



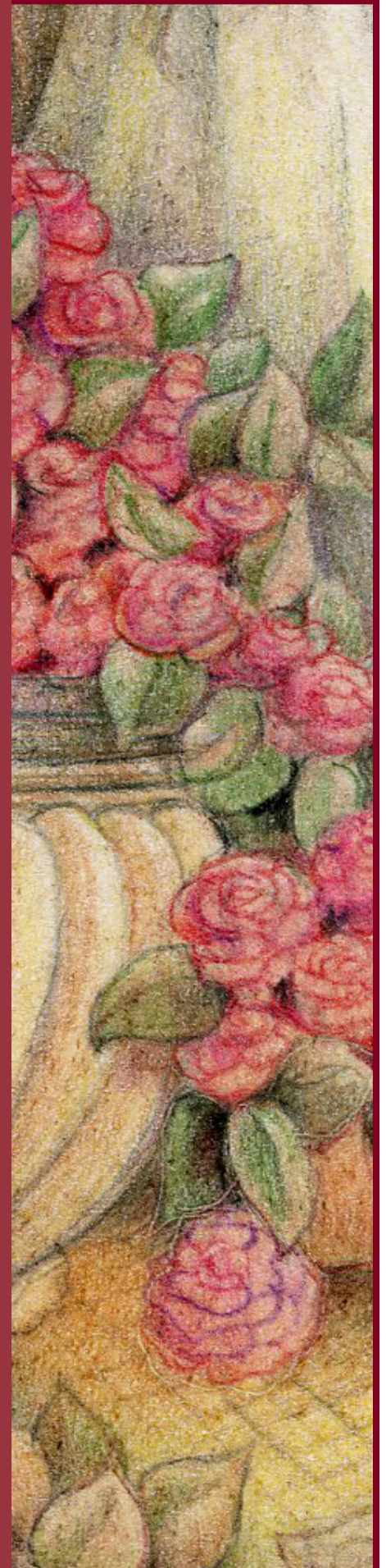
KAMEHAMEHA SCHOOLS®
PRESCHOOLS

Pauahi's Vision, Our Mission



Student & Parent
HANDBOOK

2016-17

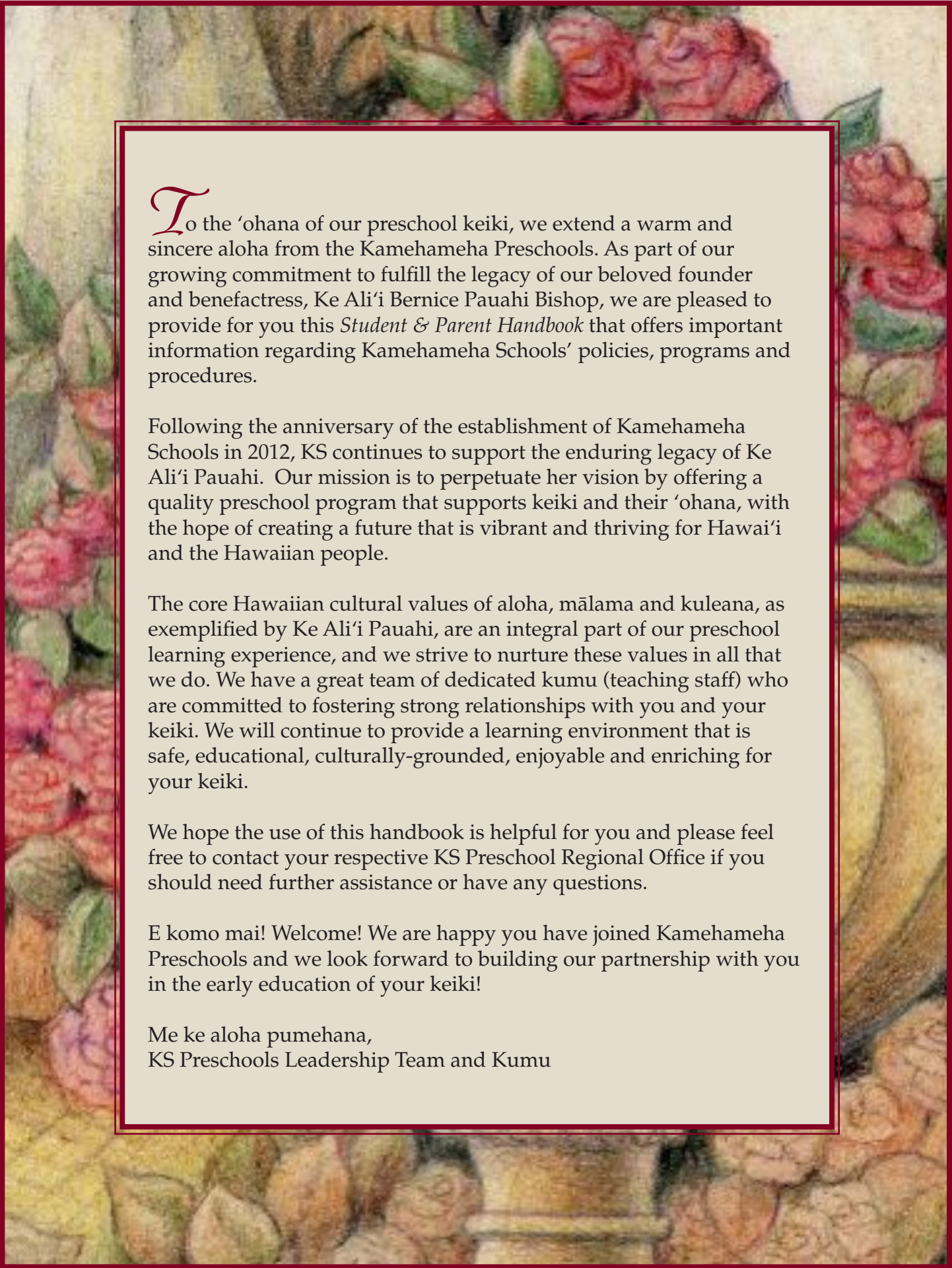




Aloha

Mālama

Kuleana



To the 'ohana of our preschool keiki, we extend a warm and sincere aloha from the Kamehameha Preschools. As part of our growing commitment to fulfill the legacy of our beloved founder and benefactress, Ke Ali'i Bernice Pauahi Bishop, we are pleased to provide for you this *Student & Parent Handbook* that offers important information regarding Kamehameha Schools' policies, programs and procedures.

Following the anniversary of the establishment of Kamehameha Schools in 2012, KS continues to support the enduring legacy of Ke Ali'i Pauahi. Our mission is to perpetuate her vision by offering a quality preschool program that supports keiki and their 'ohana, with the hope of creating a future that is vibrant and thriving for Hawai'i and the Hawaiian people.

The core Hawaiian cultural values of aloha, mālama and kuleana, as exemplified by Ke Ali'i Pauahi, are an integral part of our preschool learning experience, and we strive to nurture these values in all that we do. We have a great team of dedicated kumu (teaching staff) who are committed to fostering strong relationships with you and your keiki. We will continue to provide a learning environment that is safe, educational, culturally-grounded, enjoyable and enriching for your keiki.

We hope the use of this handbook is helpful for you and please feel free to contact your respective KS Preschool Regional Office if you should need further assistance or have any questions.

E komo mai! Welcome! We are happy you have joined Kamehameha Preschools and we look forward to building our partnership with you in the early education of your keiki!

Me ke aloha pumehana,
KS Preschools Leadership Team and Kumu



Legacy of Ke Ali'i Pauahi

Ke Ali'i Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all...spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali'i Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Ali'i Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha School for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai'i. Income generated from its residential, commercial and resort leases, as well as diverse investments, fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling over 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices and service learning are integral to KS programs both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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Statement on the Handbook

