the last 24 hours (oral temperature of over 99.4 degrees)
- Just beginning an antibiotic
- A cold less than four days old
- A heavy (green) nasal discharge
- A constant cough
- Is cranky and not him/herself
- Has symptoms of a possible communicable disease
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Conjunctivitis, a cold in the eye, pinkeye or other eye infection
- Red eyes, sore throat, headache, abdominal pain or bowel problems
- Ukus (head lice) or their eggs in hair - all dead nits must be removed.



Please notify us in the Preschool Office if you are keeping your child home. A child should not return to school until they are fever free without medicine for 24 hours.

If a student becomes ill at school, their parents/guardians will be called and expected to pick up their child as soon as possible. We will keep your child with us in the Preschool Office until you are able to pick him/her up. A parent/guardian or other designated person must be available to take the child home within one hour.

Parents/guardians have the responsibility to contact the school when their child contracts a communicable disease. Please notify us at once if your child develops a communicable disease so that we can notify other parents that their child has been exposed. When All Saints' Preschool is aware that a child has been exposed to a serious communicable disease while attending school, we will attempt to notify the parents by the end of that day.

- ACCIDENTS & INJURIES -

The health and safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. Minor injuries sustained at school are handled by the staff. Soap, water, first aid wipes, ice packs, bandages, and comfort will be the extent of first aid given. An "Ouch" report will be filed when an accident or injury occurs during the school year (minor cuts and bruises do not require any documentation). The "Ouch Report" will be shared with the parent/guardian at pick-up. The Preschool requires that the "Ouch Report" be signed by the parent/guardian acknowledging receipt. One copy will remain in the student's enrollment file.

In the event of a medical emergency or accident requiring a doctor's treatment, we will contact immediately the parents/guardians listed on file. If we cannot make contact with a parent/guardian, emergency personnel will take the child to the emergency room via ambulance. All of the All Saints' staff are trained in First Aid and CPR.

The State of Hawaii requires All Saints' Staff to report their suspicion of child abuse or child neglect and the Preschool follows protocol to ensure that suspected cases of abuse or neglect are reported to the proper authorities. All Saints' Preschool is covered by liability insurance in case of accidents occurring during school hours on school property.

- ALLERGIES -

Please make sure both your child's teacher and Preschool Administrator are aware of any and all allergies your child may have so that we may take the proper precautions. Please properly document all allergies on your child's medical information forms.

Please be aware that some All Saints' students have allergies and other students may have allergies we do not know about. Thus, food of an unknown source or with unknown ingredients should never be given to any students and foods should not be shared because of the risk of serious problems.

If a student has a peanut allergy, All Saints' will enforce a "no nut policy." If a "no nut policy" is deemed necessary by the Head of School at any time during the school year, families need to be mindful of any products containing nuts when preparing lunches or snacks.

Parents/Guardians of students who, historically, have suffered an anaphylactic reaction to any foods or insect bites, will need to provide All Saints' with an up-to-date medical action plan, signed by their child's physician prior to the first day of school.

- EMERGENCY/DISASTER PREPAREDNESS -

Monthly fire and disaster drills will be held at varying times during the year at a minimum of one fire drill per month. The Preschool Administrator will maintain a record of fire and disaster drills. A fire alert and weather emergency plan, including evacuation routes, is posted in each classroom. In the event of an emergency which requires evacuation of the school, parents/guardians, or an emergency contact, will be called:

- (a) to pick up their child(ren) at school if time allows,
- (b) to notify them of evacuation should it be required prior to the availability/feasibility of parental pick-up. In the case of b), arrangements will be made to transport the children to the nearest designated disaster shelter, presently Kapaa Middle School, or other designated location.



ENTRANCE/EXIT GATES -

The entrances/exits are essential components to keeping our students safe. Whenever you come and go from All Saints' please make sure to securely close the gate behind you. Please make it a habit to double-check that the gate is properly closed and secured.

- IMMUNIZATIONS -

All Saints' Preschool **recommends** that students be current with their immunizations as jointly recommended by the Advisory Committee on Immunization Practices (ACIP), American Academy of Pediatrics, and the American Academy of Family Physicians. For more information visit the websites below and speak to your child's physician.

