

# ST. ANTHONY SCHOOL

Early Learning Center

Student Handbook 2020



**Saint Anthony School  
Early Learning Center  
Kailua, Hawaii 96734  
www.saskailua.org**

*(Revised: July 2019)*

***Welcome!***

Welcome to Saint Anthony School's **Early Learning Center!** We are happy to welcome your child and family to our school community of learners and friends. We believe that children learn best when there is cooperation and responsibility between the parents and teachers. To assist with your child's transition to school, the Early Learning Center Handbook explains our program, requirements and expectations. Please read it thoroughly. We ask that you read and sign the Parent Acknowledgment Form found at the back of the book and return it to school to indicate your understanding and agreement.

Saint Anthony School was established in 1952 as Windward Oahu's first and oldest private school. In 1998, the growing need for education for young children resulted in the renovation of the closed Convent, which was converted into the Early Learning Center (ELC) for three-and four-years old.

Although located across the street from the main school, the ELC students share a special place within the student body as our littlest Warriors, our "Bears". It is our hope that children in the ELC will continue their education at the main school for Kindergarten through Eighth Grade, and eventually join the thousands of Saint Anthony School graduates.

***Mission of Saint Anthony School Early Learning Center***

At Saint Anthony School Early Learning Center, we are committed to nurturing a God-centered environment that fosters a deep sense of value for self and others and an appreciation for learning.

***Schoolwide Learning Expectations***

Saint Anthony School has learning expectations for all students, including the ELC students; who work toward their attainment of these Schoolwide Learning Expectations (SLEs). St. Anthony School students will be:

- 1 Loving Catholic School Students
2. Open-Minded Learners
3. Virtuous Neighbors
4. Effective Communicators

### ***Philosophy***

Saint Anthony School's Early Learning Center aims to provide a nurturing early childhood curriculum that promotes the cognitive, social, emotional, spiritual, and physical development of each child, while responding to the needs of the family within the framework of a Catholic environment.

Each student is viewed as a unique person with an individual pattern and timing of growth and development. Interaction and activities are designed to develop self-esteem and provide positive feelings toward learning. The primary goal of our program is to help young children use the environment productively and see themselves as capable learners--as individuals who are developing the skills and understanding that will enable them to make sense of the world and to succeed in it.

Although social and emotional development is a key focus of this program, the curriculum will provide an exciting environment where students can develop essential skills and concepts through active learning. Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by observing what happens when they interact with materials and other people. They spontaneously engage in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and thereby generating new understanding. Children learn simple concepts and build upon them to grasp more complex ideas.

### ***Admission***

Admission to St. Anthony Catholic School Kailua is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

### ***Curriculum***

Saint Anthony School recognizes that children have their own clocks and develop skills at various times. Concepts and skills are introduced using a developmentally appropriate approach to meet the diverse needs of each child.

### ***Religion:***

Religious Education is designed to help children develop positive attitudes about themselves, their family and friends, by discovering and learning more about the many gifts, talents, and abilities that God has provided. Moreover, the program will help children to increase their knowledge and practice of Christian actions toward others such as taking turns, listening, helping, caring, sharing, praying, loving, and thanking others. Children will periodically join in liturgical celebrations including attending Mass and helping with food drives and blessing our pets.

***Language Arts:***

The functions of literacy are an integral part of the learning process that is taking place through real life settings. Reading and writing develop simultaneously in young children. Children learn through active engagement, and by constructing their understanding of how written language works. Children are exposed and encouraged to identify letters and numbers in the environment. Looking at books and retelling the story in their own words are practiced. Story time occurs daily in the class. Letters and letter sounds are introduced to the children, with a focus on a weekly letter and number. The children may practice writing letters and words when ready.

***Mathematics:***

Math permeates the entire classroom. Through play, children create, and mathematical concepts emerge naturally. Children will experience a systematic hands-on approach to mathematical concepts. Children begin to question, analyze, discuss their discoveries and see how mathematics is part of everyday life. This helps them become logical thinkers and experience math as both useful and satisfying.

***Science:***

Children are naturally curious about the world around them. They often ask, "Why"? Through hands-on activities and explorations, we will help them discover their world and learn about the seasons, nature (our environment, insects, plants, animals), and their world.

***Music and Art:***

Music is taught throughout the day, beginning with Morning Circle, using songs that connect with our learning about letters, numbers and various themes. Rhyming, nonsense songs and movement are incorporated into daily activities. The children also have formal instruction from the school's Music teacher once a school cycle (every six days).

Art is taught through structured activities and even more opportunities for free art to allow for greater creativity and to build fine motor skills in cutting, drawing, painting, gluing and creating.

***Spanish:***

Once a school cycle (every six days), the school's Spanish teacher comes to visit to expose the children to the language of Spanish and Spanish speaking countries and traditions. Children experience this language through songs and movement, art, and activities.

***Library:***

Each classroom is filled with library books for the children to look through in centers. Selected books correspond with the monthly themes of the class. In addition, the children visit the school library, to hear stories and engage in activities with the school's librarian.

***Physical Education:***

The ELC children participate in Physical Education, or P.E. classes, in the Parish Hall. P.E. helps them develop fine motor skills such as running, jumping, balancing, hand and eye coordination, and promotes teamwork and problem-solving skills.

***Outdoor Time:***

The playground provides the children with opportunities to play, run, climb and jump. They exercise and develop their large muscles through structured and unstructured play. The playground has other materials such as blocks, manipulative toys, dress-up capes, etc. for the children to create with and use their imagination.

***Technology:***

The use of technology is a common educational tool in schools today. Students in the ELC will have opportunities to explore technology using iPads. The curriculum unites project-based learning with 21<sup>st</sup> Century skills, and technology is utilized in the classroom. The Pre- Kindergarten classes will also visit the Digital Technology teacher once a cycle.