This handbook provides parents information regarding Kamehameha’s policies and services. This handbook supersedes any prior handbooks. The statements and policies do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to our goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with school administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in this handbook.

NOTE: References to “parents” throughout this handbook should be understood to mean “parents and legal guardians.”

Parent Acknowledgment Form

Accompanying this handbook is a *Parent Acknowledgment Form*. This form lets us know that you have read, fully understand, and support the information contained in the 2016-2017 *Student & Parent Handbook*. Please read and sign the form and return it to your child’s teaching staff.



The form is titled "PARENT ACKNOWLEDGEMENT 2016 – 2017" and features the Kamehameha Schools logo at the top. It contains five paragraphs of text where parents acknowledge receipt of the handbook, understand the school's interest in character development, agree to support school rules, maintain a respectful relationship with staff, and understand that compliance is required for enrollment. At the bottom, there are four signature lines: "Print Student Name" and "Student ID Number" on the first line, "Mother/Legal Guardian Signature" and "Date" on the second line, and "Father/Legal Guardian Signature" and "Date" on the third line. A final instruction reads: "Please complete this form and return it to your child's teacher."

Our Mission, Vision, and Values Statements

Our Mission

Kamehameha Schools' mission is to fulfill Pauahi's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

Our Vision

Kamehameha Schools is a dynamic and nurturing learning community committed to educational excellence. We assist people of Hawaiian ancestry to achieve their highest potential as "good and industrious men and women." We do so by contributing to their development as people who are:

- Grounded in spiritual and Christian values;
- Intellectually, emotionally and socially self-reliant;
- Resourceful, resilient, life-long learners;
- Equipped with the skills they need to succeed in endeavors of their choosing;
- Responsible, ethical, contributing members of their multi-cultural and diverse communities, and
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali'i Pauahi.