- *CDC Immunization Schedule:* www.cdc.gov/vaccines/schedules/easy-to-read/child.html
- *American Academy of Pediatrics:* www2.aap.org/immunization/izschedule.html

In the State of Hawaii, an enrolling student must present the following before being allowed to enter school in Hawaii: (1) A tuberculin clearance, dated within one year prior to your child's first admission into school in Hawaii. (2) A current, complete health Record Card (Form 14) and DHS 908, including all required immunizations and physical examination.

- MEDICATIONS -

Students may not carry medication (including vitamins) with them. Medication will be administered only by a member of the staff and only at the written order of a physician (a currently licensed Medical Doctor [MD] or a currently licensed Doctor of Osteopathic Medicine [DO]). This includes over-the-counter medication such as Tylenol, Benadryl, Advil as well as prescription drugs. All medication must be in a properly labeled container from the pharmacy, detailing the dose and time of administration.

Prior to a request that an All Saints' staff member administer medication to your child, you must complete the necessary forms. These forms are available in the Preschool Office. It is important that you comply with this regulation whether you have a child who is taking regular medication, or if your child becomes ill and the physician prescribes medication that will need to be administered at school. When the medication is prescribed, we suggest that you ask for a written order for the school at that time. The pharmacist will provide a second container for the administration of medication at school. Please be advised that neither prescription drugs nor over-the-counter medication will be administered without a doctor's order.

- PARKING LOT AND VEHICULAR TRAFFIC -

When driving in and out of the All Saints' Parking Lot please drive slowly (5 MPH Speed Limit) and proceed with extreme caution. Do not have loud music playing or utilize your mobile device. Please park in a designated parking spot. Students should never cross the parking lot without the direct assistance of a parent/guardian.

- SECURITY CAMERAS AND TWO-WAY RADIOS -

For the safety and security of your child and our staff, there are several security cameras located throughout the Preschool and Church campus. Security footage is stored for an average of one week.

Also, for the safety and security of your child and our staff, two-way radios for internal essential and emergency communications are located in each classroom, in the kitchen, the Preschool Office (Head of School and Preschool Administrator offices) and with a member of staff supervising the playground.

- SECURITY PROCEDURES: CHECK-IN & CHECK OUT -

Checking In & Out . . .

For your peace of mind and for your child's safety, all students must be signed in and out by a parent/guardian or by a person whom parents/guardians have specifically authorized in writing ahead of time. No student will be released to anyone without proper authorization. Identification may be requested from any person picking up a student. If someone other than a parent/guardian will be picking up a student, please notify the Preschool Administrator and teacher and make the individual aware that he/she will be required to show a picture I.D. upon arrival.



At the beginning of the day . . .

Please sign the attendance log, escort your child to his/her classroom, and be certain that your child is received by a staff member. Separation anxiety can sometimes be more difficult for the parent/guardian than the child. We suggest a hug, reassurance that you will be returning to pick him/her up, and then a non-lingering departure. In most cases, the student quickly settles down, regroups, gets involved and continues the day in a happy frame of mind. Please be assured that if this is not the case, you will be consulted, and we will work together to develop strategies to assist in your child's adjustment.

Siblings and Friends . . .

No siblings/friends are allowed to play on the playground. Morning drop-off and pick-up times are very busy and additional children could become a distraction and safety hazard. Our staff must be focused on watching and attending to our students. For the sake of everyone's safety, please respect this rule and assist our staff in implementing this practice.

At the end of the day . . .

When you arrive to pick up your child, please sign the attendance log, and notify a staff member that you and your child are leaving. Be certain to check your child's cubby for notes, artwork, etc. Please never leave your child unsupervised!

- TOILET TRAINING -

As your child enters the early years of education, it is important that he/she is fully toilet trained. This is necessary for both the teacher and the student to focus their energies on developing important cognitive skills. Please ensure that your child is toilet trained before enrolling at All Saints'.

- WEATHER RELATED CLOSINGS -

All Saints' Preschool is closed for weather in accordance with the County of Kauai and the National Weather Service advisory. If Kauai County Schools are cancelled due to weather, All Saints' Preschool is also cancelled. In the event of serious weather, please check the All Saints' Website, Facebook Page, and local media outlets for school closure information.