***Safe and Caring Schools Program:***

The Safe and Caring Schools Program is a schoolwide program that focuses on the social and emotional health of the students. Monthly character themes are explored, and activities are designed to help students learn to interact appropriately with each other. Children are taught how to speak to each other and treat their friends and adults in a respectful and kind manner.

***Supporting Learning:***

Important information, including newsletters and special event fliers, are sent home in the "Tuesday Folder". Parents are asked to check this. In the ELC, your child's folder may come home *daily* and we ask that you go through it to look at their creations or any notes from the teacher. School news is often sent via email to help us cut down on our paper consumption. Our classes also have websites that you can visit to learn more about your child's activities.

Each class will have a variety of activities that support learning in the classroom. In Preschool, children are invited to bring in an item for "Show-N-Tell" that is centered on the Letter of the Week.

Learning is also supported and supplemented through field trips. Parents are encouraged to help chaperone. Siblings are not allowed on field trips if you chaperone, as we need your full attention on the children assigned to your group. If you are interested in participating, please let the teachers know.

Please do not hand out birthday invitations to the children directly, unless you are inviting the entire class. If you are inviting only a few students, please give them to the teachers to put them in the children's folders to avoid hurt feelings. Please check with your child's teacher in advance about bringing birthday snacks to school.

***Parent Volunteering:***

Although it is not mandatory, the success of our program is strengthened through our parent involvement. Volunteering for special projects or workdays to paint, clean or volunteer at school events helps to build community, shows your children that you are interested in their school, and models for them the importance of giving service to the community.

***Early Learning Center Special Events:***

The Early Learning Center participates in the school's special events. The first special event is Grandparents' Day in September, which the ELC students perform a song for. In October, the school celebrates the Feast Day of Saint Francis, the Patron Saint of Animals, with a special blessing of our pets by our priest. The Halloween Costume Parade with parents, children and teachers is a popular school event. The ELC children perform in the Christmas program in December with the entire school. They also sing and dance at the May Day Program in May. The Pre-Kindergarteners have a Graduation celebration to mark the end of the year in May.

***Program Certification***

*The Early Learning Center and the Before and After School programs are licensed through the Department of Human Services for children from two years to under six years old. Our program is licensed to accommodate up to eighty children. Our school is accredited through the Western Catholic Educational Association and the Western Association of Schools and Colleges.*

***Contact Us:***

**School Office Telephone Number: (808) 261-3331**

**Fax Number: (808) 263-3518**

**Early Learning Center Number: (808) 261-0090**

**Website: [www.saskailua.org](http://www.saskailua.org)**

***All school registration forms, enrollment and tuition contracts must be completed through FACTS SIS prior to the start of school. Parents are required to attend a Parent Orientation meeting prior to the start of school. An ELC Parent Orientation overview can be found on the school's website.***

***Health Cards/Physical Exams:***

All Preschool and Pre-Kindergarten students must have a Form 14 Health Card indicating immunizations, physical examinations, and current TB screening. The school requires that this form be on file, or a letter indicating that an appointment has been scheduled prior to your child beginning school. It is also required that all preschool and prekindergarten children have a DHS form 908 (Health Record Supplement) completed by the pediatrician and submitted to the office as part of your child's health records. Forms can be picked up from the school office.

St. Anthony School purchases liability insurance for all students enrolled in the school.

The school should be ***notified in writing*** of any allergies, such as bee stings, food, asthma, or serious conditions, such as diabetes, epilepsy, hyperactivity, or heart conditions. ***All students entering Saint Anthony School must be potty trained!***

***Uniforms:***

The children will wear the Saint Anthony School's Early Learning Center uniform daily, unless you are notified of a special dress day.

The school has purchased special hats for children in Preschool through 3<sup>rd</sup> grade. These hats are mandated as part of the uniform and are to be worn when children are outside and during field trips. Hats can be purchased through the school.

On cool days, children may wear Saint Anthony School navy blue sweat jackets, which are sold at Campus Creations. Saint Anthony School Warrior shirts are available in the office to wear on Warrior Wednesdays, which fall on the **last** Wednesday of the month.

Athletic shoes must be worn and should be predominantly a solid navy blue, black, gray or white color. No light-up shoes, cartoon character shoes, shoes with sound, or shoes with heels or thick soles are allowed. Shoes with Velcro closures and slip on shoes are strongly recommended, as they foster self-help skills. White or black socks must always be worn. Only white, black, or blue hair accessories are allowed.

The Saint Anthony School's Early Learning Center uniforms may be purchased through:

**Dennis Uniforms  
560 N. Nimitz Hwy. Suite 107C  
Honolulu, HI 96817  
(808) 396-9318**

Saint Anthony Parish Outreach (located across the street from the school office), and the school office also have a limited supply of gently used uniforms available for purchase.

***School Supplies:***

School supplies are listed on the school's website. Please be sure to label your child's items and bring all supplies to the ELC's Parent Orientation, held prior to the start of school. Teachers will inform you if there is a need to replenish items during the school year. Children may bring in a blanket for naptime. Nap items will be sent home weekly for cleaning and be returned the next week. All items must be labeled and fit inside the cubby.

In case of a toileting accident, all children should have a full set of clothing, labeled with their name, to be stored in a plastic bag in their cubby. This does not have to be a uniform.

***School Day Schedule***

The Early Learning Center will follow the yearly schedule and calendar of Saint Anthony School. Class schedules are distributed at the beginning of the year. The schedule reflects a six-day rotation with letter days assigned A through F.

***School Hours:***

Summer School Program: Monday through Friday 8:00 a.m. – 12:30 p.m.

Half-Day Program: Monday through Friday 7:45 a.m. – 11:45 a.m.