Each Kamehameha Schools' campus or educational site is a kula Hawai'i – a Hawaiian school – where all leaders, staff and students are committed to educational excellence through strong teaching and meaningful learning that supports the renewed vibrancy of Hawai'i's indigenous people and their life-long success in the 21st century world.

This commitment to high levels of achievement is established on the belief that a vibrant Hawaiian people (Lāhui Hawai'i), engaged in rigorous learning experiences, steeped in ancestral knowledge and understanding ('Ike Hawai'i) and rooted in their mother tongue ('Ōlelo Hawai'i), will continue to thrive in a living culture (Nohona Hawai'i) enabling them to compete globally in ways that contribute to and enrich humankind.

This renewed vibrancy requires educational opportunities that advance the social, cultural, economic and political status of Native Hawaiians in their own homeland and in the world. These mission-centered outcomes require diverse educational expertise and background, and a significant, sustained commitment of programmatic, human and financial resources. Guided by the vision of Ke Ali'i Pauahi, Kamehameha Schools dedicates itself to achieving these outcomes to ensure a dynamic future for Native Hawaiians.

Our Values

Great was Pauahi's love for God and the Hawaiian people, whom she served. Because she valued the pursuit of knowledge, she believed that education would be the key to their well-being. Pauahi was blessed with much worldly wealth and understood that this

blessing was accompanied by profound responsibility. Therefore, it is fitting for the Kamehameha Schools *'ohana*, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali'i Pauahi. *Aloha*, love and respect for the Lord, our natural world, and one another, is our foundation. *'Imi na'auao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *Mālama*, caring for one another and all aspects of Pauahi's legacy, will enable our institution to flourish. *'Ike pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities, which accompany our blessings. Let us *ho'omau*, persevere, with *ha'aha'a*, humility, in all that we do.

Our Philosophy of Education

‘O ke kahua ma mua, ma hope ke kūkulu.

The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved *Ke Ali‘i Pauahi* and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai‘i as a source of strength and resilience for the future.

Therefore Kamehameha Schools will:

- foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- integrate *‘Ike Hawai‘i* into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of *‘Ike Hawai‘i*.
- strengthen the relationship and the responsibility of its learners to the *‘āina*, its resources and traditions.

We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understandings and skills.
- offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- strive to be available and affordable to encourage broad participation of the learning community.

We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.

Therefore, Kamehameha Schools will assist by providing early childhood educational services that support families as the primary educators of their children.

We believe that positive and nurturing relationships are an essential foundation of learning.

Therefore:

- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- all will develop and support positive connections and interactions with learners.

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.

Therefore, Kamehameha Schools program will:

- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their 'ohana, the community and the world.

We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research based practices.

Therefore, Kamehameha Schools will:

- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

We believe that involvement of the learner and all members of the learner's community enhance education.

Therefore, Kamehameha Schools programs will:

- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.

Therefore, Kamehameha Schools will:

- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.

Supporting Your Child's Education

Your Role as a Parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic development. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of these educational experiences. To ensure this happens, we hold you to the following expectations:

Support Regular Attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury, or emergency.

Family Involvement

The involvement of family is important to your child's school success. From the day they are born, children live within a family that shapes their lives. There is increasing and consistent evidence that the role of the family is an important factor in young children's self-concept, language development and academic achievement.

Kamehameha Schools encourages family participation and support with classroom assignments, completing required documents in a timely manner, attending family workshops, attending conferences, participating in field trips, and attending other school functions to provide optimal experiences and promote student development.

Home Visits

During the home visit, you and your child will meet with your child's teaching team prior to the beginning of school. We look forward to meeting your child at home and learning about his/her interests. This is one of the best ways for you, your child and the teaching team to form a relationship and build a home-school partnership. We ask that parents be present during this visit. This is an important opportunity to share any information concerning your child's participation in our program.

Student Orientation

The transition from home to school is a major step for preschool children. Your child's teaching team will work with you to make this a positive experience. Our phase-in schedule of short periods of attendance allows children and families to become gradually comfortable with their new environment and preschool staff.

Parent Conferences

Parent conferences, which are held three times a year, allow parents and teachers to

exchange important information. Information and samples of your child's work will be shared with you during conferences. We invite you to work with our staff to set goals for your child, understand his/her strengths and identify areas where additional support may be needed. You and/or your child's teacher may request additional conferences at any time throughout the school year.

