



ALL SAINTS' PRESCHOOL PARENT/GUARDIAN-STUDENT HANDBOOK



PARENT/GUARDIAN-STUDENT HANDBOOK

All Saints
P R E S C H O O L



KAPA'A, HAWAII

A Ministry of All Saints' Episcopal Church

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COVID-19 UPDATES

This handbook has been modified with safety procedures related to COVID-19 in accordance with DHS and CDC mandates as of June 9, 2020.

All updates are listed in red.

Due to the fluid nature of the pandemic, all procedures are subject to change as new research and guidelines are received.

For more information you may visit the following websites:

The Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

The Department of Human Services:

<https://humanservices.hawaii.gov/provider-vendor-covid-19-information/>

The Department of Health:

<https://humanservices.hawaii.gov/provider-vendor-covid-19-information/>

We appreciate your compliance.

Mahalo!

- OVERVIEW -

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 **three 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, email, 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 completion of the application, campus tour and meeting as desired, and review by the Admissions Committee, and pending space is available, a child will be admitted 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).

Acceptable payment methods include:

- ACH Direct Debit or Credit Card payments through the Child Pilot app
- Checks placed in our drop box at the front entrance or mailed to: PO Box 248, Kapaa, HI 96746

Cash is not accepted at this time.

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 involuntarily 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 Annual Fundraiser 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
- Phone: (808) 822 - 0122

E-Newsletters will also be sent monthly for school-wide events and notices.

Teachers and administration will also utilize the Child Pilot app, lunchbox notes, and emails for daily classroom communication. Classroom emails are:

- Bunny Class:** bunnies@allsaintskauai.org
Naia Class: naia@allsaintskauai.org
Kolea Class: kolea@allsaintskauai.org
Pueo Class: pueo@allsaintskauai.org

COVID-19 Update: Walk-ins and in-person meetings are currently suspended. All face-to-face meetings will be held remotely via Zoom Online Video Conferencing.

- CURRICULUM -

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 reflects our teacher's individual map for meeting our shared vision.

THE BUNNIES / PANDAS (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. The Bunny Classroom sets the foundations in learning and behavior.

The Panda Class curriculum is customized for the four-year-old children who are developmentally excelled, but new to the preschool environment. Pandas are given the same activities as Bunnies, but with higher standards for task completion. Pandas will also learn basic preschool etiquette and acceptable social-emotional skills that set the foundation for their educational journey.

THE NAI'A (MS. LISA)



The The Nai'a classroom is primarily made up of the youngest children leaving the Bunny Class. The Journey through a language saturated day continues with an emphasis on opportunities to fine tuning both social and physical skills. The Nai'a learn in an upbeat, encouraging environment filled with fun and safe options to explore their world. Hawaiian culture is woven into the classroom curriculum in concert with beginning academic skills. The emphasis on the day is on loving the school experience.

THE KŌLEA (MS. KANANI)



The Kōlea classroom is also a continuation of the educational journey started in the Bunny class. The students in the class have one or possibly two years remaining in preschool. The goal of the Kōlea class is to prepare the children for kindergarten by developing their social, physical, emotional, and cognitive skills through Hawaiian culture-based education. Kōlea build positive self-concepts and confidence, resilience, and a sense of belonging which, in turn, contribute to the overall well-being of the child and delivers a positive impact on their learning experiences.

The Hawaiian culture will be incorporated into the curriculum through teaching of Hawaiian values, language, stories, music, and other cultural activities. Other cultures will also be explored and incorporated through language, stories, music, dance, and observation of cultural holidays such as Chinese New Year, Girls Day, and Boys Day.

THE PUEO CLASSROOM (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”. The Hawaiian culture is incorporated into the curriculum through music, stories, and other Hawaiian cultural activities. 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.

- GENERAL INFORMATION -

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 and guardian only" event, please no children and both new and returning families are required to attend.

COVID-19 Update: This year, orientation is held online via Zoom Online Teleconferencing. The night will follow the same agenda and parents will have the opportunity to break into virtual classrooms to meet their teacher and ask class-specific questions.

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.

COVID-19 Update: We are currently not accepting volunteer services at All Saints' Preschool. However, our church campus may have volunteer opportunities for those who need service hours. Please contact the church office if you are interested.