School Day Program: Monday through Thursday 7:45 a.m. – 2:35 p.m.  
(2:20 dismissal)

Friday Schedule 7:45 a.m. – 1:15 p.m.  
(12:55 dismissal)

(The Early Learning Center prepares students for dismissal 15 minutes early to facilitate a calm and safe dismissal for the children.)

Morning Care: Monday through Friday 6:30 a.m. – 7:30 a.m.

Extended Care Program: Monday through Thursday 2:35 p.m. – 5:30 p.m.

Friday Schedule 1:15 p.m. – 5:30 p.m.

We encourage our parents to have their child arrive at school on time by 7:45 a.m. each day. Classrooms are open at 7:30am. We ask that all parents close and latch the gate upon entry or exit.

***Transportation not Available:***

Transportation to and from the school is not provided.

***Morning Drive-Through Drop-Off Area:***

Morning drop-off traffic can be busy, and parking is limited. To assist with these issues, a student drive-through drop-off area is coned off in front of the ELC each morning. As you proceed down Makawao Street, (one-way street) pull to the right side of the street to enter the drop-off area. Teachers and aides direct and assist in the safe drop-off of your child by meeting and escorting him/her to their classroom. The morning drop-offline will close at 7:55am.

ALL parents MUST sign their children in, whether they drive-through or walk their child to the room.

***Morning Parking Area:***

Parking is available at the Outreach parking lot on the corner of N. Kalaheo Avenue and Makawao Street. Please hold your child’s hand as you walk to the Early Learning



Center. Parking on the street is limited and we ask your cooperation in not blocking our neighbors' driveways.

***Entering the School Campus:***

**All parents and students must wear a mask when entering the school grounds.**

Parents may not enter the classroom.

***Policies to Minimize Exposure of COVID-19:***

***Cleaning and Sanitizing***

- The entire facility will undergo a complete and thorough cleaning, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, equipment, toys, outdoor play structures).
- Hand sanitizer will be available to adults throughout the facility and securely stored out of reach of children.
- Children will wash hands regularly and hand sanitizers may be used if there is no access to running water. Use of hand sanitizer will be monitored by an adult/staff member.
- High-touch surfaces and shared resources (e.g., door handles, light switches, etc.) will be sanitized frequently.
- Extra deep cleaning of tables, chairs, etc. will take place daily after hours with EPA-registered disinfectant products.
- Restrooms will be cleaned and sanitized regularly throughout the day.
- Tables will be disinfected between mealtimes or indoor play times. Per CDC guidelines, normal routine cleaning of outdoor areas (e.g. handles) and cleaning of high-touch surfaces will be conducted daily.
- Toys that are not easily cleaned, sanitized or disinfected (e.g., plush toys, sand table, water table) will be used by only one child and must be washed and dried before next usage. Playdough and similar materials should be kept in separate bags labeled for each child's use.
- Areas used by anyone exhibiting COVID-19 symptoms will be closed off and do remain unavailable until they have been cleaned (at least 24 hours).
- Disinfectants will be stored in secure area away from children. Staff members will adhere to the proper guidelines for the application and usage of disinfectants.
- Each child's belongings will be separated during the day in individually labeled storage containers, cubbies, or areas. Spare clothing should be stored in plastic bag labeled with your child's name. Soiled clothing will be sent home for laundering. Nap blankets will be sent home every week for laundering.
- Each child will have their own supplies (e.g. Art supplies, equipment) to minimize sharing of high touch materials to the extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

### ***Physical Distancing***

- In adherence with social distancing child care groups will consist of up to 9 children with 1 staff person or in accordance with the child care rules based on the child's age, whichever is more restrictive. No group may be larger than 10, including the staff person. Child care groups should include the same children each day with the same child care providers. Cross-deployment of staff across facilities and centers will be limited. Child care groups will be distanced by using separate facility areas, room dividers, multiple rooms, etc.
- Class groups will have designated outdoor times and scattered schedules for outdoor use of communal spaces.
- Meal times will be staggered to reduce exposure in large areas and limit the number of children per table.
- Arrival and pick up times and locations will be staggered with staff members meeting families/children outside the facility as they arrive. (e.g. limiting number of families into the facility at a time, waiting families are separated by six-foot distances, etc.)
- Classroom spacing will allow for at least 36 square feet of personal space for each child to allow for physical distancing.
- Chairs and cots or mats for nap time will be 6 feet apart, if possible.
- In accordance to the CDC Guidelines, all large communal field trips and parades will be canceled.
- Minimize activities that require close contact (e.g., circle time), will be modified.
- Parents and family members may not linger in the facility or classrooms during drop off or pickup times.
- No buffet, family-style meal, or sharing of food and utensils is allowed.
- Hot lunches are individually plated and served in the classrooms.

### ***Health and Safety***

- Daily temperature checks and visual well checks for all children, staff and visitors will be conducted upon entrance to the facility. Temperature checks will be documented. CDC considers a person to have a fever when measured temperature is at least 100.4°F.
- Health check screenings (e.g., temperature checks and symptom screening) will be conducted safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations.
- All employees will wear face masks or face shields as much as possible throughout the day.
- All visitors (including parents) must wear masks when on site, including drop-off and pickup of their children, and practice six-foot distancing from others who are not their children.
- Employees and parents returning to the school must confirm in writing that they did not exhibit COVID-19 symptoms for 14 days prior to return. For

children in care, staff will need to verify any symptoms of the child with parents.

- Students will be asked to wear a mask to school, and to have a spare mask kept at school. Wearing of masks is appropriate only if the child can safely and reliably wear, remove, and handle the masks following CDC guidance throughout the day.
- Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering. Masks should not be worn by children while they are sleeping.
- Visitors and volunteers will be limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and follow the requirements for wearing masks or face shields and practicing six-foot distancing if not required to provide direct services to children in care.
- All employees and children (as appropriate for their age) will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and give clear instructions to avoid touching the face. Routine handwashing breaks will be organized and hands washed upon arrival, before and after meals, indoor play, and outdoor play, and after using the restroom.
- All employees are trained on COVID-19 symptom detection, common modes of COVID-19 transmission (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face), and how to prevent COVID-19. Employees, parents, and children who are exposed to COVID-19 are required to quarantine per Hawai'i public health guidelines.
- The illness policy has been updated to include COVID-19 and each parent is required to sign off that they understand and agree to the amended illness policy.