Keiki Book Bag Project

The Keiki Book Bag Project is a classroom lending library of children's books for teachers and parents to use to introduce children to a rich literature program. Every week your child selects a book to take home. Having a regular reading routine at home with your child will enhance and support a love of reading and language development.

Parent Workshops

Your child's teaching team and outreach counselor will offer parent workshops during the school year to share information on a variety of topics that will support your child's development and enrich you and your child's preschool experience. **We encourage you to attend as many as you can!**

Laulima - Volunteers

We invite parents to assist in our program. If you are able to kōkua (help), please see your child's teaching team for ideas on how you can help. Also, please help us comply with our preschools' policies and procedures by referring to the "Visitors and Volunteers" section of this handbook for further information.

Service Learning Activities

Families, children and staff may be asked to participate in service learning activities. KS preschools do not engage in nor support student fundraising activities/programs.

Kahiau – Giving to Others

Rather than giving gifts to preschool staff, we encourage you to work with us on ways to share with others in need within our community.

Addressing Parent/Staff Concerns

Open communication between parents and school professionals are essential to a child's achievement, overall well-being and can be the first defense in identifying the need for interventions and/or special services. Concerns arising between parents and staff are first handled by a meeting between the individuals involved. If further discussion is needed, the Educational Coordinator will meet with individuals involved. If the situation is not resolved, the matter will be referred to the Po'o Kula of Preschools.

Authorization List

At the beginning of the school year, parents list at least 2, but no more than 5, adults who are authorized to sign their child in and/or out of school. Children shall be released to either a parent or an authorized adult (18 years or older).

Changes to the authorization list may be made at any time by notifying the preschool office or teaching staff **in writing 24 hours prior to pick-up**. Authorized adults are required to follow sign-out procedures and may be required to show a picture ID upon request.

Emergency Contact

Parents must provide emergency contact phone numbers of adults who can be reached during the school day. These people must:

- Have access to a car or transportation in order to pick up your child when the school notifies you to do so; and
- Be within 15 minutes driving distance from the preschool site.

If, at any time, your emergency contacts are unavailable or they do not respond to our calls, your child may be requested to remain at home until you can provide us with more reliable numbers.

Change of Address and Other Information

Parents must notify the preschool office or teaching staff immediately if there are any changes in:

- Address
- Home or business phone numbers
- Persons authorized to pick up your child
- Emergency contact persons
- Doctor or medical insurance information
- Health conditions

This information is vitally important to us while your child is in our care. In the event of health or weather emergencies, an accurate emergency contact number is essential to your child's comfort and well-being.

What to Bring on the First Day of School

On the first day of school, your child should bring the following items:

- Change of Clothes, including Underwear – Place in a plastic bag labeled with his/her name. If your child's classroom is air conditioned, we recommend you include a jacket or sweater to be left at the school in case your child needs to use it.
- Child-sized Blanket or Beach Towel for Nap Time - It must be large enough to cover your child from head to toe and be able to fit in his/her cubby.

ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S NAME AND WILL BE KEPT IN HIS/HER CUBBY AS ASSIGNED.

Use of the name “Kamehameha Schools” and the I Mua Warrior Logo

The name “Kamehameha Schools” and the I Mua Warrior logo (shown below) are used and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly. For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Vice Principal at (808) 842-8382.



KAMEHAMEHA SCHOOLS®

Resource Centers

Kamehameha Schools Resource Centers provide information and support for the schools in their respective communities. Students or parents needing information or material on school programs, activities, admissions, counseling conferences or community education services may call the following individuals:

KS Resource Center - East Hawai'i

Noelani Ho'opai, Manager
160B Kea'a Street
Hilo, HI 96720
Phone: (Bus) 935-0116 (Fax) 961-6134
Email: chhoopai@ksbe.edu

KS Resource Center – West Hawai'i

Lehua Kaulukukui, Manager
78-6831 Ali'i Drive, Suite 429
Kailua-Kona, HI 96740
Phone: (Bus) 322-5400 (Cell) 987-6008
(Fax) 322-5437
Email: lekauluk@ksbe.edu

KS Resource Center – Kaua'i

Coty "Buffy" Ofisa, Manager
2970 Halekō Road, Suite 101
Līhu'e, HI 96766
Phone: (Bus) 245-8070 (Fax) 246-4617
Email: coofisa@ksbe.edu

KS Resource Center – Moloka'i

Frances (Maka) Cobb-Adams, Manager
612 Maunaloa Highway, Bldg., A
Kalama'ula, HI 96748
Phone: (Bus) 553-3673 (Fax) 553-9081