Parents will not be allowed to visit the classrooms. VIP days are modified to show-and-tell presentations by the student. Morning circles will commence in each classroom as part of their morning attendance.

MAILBOXES

COVID-19 Update: There will be no family mailboxes available this year. All correspondence will be sent electronically or placed into your child's backpack/lunchbox. An office drop box is available at the front entrance of the school and is checked every morning. The old family mailboxes will now be used as class sign-in/drop-off markers at the school entrance and serve as teacher mailboxes for parent-to-teacher correspondence that otherwise cannot be handled electronically.

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. **Please contact the teacher via phone, email, or through the Child Pilot app.**

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 **by appointment**. 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 AND HYGIENE

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.

COVID-19 Update: The transition between lunch and nap time will have shifts available for each classroom to wash their hands and use the bathroom before settling in for their nap. Class aides will clean/disinfect the bathroom after each class for the next class to use. Students will be allowed to use the bathroom throughout the day as needed in which case a staff member will clean/disinfect after each use. Each bathroom is limited to two children at a time. One floating aide will be available to help classes in emergency cases. Otherwise, a floating aide will be available to assist the Naia class during transitions.

The office bathroom is reserved for staff. Parents will no longer be allowed to use the staff bathroom.

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.

COVID-19 Update: Two handwashing stations will be located at the front entrance of the school for students and parents to wash their hands after check-in. Two more handwashing stations are available on either end of the courtyard for classrooms on each wing to use throughout the day without congesting the bathroom. The Bunny/Panda class have a personal sink in their classroom.

The office and other common areas and items will be disinfected periodically throughout the day. Playground equipment are disinfected daily and washed weekly. The sandbox is closed until further notice.

BIRTHDAYS

COVID-19 Update: Birthdays will be celebrated within each classroom. Families are not allowed to bring in outside food or items to distribute to the children. Teachers will provide a fun activity and treats for their celebration.

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 that are easy to put on and remove. 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.

COVID-19 Update: Adults and children are required to wear a face mask while at school. Please see the Health and Safety section for more information.

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.

COVID-19 Update: All conferences will be held via Zoom Online Teleconferencing. These conferences will require parent pre-registration with their teachers. Staff will notify parents when and how to register as it gets closer to each event.

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.

COVID-19 Update:

Only one authorized person will be allowed to pick-up or drop-off each day. They **MUST** be someone within the same household. Neither the guardian or the child will be allowed to enter if they were/have:

- Sick within the last two weeks
- Around someone sick within the last two weeks
- Traveled off-island within the last two weeks
- Around someone who traveled within the last two weeks
- A fever over 99.4 or any other symptoms outlined in the Health and Safety section of this handbook

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

1. Check-in at the Mauka Gate for temperatures and surveying by our staff member*
2. Sign in either through QR code or by checking in with our staff member
3. Take their child to the handwashing station to wash their hands
4. Stay with their child until their Classroom Aide receives and escorts them to their classroom
5. Exit by walking past the office and through the Makai Gate.*

*See our campus diagram for directions

For expediency, children will wear their "Class Crowns" to school for staff to quickly identify which class they belong to at check-in. Staff will wear their corresponding "Class Crowns" so children and parents know that is the staff member they release their child to in the morning. On the first day of school, staff members are also identified by their blue school shirts.

When picking up children, parents/guardians are expected to:

1. Check-in at the Mauka Gate by ringing the doorbell and showing the photo ID* to the camera.
The office will notify the child's teacher to escort them to the gate
2. Enter the gate and immediately wash hands.
3. Pick-up any items left in the child's bin. Bins will be lined along a class-assigned table in the lanai by 1:00PM.
4. Wait for their child to be released by staying behind the red line in the lanai. Teachers must have a visual confirmation of the trade-off.
5. Sign-out their child either by QR code through the Child Pilot app or manually input by a staff member.
6. Exit through the Makai Gate

*No child will be released to persons other than those listed on the Release Form unless authorized by the parent. These people will be required to show a photo ID.

When you pick up your child before the end of day, please leave the property promptly so as not to disrupt the educational environment or increase contact exposure.

It is very distracting and disruptive to the other students and the staff when families linger on campus after a student has been signed out. 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 or climb on the gates.