### ***Facility Safety***

- Visitors (including parents) will be documented for purposes of supporting contact tracing by the Hawai'i Department of Health.
- The ventilation systems will be maintained regularly, and staff will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Children will bring their own water bottles each day. Each water bottle needs to be clearly marked with the child's name. Water bottles will go home each day to be washed and sanitized.
- Any child exhibiting flu-like symptoms or high temperatures will be kept in a separate area (with adult supervision) until they can be picked up. Parents will be notified for immediate pick-up. If it is an emergency, staff will call 911 for immediate treatment and a staff member will accompany your child to the hospital.

- The school will notify local health officials, staff, and families immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

### ***Child and Parent Expectations***

- Signs will be posted throughout the facility for employees, children and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns). Safety protocols will be provided for employees and parents.
- Parents will be informed of the new protocols, including how to notify the facility that they have come in contact with COVID-19 and what to expect at the facility through various communication methods (e.g., email, video conference, text, notices).
- Parents are required to provide and update family emergency contact information, including the names, current phone number, and address of emergency contacts.
- Resources will be made available to families to address social-emotional and other needs.

### ***Employee Support***

- Faculty and Staff will be in close communication with administration on a regular basis.
- Administration will provide faculty with ongoing methods of additional training to reinforce changes to policies or procedures.
- A designated staff person will be responsible for responding to COVID-19 concerns on behalf of the facility.
- All staff will have adequate sanitizing supplies and PPE equipment (face masks and gloves).
- Employees will be provided with a daily checklist of cleaning and sanitizing responsibilities.
- Employees will be informed of all leave benefit options and policies.

### ***Children's Morning Routine:***

The school day begins with the Morning Meeting at 8:00 a.m. We like to have all students in class, unpacked and ready to begin the day. Developing independence is important at this young age and the children will learn how to unpack their own backpacks daily as part of their routine. Please support them by allowing them to do their morning work of unpacking independently.

### ***Personal Belongings:***

Personal belongings are not allowed at school. Toys, jewelry and all other personal belongs need to remain at home to alleviate loss, damage, distractions from learning and hurt feelings.

**Communication:**

The school's website provides annual and monthly calendar information. You can access it at [www.saskailua.org](http://www.saskailua.org). Using the calendar link, you can view a pdf of the school's monthly calendar; the annual calendar, Parent Teacher Student Guild's (PTSG) calendar, or Athletic program's calendar. In addition, your child's teacher will provide you with a classroom calendar for each month, detailing events and goals for your child's class.

The school's newsletter can also be found on the website and you can access it through the newsletter link on the home page. A weekly newsletter from your child's teacher will also be sent home, detailing class themes and special events. Important fliers and letters are sent home in the "Tuesday Folder", but parents are encouraged to go through their child's folder every night.

The school has an internet-based school data system called FACT SIS. FACTS SIS provides emergency information in the event of a school closure with a program called **Parent Alert**. All parents must login to FACTS SIS and complete their contact information. If you have questions regarding set up, please ask your child's teacher. It is important for parents to update their contact information as needed. FACTS SIS is also used to record daily attendance, and for emails, and for admissions and tuition.

**Parent Teacher Conferences and Progress Reports:**

A mandatory Parent-Teacher Conference is scheduled in the Fall and an optional one is held in the spring. Each child will receive a written progress report two times during the school year.

Establishing a parent-teacher partnership through open communication is important in helping children learn. If you would like another conference with your child's teacher, it is best to make an appointment. You can send in a note in your child's folder, email the teacher, or call the school to schedule it. It is difficult for teachers to engage in lengthy discussions during the morning drop-off or pick-up, as they are engaged with their students. If you have a concern, we ask that you always speak directly to your child's homeroom teacher, aide or after schoolteacher first, prior to contacting the school administration.

**Illness:**

***If your child has a fever, is vomiting, has diarrhea, coughing, runny nose, is suspected of having conjunctivitis, or other any other illness, s/he may not attend school. Should your child come into school ill or become ill while in school, we will notify you. For the well-being of all students and faculty, any child with any of these symptoms: persistent cough, runny nose, sneezing, headache, body ache, red irritated eyes, head lice (ukus) etc., as well as the illnesses listed above, will be sent home.***

***Your child may not return until he/she is fever/vomit/diarrhea free/nit free, etc. for 24 hours from the last occurrence. If your child returns to school during the 24-hour period, he/she will be sent home. If your child has been diagnosed with***

***COVID-19, you must inform the school immediately. Your child must quarantine for fourteen days (as required by Law) and must provide the school with a doctor's note stating that he/she is COVID-19 free before returning to school.*** This is a precaution that we are taking to safeguard the wellbeing of our ELC community.

***If a child sustains a head injury, you must pick him/her up from school.***

***Should a child become ill or injured while at school, the school has your permission to call upon a physician or health resource. In the event of a serious illness or emergency to a child, the school will call 911 and the child will be taken to Castle Hospital or to the nearest hospital (if away on excursion), and parents will be contacted. An adult will accompany a child in the event of emergency care.***

To report your child absent, please call the ELC at 261-0090 to report your child's absence before 8:30am. **It is important that the school has your most current emergency contact number on file in the school office.**

After an absence, a written excuse must be given to the student's teacher upon return to school. ***A doctor's note is required if the student is absent for two or more consecutive days or is returning to school following a head injury in which the student fell and experienced dizziness or loss of consciousness.***

**Any child who has head lice (ukus) will need to be picked up from school.** He or she may not be readmitted to school until his/her hair has been treated and nit-free. The school will notify parents should there be a case of ukus in class.