KS Resource Center – Maui

Tracy Kealoha, Manager
210 'Imi Kālā Street, #203
Wailuku, HI 96793
Phone: (Bus.) 242-1891 (Fax) 242-0824
Email: trkealoh@ksbe.edu

KS Resource Center – O'ahu

Bobbie Tom, Senior Manager
1850 Makuakāne Street, Bldg. B
Honolulu, HI 96817
Phone: (Bus) 842-8912 (Fax) 842-8785
Email: botom@ksbe.edu

Jason Doi, Manager
KS One-Stop Shop
Windward Mall – 2nd Level
Phone: 235-2329
jadoi@ksbe.edu

Kini Pihana, Coordinator
KS' Community Learning Center at Nānākuli
89-101 Farrington Highway INānākuli, HI
Phone: 668-1517
hepihana@ksbe.edu

Our Education Program

Licensing and Accreditation

The National Association for the Education of Young Children (“NAEYC”) recognizes early childhood programs, which meet national standards of quality. As an accredited program all Kamehameha Preschools have met the NAEYC requirements and continues to meet a variety of strict criteria related to providing developmentally appropriate experiences for children ranging in ages 3-5-years old. Our preschool program considers what is known about how children learn and develop; individual child’s strengths, interests and needs; and the social and cultural contexts in which children live in order to implement a developmentally and culturally appropriate program.

In addition, as an accredited program, Kamehameha Schools employs well qualified and trained staff and ensures an adequate number of staff for the number of children, meeting stringent health and safety standards, and providing opportunities for parent involvement. The accreditation process includes an on-site study of the program and review by a three-member national commission.

As part of accreditation guidelines, the Kamehameha Preschools are licensed by the State of Hawai’i – Department of Human Services and follow their guidelines for preschool operations and management.



Home Ho'ona'auao "Kū Kilakila 'o Kamehameha"

1. Our kula is Ke Ali'i Pauahi's home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi's influence and spirit of ho'okipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Ho'ona'auao today.
5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as po'o, alaka'i, kumu, limahana, haumāna and 'ohana.

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an 'ohana here in Pauahi's home. Her love of God, reverence for her great-grandfather Kamehameha 'Ekahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.

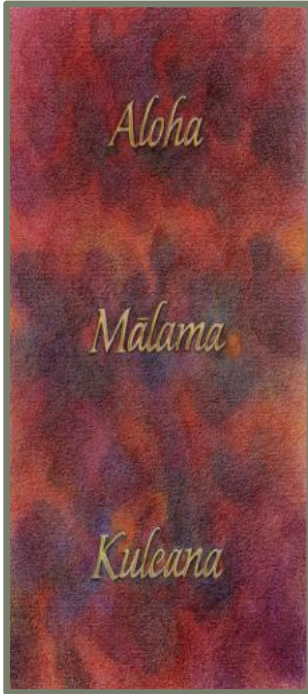
To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

School-wide behavioral expectations

Kamehameha Schools' disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core Hawaiian values that guide the Kamehameha community. By adopting the following values, 'ohana help make Kamehameha a great place to learn and prosper.

Core Hawaiian Values

The Hawaiian cultural values of *aloha*, *mālama*, and *kuleana*, as exemplified by *Ke Ali'i Pauahi*, are an integral part of your child's preschool learning experience. KS strives to nurture these values while continuing to provide a learning environment that is safe, educational, culturally-grounded, enjoyable, and enriching.



Aloha kekahi i kekahi.

(Love one another.)

We live aloha when we are respectful, sincere, and empathetic.

"Love one another." John 13:34

E mālama mau.

(Always take care.)

We show mālama when we take care of ourselves, each other and our communities.

"Care for one another." 1 Corinthians 12:25

E hana i ke kuleana.

(Be responsible.)

We show kuleana when we take care of our responsibilities and actively participate in our communities.

"Everyone must do their own work." Galatians 6:5

We practice and integrate these values in our KS Preschool Program through the cultural understanding of our five key program components.

1. **Nā Pilina Aloha** - Building Relationships
We focus on the importance of building relationships that are based on trust and understanding between the kumu, keiki, and 'ohana.
2. **Ka Lauhoe** - Working as Teams
We focus on the importance of using a team approach to support keiki and 'ohana.
3. **Ke Ao Ākea** - Designing the Learning Environments
We focus on the importance of creating engaging environments that reflect knowledge of child development, the 'āina, the keiki and allows each keiki to reach their full capacity.
4. **Ka Mālamalama** - Guiding Learning
We focus on the intentional decision-making and the learning process as a time of enlightenment while helping each keiki shine.
5. **Ka Hō'ōia** - Ensuring Child Outcomes and Program Quality
We focus on how our assessment process helps kumu intentionally plan for future interactions and ensures that our program is high quality.