EXCURSIONS/FIELD TRIPS

COVID-19 Update: We are suspending off-campus excursions until further notice. Administration will focus on organizations that travel to our location. Should a school-wide event occur, classes will view the presentation on rotational shifts in an outdoor common area large enough for social distancing.

If excursions are allowed again by local authorities, the following rules will apply:

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. Parents may NOT drive their own car or meet us at the venue unless prior arrangements are made with the School Director. Children may NOT be picked up at the venue by a parent. 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 necessary, children may bring a breakfast packed from home to be eaten upon arrival at school. Candy is not permitted—please do not pack candy in lunchboxes 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

ALLERGY NOTICE: Due to student allergies this year, All Saints' is a **NUT FREE ZONE**. Please do not pack nuts of any sort, including but not limited to: peanuts, macadamia nuts, almonds, cashews, walnuts, pistachios, hazelnuts, and pecans.

COVID-19 Update: Snacks will be distributed to each classroom and consumed there. If classes choose to use the Lanai instead of their classrooms, they will clean and disinfect the tables and benches before and after each use. Only one class is allowed at the Lanai at a time.

Students will only be allowed to drink from their water bottles. The water fountain is closed until further notice. Water jugs will be available on either end of the courtyard for classes to refill their bottles. Shared jugs are wiped after each class.

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 **7:30AM to 4:30PM**, Monday through Friday. Students are asked to be at school by 8:30AM. Morning circle starts at 8:30AM **in their classrooms followed by daily curriculum**. Please be mindful that when children arrive late, it does disrupt the flow of the classroom activities. **Children will not be allowed to enter until a staff member greets them for temperature-checking.**

COVID-19 Update: Parents may choose either an early or late pick-up. Early pick-up is from 1:00PM to 2:00PM. Late pick-up is from 3:30PM to 4:30PM.

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 (4:30PM).

NAP TIME

Students are expected to lay on their mats and rest. After a reasonable time, those who do not sleep are allowed to engage in quiet play. 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 by orientation day. Lunchboxes, water bottles, and backpacks may be picked up on orientation day to prepare for their first full day of school. Classrooms will have individual cubbies and bins for their personal items. Parents/Guardians are asked to 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 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.

EXTRA & 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.
- The Church/Preschool office bathroom is available only for staff use.
- In the interest of health and safety, and for insurance reasons, visitors are not allowed on campus. Any authorized personnel are pre-approved and checked by administration.

- HEALTH AND SAFETY -

OVERVIEW OF HEALTH AND SAFETY

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

Students who are sick will not be allowed to enter campus. Example illnesses include but are not limited to:

- 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.
- Myalgia / muscle pain or ache

Please notify the Preschool Office if you are keeping your child home. A child should not return to school until approved by their doctor.

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 Health Room 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.

COVID-19 Update: The exposed class will be asked to stay home until parents/guardians confirm whether it is related to COVID-19.

Classmates may return to school if the child is negative for COVID-19, they are not exposed to any other sick individuals outside of school, and they are not showing signs of illness.

CORONAVIRUS DISEASE 2019 (COVID-19)

America declared the disease a national pandemic in March of 2020. In response, All Saints' has increased its safety and prevention measures to ensure the environment remains a clean, friendly, and enriching environment for our essential workers and beyond. Our protocols reflect implementation of safety recommendations by the Center for Disease Control (CDC) and Department of Health and Safety. Our preschool was approved to resume operations by the Department of Human Services and continues to follow all rules issued by the state and county.

If your child has at least one of the following symptoms, immediately quarantine your child and contact your doctor:

- **A fever within the last 24 hours (oral temperature of over 100.4 degrees)**
- **A constant cough**
- **Shortness of breath**
- **Chest tightness**

COVID-19 is believed to be transmitted through large respiratory air droplets and close contact. For everyone's safety, the following preventative measures are in effect until further notice:

- Everyone (staff, parents, and children included) will be temperature-checked and screened before entering campus.
- Masks are mandatory for all adults and children on campus. Teachers may switch into face shields, but only when appropriate for expression and non-verbal modeling from a distance. Children will be relieved of mask-wearing as appropriate: 1) based on their tolerance level, 2) activities such as outdoor play or eating, and 3) during nap time.
- Classes are required to stay with their teacher and classmates; they are not allowed to play with or enter other classrooms
- The playground is sectioned off into three parts to maximize the use of space and encourage outdoor play throughout the day. Classes will claim an outdoor area for that day and rotate daily.
- All common areas and high-touch surfaces including but not limited to doorknobs, bathrooms, handles, tables, counters, and toys will be disinfected throughout the day.
- Playground equipment will be cleaned daily and disinfected weekly.
- Bikes are reserved for one class a day and wiped after each use.
- Plexiglass dividers are placed on each 4-ft table in the classrooms to safely allow parallel play and interaction with their classmates and teachers.