***Medication:***

Medications will be dispensed as directed by parents **only** if they have completed and signed the school's Medication Authorization Form (available in the office, classrooms and website). This form must be submitted with the prescribed medication in the original bottle. The authorization form and medication should be given to the teacher.

Sunscreen should be applied before coming to school.

***Extended Absences:***

Parents are requested to notify the Early Learning Center in writing of an extended absence. Vacations are important for families, but we encourage our students to be in school as much as possible during the school year.

***Discipline:***

All children are expected to abide by the rules of the Saint Anthony School Student Handbook. The primary goal of discipline is to help children gain inner control. Early Learning Center teachers will help children resolve conflicts with an emphasis on problem-solving skills. Keeping your children safe is our highest priority.

**Meals:**

**Snacks**—Children need to bring a small snack and drink to school daily. Children are **not allowed to share snacks** due to allergies. Snacks need to be packaged in a separate, labeled container. Please label all pieces, including lids of plastic containers, etc. For safety reasons, grapes and hot dogs must be cut in half. Drinks should be approximately eight (8) ounces of 100% fruit juice and a healthy snack that could include vegetables, fruit, crackers, granola, etc. Please do not send milk at snack time, as snacks are not refrigerated. It is also suggested that each student bring in a labeled water bottle daily.

**Lunch**—Lunch is served every day except on early dismissal days (Noon dismissal or earlier). Students may purchase a hot lunch or bring a home lunch. Children who eat hot lunch with their peers are encouraged by their teachers to try different types of foods. You may also order only milk or juice separately. Hot lunch or drinks must be ordered through FACTS SIS.

You may also choose to send in a home lunch for your child. Please try to include all four food groups in your child’s home lunch. Small portions are recommended. Please include an ice pack in their insulated home lunch bags. A classroom cooler is provided to store lunches but does not contain ice. **Please do not send anything that requires heating up.**

Please be sure to notify the school if your child has a specific food allergy. The school will notify parents if a child in the class has an allergy. Providing food treats for birthday parties or holidays should be cleared with the teacher. Please, no food items containing peanuts.

***St. Anthony School Kailua Emergency Crisis Procedures***

St. Anthony School realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. Every effort to minimize risk and to assure the safety and security of our students and our employees will be made. However, life presents personal and professional uncertainties and it is impossible to avoid every threat. A crisis plan and a crisis management team have been developed to ensure that necessary procedures, communication and manpower are prepared to provide for the safety of all the students, faculty and staff in critical situations. Some critical situations include:

- |  |                     |
|--|---------------------|
| Natural disasters-Earthquake, Hurricane, Tsunami | Fire                |
| Chemical Hazard                                  | Bomb Threat         |
| Dangerous Animal on Campus                       | Technological-Power |
| Outages  |                     |
| Intruder or Disorderly Person on Campus          | Weapon on Campus    |
| Infrastructure-Roads, Sewers, Water              | Pandemic Flu        |

### ***Crisis Plans***

Written copies of the Crisis Management Plan are in the School Office, Faculty Room, Parish Hall, Church, Parish Offices and in every classroom. Certain actions are necessary to manage a crisis and the school has prudently prepared such plans in the event of a crisis. During the school year, these plans will be reviewed with the students and various scenarios will be practiced. Any situation that endangers the safety of the school community will be reported immediately to the Principal. The Principal, in consultation with Pastor, will determine the seriousness of the situation and implementation of the procedures outlined in the Crisis Management Plan will be followed.

### **Precautionary Action**

Students are to remain in their classrooms with the doors locked until the “all clear” signal is given. This is just a precautionary action and does not involve evacuation.

### **Evacuation of Building/Forced Dismissal**

Due to a possible unsafe situation in the ELC building, the school community may be evacuated to the designated fire drill areas, (courtyard, church or Outreach parking lot). If we evacuate, students will walk to the Kailua District Park. Students will remain at the park in the field or in the gym until the “All Clear” has been announced. At this time, parents can safely pick their children up. Please listen to the radio or check for a message from the school for our location.

### **Lock Down**

In the event of a Lock Down, the students will be trained to run to the nearest classroom. Students will be locked into the nearest classroom location, windows and doors will be covered, and students moved to an area of the room out of visibility, remaining quiet until the “All Clear” signal is given. Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio or Parent Alert for further information. Do not call the school, as all open lines will be needed to maintain contact with authorities.

### ***Parent Alert***

In the event of a natural disaster or campus emergency, please assure your children that St. Anthony School will care for them until you can safely pick them up. After assessing the situation and consulting with the Crisis Management Team and emergency responders (HFD, HPD, etc.), the school will inform parents and their designated emergency contacts through the automated emergency contact system called Parent Alert about the status of the situation. Parent Alert sends out messages via telephone, email and text messages. Parents should also listen for emergency announcements through the television, and radio stations KSSK AM 590 or FM 92.3 or KRTR FM 96.3 or KINE 105.1 FM.

### ***Fire***

The signal for a drill or actual fire is the sounding of the fire bell and/or flashing lights. Drills will be held once a quarter. Children will leave the building in an orderly



fashion, under the teacher's supervision, and rapidly walk, single file, to the designated field. Teachers will take roll. In the event our facility is damaged by fire and not habitable, we will care for the children at the Church and contact parents to pick their child up as soon as possible.

***Inclement Weather:***

Classes will be suspended if in session or canceled if the health and safety of the school community are at risk. Parents will be informed through the local radio/TV stations or through Parent Alert if the need arises.