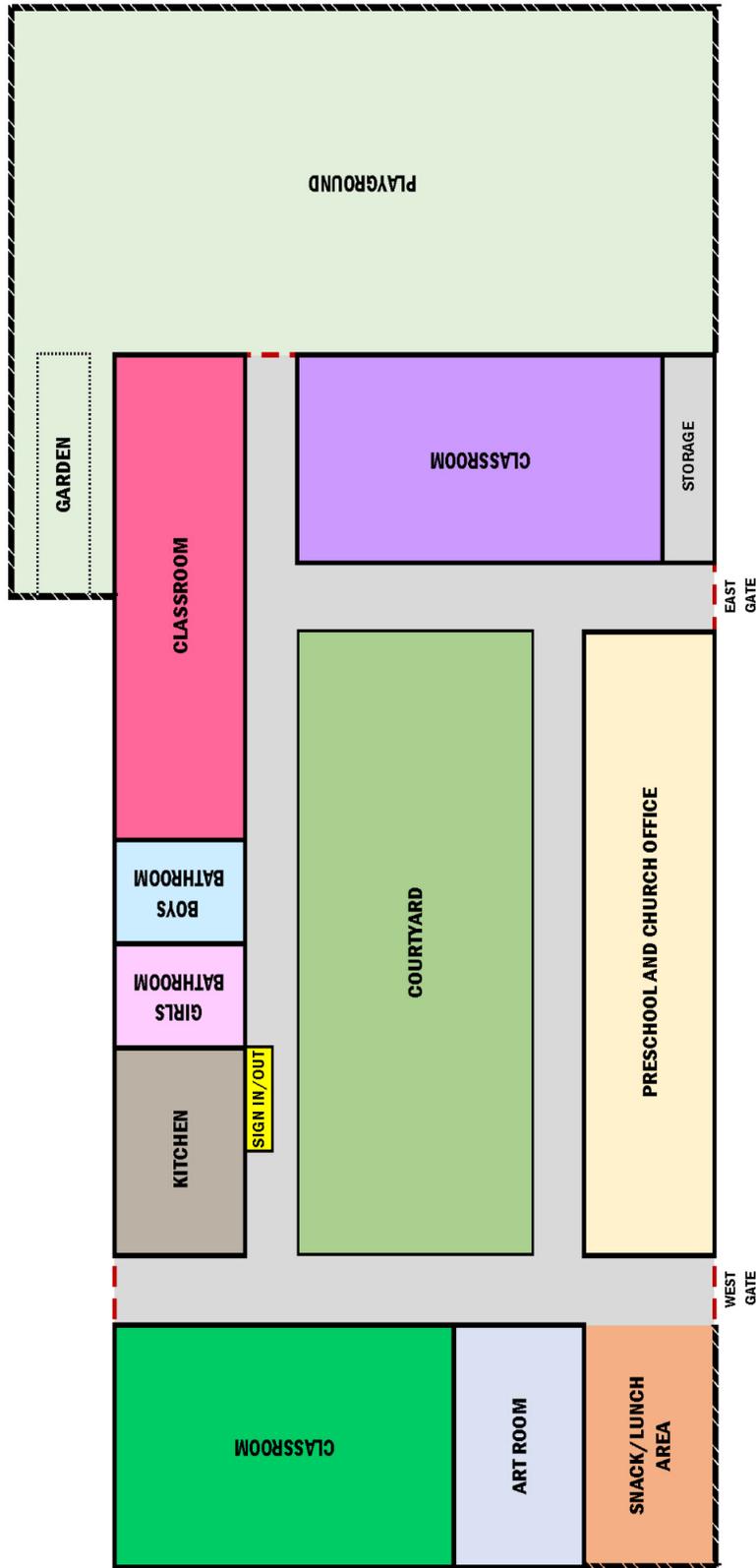
- UKUS (HEAD LICE) -

All Saints' Preschool has a no nit policy. No exceptions will be made.