We also practice powerful interactions which include:

1. **Ho'omau** - Be Present
To be calm; to be in the present moment through peaceful meditation; to focus on our ability to be centered without distractions.
2. **Ho'opili** - Connect
To bring together; to honor one's relationships with others; to be united together.
3. **Ho'ākea** - Extend Learning
To widen, broaden or extend one's perspective.



Assessment

Our preschools use the *Work Sampling System® (WSS)*, which is a classroom-based system used for observing, assessing and documenting what children learn and how they progress throughout the year in the following developmental domains:

- *Personal and Social Development*
- *Language and Literacy*
- *Mathematical Thinking*
- *Scientific Thinking*
- *Social Studies*
- *The Arts*
- *Physical Development*

The information gathered through *WSS* is also used as a guide for planning instruction and topics of study. Our teaching staff shares this information with you during parent conferences.

In addition, our teaching staff uses the *Developmental Indicators for the Assessment of Learning (DIAL)* as a developmental screening at the beginning of the school year. Information from the screening provides teaching staff with an indicator of where children are developmentally and identifies if there is a need for further assessment.

Daily Activities/Routine

<i>Arrival</i>	Children are brought into the classroom by their parents and signed in. They begin the day by engaging in quiet activities or listening to stories. Parents are encouraged to participate.
<i>Circle Time</i>	The whole group meets with the teacher for a group lesson.
<i>Learning Centers</i>	Children go to different centers set up in the classroom. They learn through active engagement in each of these areas. Typical centers are blocks, library, dramatic play, instructional center, art and science.
<i>Outdoor Learning</i>	Children engage in outdoor learning activities such as climbing, sliding, swinging, bicycling, sand play, water play, painting and group games.
<i>Stories</i>	The teacher or teaching assistant reads stories to children.
<i>Lunch</i>	Children sit together with the teacher and teaching assistant for lunch.
<i>Nap</i>	Children sleep in the classroom on their own sleeping mats.
<i>Aloha</i>	Children gather their things and leave for the day. Parents or authorized adults pick up children in the classroom.

In our program you will see:

- Purposeful and meaningful play as the main vehicle for learning.
- Positive interactions that foster meaningful relationships and support the development of social-emotional competence.
- Indoor and outdoor environments that are clean and equipment/materials in good condition.

- Rules posted and used by children, as needed.
- Children are supervised at all times.
- Instructional materials are challenging and engaging.
- Developmentally appropriate songs, prayers, stories and games for learning about Hawaiian culture and Christian values.
- It is a language rich environment.
- There is a balance between child-initiated exploration and teacher-guided instruction.
- Teachers vary learning strategies and activities and make adjustments for individual differences in children.

Behavioral Expectations and Developmental Readiness

To fully benefit from our program, your child must be able to:

- dress/undress self;
- feed self with a fork/spoon and drink from a cup;
- separate from parents with minimal disruption;
- be independently mobile;
- demonstrate safe behaviors which do not pose a direct threat to self and others;
- understand and follow simple one-step directions; and
- participate in the daily activities and routines independently.

Toileting Expectations

All children enrolled in the preschool program must be fully toilet-trained. A child who is fully toilet-trained can:

- verbalize his/her needs;
- use the toilet without assistance;
- dress and undress self;
- wipe self independently; and
- demonstrate self-control.

Children using disposable training pants (i.e. “pull-ups”) are **NOT** considered fully toilet-trained. Preschool staff are **NOT** authorized to provide diapering or ongoing toileting assistance.

We recognize that toileting accidents shall occur. If a child has an accident at school, the teaching staff will care for the child, assist the child in cleaning up/changing clothes and contact the parent/guardian (care, clean, and call).

After the initial orientation period, if a child has **two accidents within five consecutive school days**, the teacher will:

- talk with parents after each incident to discuss the child’s toileting patterns at home and provide information on toilet training, if necessary;
- document each incident;
- inform the Educational Coordinator of each incident;
- schedule a meeting with the family and the Educational Coordinator/Outreach Counselor to discuss possible reasons for the accidents (e.g., family dynamics, stress, illness, etc.) and to create a plan of action that may include, but not be limited to:

- keeping the child at home for two weeks to work on toileting skills, or
- allowing an adult to come to school with the child for two weeks to help the child with toilet training while in school.

If the child continues to have accidents in school, even with the support noted above, the child may be released from the program. Toileting accidents that occur several weeks or even a month apart shall not be counted cumulatively. **Also, parents are responsible for paying the tuition for the day and/or the extended day programs during the leave period(s).**

Field Trips

Field trips are planned throughout the school year to share interesting experiences and explore places. They are off-campus learning activities that may be taken by bus or on foot. Children must arrive at school on time for field trips and be signed in before field trip departure.