***Tsunami Warning***

St. Anthony School is in a Tsunami Inundation Zone and will have to evacuate.

a) If a WARNING is issued while we are in session, we will evacuate the school to the Kailua District Park's Gym on South Kainalu Drive. Parents need not leave work or rush to the school. Parents who are in, or can get to, a safe area close to where they work, are recommended to remain in the safe area until the "All Clear" is announced and avoid contributing to unnecessary traffic on roads and streets. The children will remain in school until the "All Clear" has been announced. At this time, parents can safely pick them up.

b) If a WARNING is sounded before the start of school, then classes will be cancelled. Please keep your children at home. If a TSUNAMI ADVISORY is issued, the school may decide to close. Parents will be notified via Parent Alert and through the media should the school close.

***Flooding***

If water begins to rise around our facilities, we will immediately move the children to the second floor while we assess the situation. If necessary, we will evacuate to Kailua District Park and parents will be notified.

***Hurricane/Tropical Storm Warning***

The National Weather Service Issues Hurricane or Tropical Storm WATCHES 36 hours prior to the arrival of storm effects and WARNINGS are issued when a storm could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and decide to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience parents if they are at work.

Due to the length of time anticipated prior to the arrival of the storm students will remain in school until parents' pick them up.

***Earthquakes***

In the event of an earthquake of significant magnitude occurring on Oahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them even if

you live close by. In preparation for an earthquake event, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, we will stay outdoors and move toward the open courtyard and playground areas, away from electrical lines, tall trees, and buildings. Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the school.

Option 1: If our buildings are sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. The administration has made necessary preparation for us to survive for up to 72 hours without outside assistance.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock or a tsunami warning is sounded, we will gather ourselves and our survival kits and attempt to move to Kailua District Park, or an open area, and sustain ourselves the best way we can, for as long as necessary, until assistance can be provided by civil authorities. We will remain until the "All Clear" has sounded and parents are able to pick up their children.

### ***Campus Emergency***

When a physical threat is imminent due to a bomb scare, national or local warnings of terrorist activity or similar situations, the intercom system and the loudspeaker system will be used to convey this status to all faculty and staff. To assure that students are not agitated unnecessarily, communication to students will state only the expected action of LOCK DOWN or EVACUATE. The main office will immediately contact local authorities to identify the lockdown status and/or request further instructions. The main office will not immediately contact parents/guardians until such time as the facilities are deemed to be secure. This will assure that telephone lines are kept open for the first fifteen minutes of this status. After the first fifteen-minute period, Parent Alert will notify parent/guardians. While in this status, parents/guardians will not be permitted to pick up their child/ren unless deemed safe by the Principal.

The announcement to LOCK DOWN signals a lock down of all rooms, requiring students and staff members to remain inside and silent.

### ***Bomb Threat***

In the event of bomb threat, students will be evacuated from the campus. An EVACUATE announcement signals the need to leave campus. Students will walk to the Kailua District Park gym, where they will remain until parents can safely pick them up.

The school students and faculty practice lock downs and evacuations for emergencies. In the event of a serious campus emergency, the school will be closed, and the students will be cared for until parents can safely pick them up.

***Pandemic Outbreak:***

In the event of a pandemic outbreak alert, the school will follow the directives and regulations from the Hawaii State Government Agencies and the Department of Health, and the CDC.

***Hawai'i State Civil Defense***

On the first business day of each month, at 11:45am, the Civil Defense tests the emergency warning system by sounding sirens. The students will learn about this warning system and practice an evacuation drill when sounded.

Parents are encouraged to prepare a family emergency plan and practice it with their children, should a crisis occur while your children are not at home or in school. Children should know the location of the nearest shelter and what to do should the State Civil Defense sirens sound or a crisis presents itself. For more information, contact the Hawaii State Civil Defense Website: <http://www.scd.state.hi.us>

***Emergency Information Forms***

When a request is made for the release of a student during the school day, or when a student is seriously injured during school hours, the student's Emergency Card will provide the necessary information such as the name and address of parent/guardian, name of the physician, and insurance coverage and policy. (HCS: Policy 5015.7) Please inform the school office, in writing, of any change of address, telephone numbers, or other pertinent information. Students Emergency Cards will be taken to the evacuation site.

***Dismissal:***

Preschool and Pre-Kindergarten dismissal is fifteen (15) minutes earlier than the rest of the school. The children will be packed up and waiting by dismissal time. Half-day students should be picked up at their classroom at 11:45 a.m. Full day students will meet parents at the main gate at 2:20p.m. on Mondays through Thursdays or at 1:00p.m. on Friday.

Only parents, siblings in 5<sup>th</sup> grade or higher (with written parental consent), or family and friends listed on your child's emergency card will be allowed to sign your child in or out of school. If arrangements have been made for pick-up with someone who is not on the list, the teacher must be notified in writing, and that person must show a valid identification upon arrival. Students who are not picked up by the school day dismissal time will be sent to the After-School Care Program. Full day students must be picked up by 2:35 p.m. (Monday – Thursday) and by 1:15 p.m. (Fridays). Parents will be billed for care in the After-School Care program.

***Early Learning Center Before School Care:***

Parents or guardians must sign their child into the Before School Program. The program opens at 6:30 a.m. and will be held in one of the ELC classrooms. The program leader will walk your child to their homeroom at 7:30 a.m.

***Early Learning Center After School Care:***

After School Care is located on the ELC playground and in one of the classrooms. The After-School Program will provide an afternoon snack, indoor centers, and outside play time. This program is limited to Early Learning Center students. Care is provided from 2:35 p.m. until 5:30 p.m. All ASC students must be signed out. There will be no after school care during Summer School.

Limited spaces are available for those not registered in the school-year program. Please be sure to sign up 24 hours in advance for the limited spaces. Program paperwork must be completed for your child to stay. Billings are made at the end of the month.

