Early Learning Center Orientation
St. Anthony School
Aloha!

Welcome to our St. Anthony School family!

Remember...
Parent-teacher partnership is important and open communication is vital in helping your child learn and grow.
Drop-Off Procedures

• Drive-Through drop-off: 7:30-7:55 a.m.

• Classrooms open at 7:30 a.m. Morning Circle begins at 8:00 a.m.

• Parents MUST sign their children in and out.

• 7:50 a.m. bell signals parent departure time; Kiss and Hug and say Bye Bye

• PLEASE NOTE: Makawao Street is a ONE WAY STREET. Limited parking is available in the Outreach parking lot. Please do not block driveways.
Dismissal Procedures

• 11:45am (half day) students—Pick up inside classroom

• 2:20pm (full day) students—Meet parent at gate to sign out.

• No siblings allowed on playground. Students may not return after being signed out.

• Only parents and approved individuals may sign children out.

• ELC dismissal is always 15 minutes earlier than main school.
Illness/Absences

• Absences must be reported to office by 8:00 a.m.

• Vacations are discouraged during the year. Please notify teacher in advance.

• A 24-hour illness recovery period is required before returning to school. 2 consecutive absences require a doctor’s note to return to school.

• Sick children will be sent to the Health Room until they are picked up.
Allergies

• Inform teachers of allergies and medications

• Peanuts are an airborne allergen... while we do not restrict them, we do ask that you limit your peanut products when possible

• Children may not share individual snacks

• Other than during the Blessing of the Animals, pets are not permitted on school grounds

Medication

• Medication must be in its original prescription container

• A signed Authorization for Medication Form must be on file in order for any medication to be dispensed. Sunscreen must be applied before coming to school
Field Trips

• Permission slips required

• Limited chaperones allowed; NO “day of” chaperones permitted

• ELC field trips are often within walking distance; no siblings or strollers permitted for safety reasons, even if you meet us at the location; this is a school policy

• Only people indicated on the permission form may chaperone
Volunteers

• Schedule with individual teachers in advance, beginning in September

• All volunteers must sign volunteer log book and receive a volunteer badge from the office before entering the classroom. A volunteer sign-in sheet may be required in each classroom as well

• For safety purposes, all parents must have Volunteer Code of Conduct on file

• Volunteering more than 3 times requires completion of the Safe Environment online course (with office approval), in order to continue volunteering

• We are more than happy to help complete community service hours
Emergency Contacts

• Please inform your child’s teacher and the school office of any changes to your address or telephone numbers, including additions, new contact numbers etc.

• Your child may ONLY be picked up by those noted on your emergency contact list and they will be asked to present proper ID
Morning & After School Care

• Morning Care begins at 6:30am on the main campus.

• Children who attend Morning Care will be walked to the ELC at 7:30 a.m. by the Morning Care teacher

• After School Care begins at 2:35 p.m. and ends at 5:00p.m. The fee is $150/month or $7.50/hour. There is a $15 late fee for every 5 minutes that a child remains after the 5:00 p.m. pick up time

• Once your child has been signed out, they may NOT return for After School Care

• Parents/guardians are responsible for signing out your child

• If your child attends hula, art, karate, Prime Time etc. they must be picked up promptly or arrangements must be made for ASC
Uniforms

• The ELC students have uniforms which are available for purchase at Campus Creations.

• Closed-toed athletic shoes are required.

• Jackets must have the St. Anthony school logo—PLEASE LABEL JACKETS!

• A labeled change of clothes (need not be a uniform) should be kept in your child’s cubby at all times.

• Saint Anthony School Warrior T-shirts are available for purchase in the office. These may be worn on Warrior Shirt Wednesdays, which fall on the last Wednesday of every month.
Share Day (Show & Tell)

• Children are not permitted to bring toys to school if it is not Share Day—toys will be confiscated

• Share Day is on Friday and the theme is the Letter of The Week

• Share item must fit in your child’s backpack

Nap Time

• Full and Extended Day students have nap time everyday; if they do not nap, they may rest quietly on their mats or read book

• Children may bring a blanket and small pillow to nap with.

• Blankets, and pillows will be sent home on Fridays to be washed and returned on Monday.
Snack and Lunch

• All children bring a snack from home, and a water bottle even if they purchase hot lunch

• Healthy food only please... candy, soda and sugary foods are not permitted and will be sent home

• The hot lunch calendar is sent home monthly... lunches are purchased on a monthly basis only

• All children must bring a home lunch on noon dismissal days... don’t forget the first day of school! Please label all snack and lunch bags and water bottles
Birthdays

- Birthdays are not free-dress days

- We make sure to acknowledge all birthdays at school—usually with a crown and a song at snack time, however, birthday parties must be held OUTSIDE of school.

- Any party invitations should be given to the teacher to put in children’s folders.

- Please let your child’s teacher know in advance if you would like to bring a small treat for your child to share with the class for their birthday—healthy treats are encouraged. No foods with peanuts or peanut butter allowed.
E-Scrip

• The school receives a percentage of Safeway (and Macy’s purchases if you register)

• Applications available online or in office

Box Tops

We collect them all year long (please cut them out rather than tear) - all money earned goes directly to your child’s class to purchase items for our classes
Just a Reminder . . .

• Children must be supervised at all times.

• For privacy purposes, parents MAY NOT photograph other children on school grounds.

• We encourage you to attend our Parent Teacher Student Guild (PTSG) meetings and activities

• Progress reports are given twice a year and parent/teacher conferences are in September and, if needed, in February
Mahalo!