**An extensive list of DHS compliance protocols is available on their website.

Parents/guardians have the responsibility to contact the school when their child contracts a communicable disease so that we can notify other parents that their child has been exposed. Parents will be notified as soon as possible.

In the case of COVID-19, should a positive case arise, the school will ask all students to quarantine for two weeks and notify their primary physicians if they develop symptoms. The exposed classroom and common areas will be shut down for two weeks to air-out and thoroughly cleaned and disinfected before re-opening. Students may return to school if they are not exposed to any other sick individuals outside of school and they are not showing signs of illness.

Confidentiality and transparency are important to us. We will keep names confidential and only notify families and personnel directly involved about the situation, their next steps, and escalated according to severity. We ask families to respect one another's privacy. Please do not investigate or spread rumors. If you have a concern, please contact the Preschool Office directly for the most updated and accurate information.

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 by the teacher. 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. The All Saints' staff is 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.

2020-2021: All Saints Preschool is a "NUT FREE ZONE" for this school year. Please see page 18 for details.

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, lockdown, 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.

COVID-19 Update: There is only one way in and one way out at the preschool. Please enter through the Mauka Gate and exit through the Makai Gate. All visitors are temperature-checked and screened at the Mauka Gate before allowing entrance. Lines may be formed along the Mauka Gate and Rectory fence line.

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.

LOCKDOWN PROCEDURES

If our preschool is notified of a threat in neighboring areas, the school will immediately contact KPD Dispatch for confirmation. For immediate threats on school property, staff will sound a horn to alert the lockdown and call 911. The school will enter a schoolwide lockdown and families will be immediately notified.

Families are not allowed to enter the school during a lockdown.

Toddler potties and emergency backpacks are stored in each classroom for emergency use. Windows will close and doors will lock. No one is allowed entrance until the all clear sign is issued through the two-way walkie talkies.

MEDICATIONS

All Saints' Staff does not administer medication during the school day.

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 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.

COVID-19 Update: Please check in at the Mauka Gate and be certain that your child is received by a staff member. Only one person is allowed to drop-off and pick-up each day. We suggest the same person drop-off and pick-up each day. See the Drop-off/Pick-up procedures section on page 15 for details.

At the beginning of the day

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

At no time are siblings/friends allowed to enter the premises unless they are authorized for pickup.

At the end of the day

When you arrive to pick up your child, please **check-in at the Mauka Gate** and notify a staff member that you and your child are leaving. Be certain to check your child's **bin in the Lanai** for notes, artwork, etc. Please never leave your child unsupervised!

When you pick up your child before the end of day, please leave the property promptly so as not to disrupt the educational environment. It is very distracting and disruptive to the other students and the staff when families linger on campus after a student has been signed out.

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'.

TSUNAMI WATCH/WARNINGS

Watch/Advisory: Administration will notify teachers to be on alert and ensure their emergency kits are readily available.

Warning: Teachers and parents are immediately notified. Children will be escorted off-premises to and evacuated to Kapaa Middle School. They will stay with their teachers and will not be dismissed unless picked up by their parent/guardian. Administrators will have a sign-in sheet to confirm accountability and any authorized release.

TWO-WAY RADIOS

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.

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, email, Child Pilot, and/or 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, Sports Activities, '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.

- **8:00AM** 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'ala. 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' Church, or are interested in visiting or becoming a member of the Church, please do not hesitate to contact Cami Pascua. Also, if your family has a pastoral emergency or urgent need, please call our emergency pastoral care team at (650) 691-8104.

CHURCH CONTACT INFO:

Church Website: allsaintskauai.org

Church Phone: (808) 822-4267

Church Email: church@allsaintskauai.org

ALL SAINTS' PRESCHOOL
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