***IF A CHILD IS NOT PICKED UP BY 5:30 P.M. THERE WILL BE A \$15.00 FEE ADDED TO YOUR ACCOUNT FOR EVERY FIFTEEN (15 MINUTES (OR INCREMENT THEREOF) THAT YOU ARE LATE.***

***Parental Involvement:***

Any parent who is interested in volunteering in the classroom may come and talk to their child's teacher to decide. According to the regulations of Hawaii Catholic Schools, parents are required to sign the Volunteer Code of Conduct, governing appropriate ways of behavior in the school, prior to assisting in the school. Regular volunteers (those who participate over three times) will be asked to take an on-line Safe Environment training class and have a background check. Parents are also required to read and agree to the Christian Code of Conduct that governs our school. These rules are standard for all Hawaii Catholic Schools to ensure student safety. Volunteers must sign in first at the school office and will be issued a volunteer badge. Volunteers may also be required to sign in upon arriving at the classroom.

***Parent Teacher Student Guild (PTSG):***

Parents are encouraged to attend the school's Parent Teacher Student Guild (PTSG) meetings and become involved in the many activities of our school community. The PTSG assists with numerous areas including community building, education and fundraising.

PTSG meetings are generally held three times a year and the PTSG Board elections are held in May. All parents are enrolled in the PTSG as part of your comprehensive fees.

***Fundraising:***

***All school fundraising will not exploit or be a detriment to the staff or the children.*** Fundraising campaigns greatly supplement the school's ability to provide additional programs and activities and make capital improvements.

Parents are asked to pay a one-time family fundraiser fee of \$200, participate in the Give Aloha drive in September, or volunteer to do 20 hours of approved PTSG and school activities and submit a record of the hours to the office.

Parents are also asked to cut out Box Tops to support your child's class to raise funds, and to make purchases through the school's PTSG website link to Amazon and, both organizations which donate a portion of sales back to the school.

The main fundraiser will be the Give Aloha Drive sponsored by Foodland and Western Union. Parents are asked to donate in the name of St. Anthony School Kailua, (Code #77685) through the Foodland "Give Aloha" program during the month of September. Donations of up to \$249 are accepted and a portion of the funds are matched through Foodland and Western Union and given to the school. The \$200 fundraising fee may be applied here, with submission of a receipt for proof. Please support us and ask your family and friends to participate as well!

***Visitors:***

Parents and guests must call the school in advance to arrange a time to visit the school. Please sign in and out at the main office when visiting the school. You will be issued a visitor's badge. You will be asked to undergo a temperature and general health screening.

***Supervision of Children:***

Children must always be attended to by an adult while on school property. Parents are asked to supervise their children prior to and after signing them in or out of the program. We also ask that parents and children be considerate to the three-year old classes located near the front of the Early Learning Center who are distracted by conversations and activities outside their windows.

***Photography of Children:***

Saint Anthony School requires that parents who do not wish their child's photo to be published in the school yearbook, posted on the school's website, or used for marketing purposes, to complete and submit the form stating this and turn it in to the school office. Visitors may not take photos of children without prior permission from the school.

***After School Extra-Curricular Activities***

Saint Anthony School offers several after school enrichment programs for Early Learning Center students at additional cost. Please speak to your child's teacher or check with the office for more information. Most programs begin in September and are contracted through the instructors. After School Care Students will be signed in and out of these activities by their teachers. The following extra-curricular programs that may be available during the year:

**Martial Arts Company**

**Prime Time for Kids**

**Soccer Shots**

**Zumba for Kids**

**Golf**

**Hula**

### ***Saint Anthony School Handbook:***

The Early Learning Center is an important part of the entire educational community that is Saint Anthony School and abides by the rules of the Saint Anthony School's main handbook, which can be viewed on the school's website. After reviewing the school's handbooks, please sign the Parent Acknowledgement form (last page of the Handbook) stating that you have read and will abide by the rules stated in the handbook as a condition of enrollment; including the Volunteer Code of Conduct and the Family Code of Christian Conduct.

### **SAINT ANTHONY SCHOOL VOLUNTEER CODE OF CONDUCT AGREEMENT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of providing services to the children and youth of our diocese.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, negative competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

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

I understand that as a volunteer working with children and/or youth, I am subject to a background check to the full extent of Hawaii state law. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

**Print Legal Name:** \_\_\_\_\_ **Date of Birth (mm/dd/yyyy):** \_\_\_\_\_

**Home Address (No PO Box):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Number of Years at this Residence:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Parish or School:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Form SSE-25

***Family Code of Christian Conduct/Cooperation/Removal of Students***

***CODE OF CHRISITIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS***

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

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principals of St. Anthony School as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the student/parent handbook of St. Anthony School.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct consistent with the Christian principles of St. Anthony School, as determined by the school in its discretion. These principles include but not limited to any policies, principles, or procedures set forth in the student/parent handbook of St. Anthony School.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include but are not limited to all school sponsored programs and events e.g. athletics, field trips, etc.

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

requirement to withdraw from St. Anthony School e.g. suspension of the student or suspension of the parent/guardian's privilege to come on campus grounds and/or participate in school activities, volunteer work, etc.