A notice will be distributed regarding date, time, place and proper clothing for each field trip. Parents shall sign a consent form prior to field trip(s) and are welcome to accompany the group on designated excursions. **State of Hawai'i preschool licensing requires all adult chaperones (18 yrs. or older) to have a current tuberculosis (TB) clearance and KS requires all chaperones to complete the KS Volunteer Information form.** Chaperones that will be in direct contact with students for an extended period, and/or on a regular basis, are required to authorize a criminal background check annually before working directly with children. The form is available at the preschool regional office. Please see the *Visitors and Volunteers* section of this Handbook for additional information.

Chaperone sign-up sheets shall be posted in your child's classroom once a field trip is planned. As a field trip chaperone, it is your kuleana to interact with and pay attention to the children who are assigned to you. Your cooperation is essential for the health and safety of the children.

Field Trip Attire

For identification purposes, children are required to wear a Kamehameha Schools t-shirt for field trip activities. Kamehameha Schools will provide one t-shirt per keiki each school year. Additional t-shirts are available for purchase through the Kamehameha Schools On-line Bookstore at <http://kapalamastore.ksbe.edu/>. Any child who arrives at school without a field trip t-shirt will not be able to participate in the field trip.

To ensure appropriate and reasonable field trip wear, please check with your teaching staff. For example, children may be asked to wear shorts for picnics, long pants for hikes, etc.

- Students are required to wear covered athletic shoes. Due to health and safety concerns, slippers are not allowed on field trips.
- Adults should wear footwear that is appropriate and reasonable for the field trip.

Due to health and safety concerns, we do not allow siblings to attend field trips nor do we allow unauthorized adults, chaperones and/or siblings to join the class at the field trip site.

Students with Disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of Kamehameha Schools to make its programs, services and activities accessible to qualified persons with disabilities, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him/herself or to others. A "qualified person with a disability" refers to an individual with a disability that is otherwise qualified to participate in any given school, program or activity.

For disabilities or chronic medical/systemic disorders, please contact your regional Educational Coordinator to find out if your child qualifies for disability related services and/or accommodations within Kamehameha Schools Preschool program.

Notification of Program Changes

Kamehameha Schools' preschools will give families written notice at least 30 days prior to any major changes to the program, except for emergencies.

Before and After School

Student Arrival and Departure

For your child's safety, daily arrival and departure procedures are followed:

Signing-in:

- A **parent or authorized adult (18 years or older)** must take the child into the classroom every morning.
- Sign-in sheets are posted at the classroom entrance. Please write TIME and INITIALS on the sheet, and stay with your child until he/she has been greeted by the teacher/teaching assistant.
- On the first day of each week, please wait until your child has a health check (see the "Health Check and 'Uku Policy" section of this handbook).

Signing-out:

- At the end of the school day, children must be signed-out by either a **parent or authorized adult (18 years or older)**. Please write TIME and INITIALS on the sign-out sheet before leaving the classroom.
- Please be sure that your child says goodbye to the teacher/teaching assistant so they know your child is leaving.
- Authorized adults are required to follow sign-out procedures and may be required to show a picture ID upon request. Parents are expected to inform authorized persons that failure to provide a picture ID will prevent your child from leaving for the day.

These arrival and departure procedures are in keeping with State of Hawai'i licensing regulations. Occasionally, there may be a reason to pick your child up at times other than the end of the school day (see the "Early Pick-ups" section of this handbook).

For health and safety reasons, parents are discouraged from having their children, who are not enrolled in the preschool program, visit the classroom.

Absences, Leaves, Tardiness & Pick-ups

Kamehameha Schools' preschool is committed to providing children with high-quality, nurturing educational experiences. In order to accomplish this goal it is important that your child attends school every day, except in cases of illness, injury, or emergency. Excessive absences (excused or unexcused), tardies, and constant early and late pick-ups, in either the regular day or extended day program, interfere with your child's learning and school routines.

Absences

Parents shall call the school to report all absences. If your child is going to be absent, please do the following:

- Call the preschool office, as instructed in the "Preschool Site Information" addendum to this Handbook, before 8:00 a.m. each day your child is absent and state the reason for the absence.

- If your child is absent for 3-5 consecutive days, you may be asked to submit a doctor's written clearance or a written note explaining your child's absence.
- If your child is absent for more than 5 consecutive school days due to illness or injury, parents are required to present a doctor's written clearance stating any limitations of activities or to food, if applicable, before the child can be readmitted to class.
- An unexcused absence will be recorded if the preschool is not notified.