Ukus are difficult to prevent and control in settings where students and their personal items, such as sweatshirts and baseball caps have such close contact. The ages of students we care for make it necessary for the staff to have very close physical contact with the students. Our Ukus policy is in place to protect our staff as well as our students. Head checks will be done any time the staff feels necessary.

Any child found to have live Ukus or nits (eggs) will be removed from school immediately. The staff member who detects the Ukus or nits will share with the parent/guardian or authorized person who picks up the student confirmation of the lice or nits found. Other students will be checked for Ukus as well.

Students who have been found to have Ukus and/or nits must be treated and be nit free before they may return to the Preschool. The returning child's parent/guardian must allow extra time for the returning student to be checked by staff before the parent/guardian leaves the campus, if nits are found the students will not be allowed to stay. Staff will check students who have been affected periodically for two (2) weeks to help prevent a recurrence of Ukus.



ALL SAINTS' PRESCHOOL
4-1065 KUHIO HIGHWAY, KAPAA, HAWAII 96746

- ALL SAINTS' EPISCOPAL CHURCH -

All Saints' thrives as a center of spiritual formation, family-centered ministries, early-childhood education, social activism, and community outreach. All Saints' Preschool is a ministry of All Saints' Episcopal Church.

Our Hawaiian motto, "Ka Ohana 'o Ke Akua" means "The Family of God." The mission of All Saints' is "To share and live the Good News of Jesus with members and our community, and to serve others."



All Saints' is an 'Ohana-centered Church community. Throughout the year, we offer numerous family-centered events, outreach opportunities, and services (i.e. Movie nights, 'Ohana Game Night, Hiking, Beach Barbecues, Dodgeball and Futsal Tournaments, 'Ohana Christmas Eve Service, Laundry Love). As the 'Ohana of All Saints' Preschool you are also 'Ohana of All Saints' Church and welcome to participate in any and all of the Church's events, outreach opportunities, and services.



We offer two Sunday services and always welcome visitors with the spirit of Aloha.

- **7:00AM** is a simple, meditative service with a sermon and the celebration of Holy Eucharist (also known as Communion or Mass).
- **9:30AM** is our family service that includes Sunday School for the Keiki. The service features music, the All Saints' Choir, a sermon, and the celebration of Holy Eucharist (also known as Communion or Mass).

We fully understand exploring a new Church or attending Church for the first time can be a daunting journey, especially with young children. At All Saints' we want your whole family to feel comfortable and welcomed. No need for fancy clothes or dress shoes, especially for the Keiki. Come as you are! And do not be surprised when you visit and see that our 'Ohana often includes a few of our four-legged 'Ohana at the services.

As a Church in the Episcopal Diocese of Hawai'i, All Saints' is a member of the worldwide Anglican Communion that joins together over 70 million members in 163 countries. The Episcopal Church is rooted in the historic teachings of Jesus Christ and nourished by thoughtful engagement with the Christian Holy Scriptures. The Church is uniquely positioned as a Protestant (reformed) tradition that also draws upon our rich liturgical and spiritual roots of the early Roman and Orthodox Churches. Worship, grounded in the Book of Common Prayer, is at the heart of who we are as a community of faith and seeks to honor the values of tradition, inclusivity, and transformation.

The Rev. Henry A. Willey founded All Saints' Church as a mission of the Episcopal Church in 1924, at Kealia, four miles north of Kapa'a. The mission moved to its present site in 1925, when the church was completed. In 1962, the mission achieved parish status under the leadership of The Rev. Charles T. Crane.

We invite you to experience All Saints' through our many worship services, fellowship and community events, and outreach opportunities.

If you have any questions, would like more information about All Saints', or are interested in visiting or becoming a member of the Church, please do not hesitate to contact The Reverend Ryan Newman. Also, if your family has a pastoral emergency or urgent need, please feel free to contact Father Ryan.

CHURCH CONTACT INFO:

Church Website: allsaintskauai.org
 Church Phone: (808) 822-4267
 Church Email: church@allsaintskauai.org

FR. RYAN'S CONTACT INFO:

Father Ryan's Cell: (808) 321-2668
 Fr. Ryan's Email: ryan@allsaintskauai.org

ALL SAINTS' PRESCHOOL
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