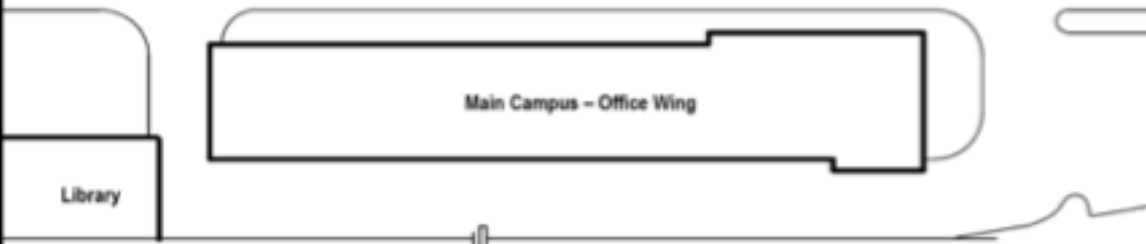
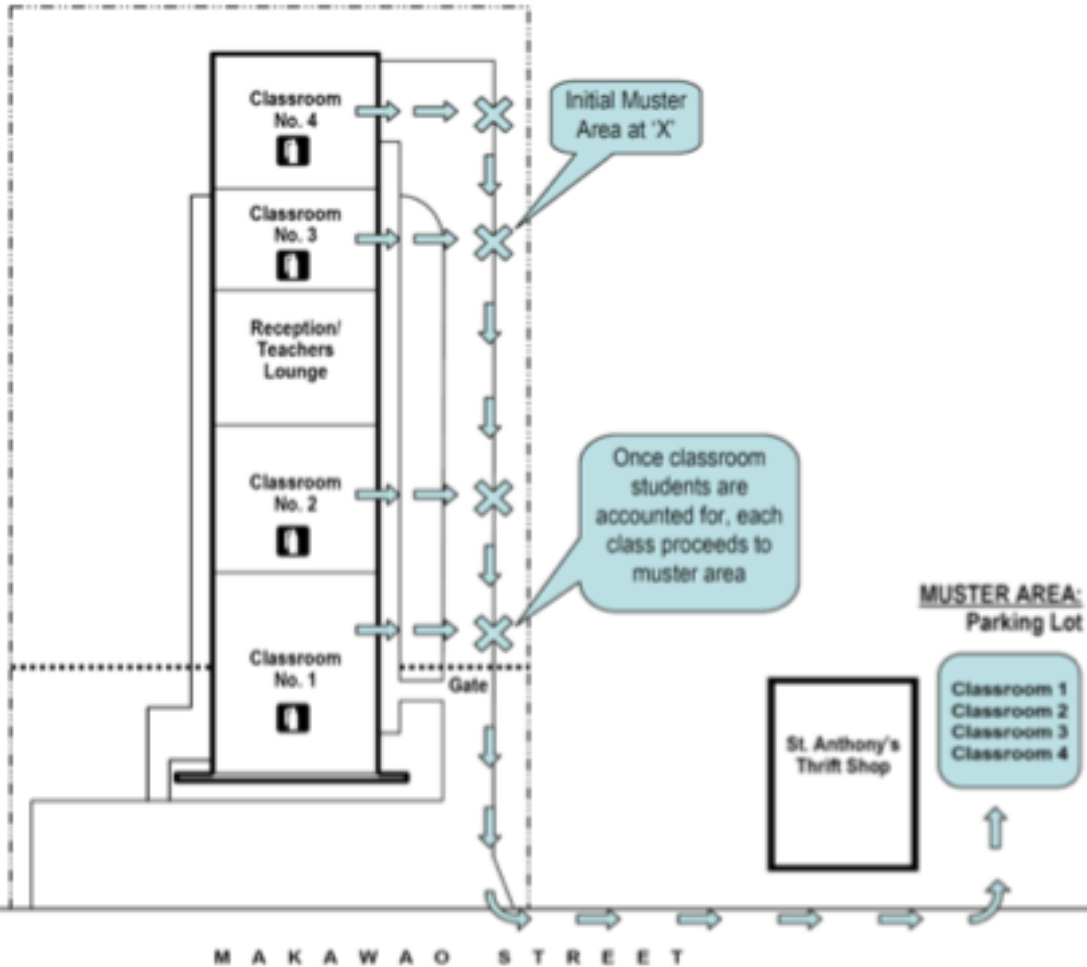
St. Anthony School reserves the right to determine, in its discretion, when conduct is such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

## **Map of the Early Learning Center and Fire Drill Plan**





# Saint Anthony Parish School - Kailua Fire Drill Plan for Early Learning Center



Fire Extinguisher Location

St. Anthony School

**148 Makawao Street  
Kailua, Hawaii 96734  
(808) 261-3331**

The St. Anthony School Early Learning Center is an integral part of the entire St. Anthony School community of learners from preschool to eighth grade.

The ELC serves as a gateway for our youngest students to enter our program. Although the ELC facilities are located across from the main school, the students interact regularly in the life of the main school through liturgical, academic and social events.

An ELC Family Handbook has been created to provide specific information about this program. All parents/guardians are required to read and abide by the handbook.

As part of St. Anthony School, the ELC also follows the **St. Anthony Family Handbook** which is posted on-line at the school's website - [www.saskailua.org](http://www.saskailua.org). Please read new additions regarding Illness policies related to COVID-19

Please take some time to read both handbooks.

Hawaii Catholic Schools requires that parents know about and agree to abide by the **Volunteer Code of Conduct**, that outlines appropriate and safe behaviors required of all school volunteers, and the **Code of Christian Conduct Covering Students and Parents/Guardians** that states the expectations of mutual cooperation between parents, students and the school.

Students are required to have an annual lesson on child safety through the **Safe Environment** program required by the Diocese of Honolulu. For the ELC students, a lesson will be taught about 'Safety' that focuses on general safety reminders that children stay close to their parents and never talk to strangers.

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

Please sign and return the **Parent Acknowledgement Form** to show that you have read and agree to abide by both St. Anthony School handbooks.

## Parent Acknowledgment and Agreement Form

This is to acknowledge that I/we have received the St. Anthony School Handbook. We understand and agree to cooperate with the policies set forth in the handbook including the new Health/Illness Policy.

Print name (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Print name (Student) \_\_\_\_\_ Grade \_\_\_\_\_

Print name (Student) \_\_\_\_\_ Grade \_\_\_\_\_

Print name (Student) \_\_\_\_\_ Grade \_\_\_\_\_

### Safe Environment Program

Consistent with Diocesan policy, St. Anthony School will conduct Safe Environment training as part of the religion curriculum.

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_