Absence Examples

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> • Illness • Emergency medical appointment • Educational testing recommended by counselor/teacher • Family crisis • Court appearance • Funeral 	<ul style="list-style-type: none"> • Vacation • Parent / student thought school not in session • Missed bus, traffic, car trouble • Overslept • Weather • Road Closures

Extended absences from school can be disruptive to your child's learning. They may cause your child to experience separation anxiety upon his/her return and to need support to make a positive transition back to school. With that in mind, we strongly encourage you to schedule all appointments for your child on non-school days or after school hours. Please avoid family vacations during regular school days.

Tardies

Please arrive at school on-time. Late arrival is disruptive to your child's learning and the classroom learning environment. Our morning activities are designed to help your child make a positive transition from home to school and consistent daily routines strengthen his/her learning and development.

Please schedule an appointment with your child's teacher and/or the Educational Coordinator to discuss any special circumstances which may affect your child's arrival time(s).

A child will be marked tardy as noted in the "Preschool Site Information" addendum to this Parent Handbook.

Early Pick-ups

When in attendance, children are expected to stay the entire day. On occasion, if you need to pick-up your child before school is over, please inform the teaching staff ahead of time.

Late Pick-ups

Late pick-up(s) can be very unsettling for young children since being the last child to go home is never a good feeling and can contribute to his/her fears about going to school. For these reasons we require you to pick up your child on time. Pick-up time is as noted in the "Preschool Site Information" addendum to this Handbook. If you are more than 45 minutes late and no emergency contact can be reached, we are required to call the Department of Human Services or the police.

Excessive Absences, Tardies, and Early & Late Pick Ups

Preschool staff record all student absences, tardies, early pick-ups, and late pick-ups. These types of attendance infractions are counted together. Attendance infractions should not exceed ten (10) days in a semester (i.e., first day of school to the first day of Winter Break; and the first day of school in the new year to the last day of school). Should your child have an “excessive” number of infractions, we will meet with parents to determine if we can be of assistance.

An excessive number of attendance infractions will be addressed as follows:

- After the first five attendance infractions, parents will receive a written reminder and/or have a meeting with the teacher reminding parents of school policies on attendance.
- If additional attendance infractions continue, parents may be asked to attend a meeting with the Educational Coordinator or Assistant Educational Coordinator to discuss possible solutions. At this meeting, attendance probation may be discussed.
- If attendance infractions persist, steps may be taken to release your child from the preschool program.

In cases of excessive illness-related absences, the school will meet with parents to address the medical status of your child and confer with the Kamehameha Schools Medical Director. At no time will this information be used to penalize students or families.

Educational & Personal Leaves

Students who need to leave school to address special needs or concerns may be granted leaves of absence. Examples of such leave include those to address:

- learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program;
- medical conditions including serious illness (e.g., cancer, major surgery, etc.);
- physical or mental health conditions for which a change in school is recommended to support a student’s progress in therapy; and
- family relocation for military or employment reasons on a limited time basis.

Day-to-Day Student Life

What to Wear to School

Children should come to school dressed comfortably in clothing that is easy to remove and put on independently. Clothing should be clean, neat and easily removed. Footwear is required. Slippers are acceptable for normal school days (label both sides with your child's name).

We recommend:

- Pull-on pants with elasticized waistbands.
- Shoes with Velcro closure, rather than shoelaces, because children take off their shoes during the day.
- Flat rubber soled footwear but not more than 1 inch high.
- All items of clothing should be labeled with your child's name.

We recommend that fancy clothes and one-piece clothing (e.g., overalls, jumpers and long mu'umu'u) be saved for home use.

Meals and Snacks

Morning Snack

Children are offered a morning snack of milk and fruit, crackers, or other nutritious food. This snack is not intended to take the place of breakfast at home. It is important that your child have breakfast each morning before school in order to function properly during the day. For those allergic to milk, water shall be provided. Confirmation by your child's physician is required.

Lunch

Parents (unless your child attends Kamehameha Schools preschool at 'A'apueo, Kalihi-Pālana, or Paukūkalo locations ONLY) shall provide a nutritious lunch for their child. Late lunches should be dropped off at the school office, if applicable, or classroom once the school day has begun. **Non-nutritious food and drinks that are high in salt or sugar shall be sent home unopened (e.g. cookies, soda, candy, chips, pudding, dessert items).**

Children and staff eat a family style lunch in their classrooms. Parents are welcome to join the children for lunch when they volunteer in the classroom and have pre-arranged it with the teacher.

Depending upon the location, event and/or teacher plans, lunch is sometimes provided for children on school excursions. All food brought on field trips shall be consumed or disposed of at the lunch site.

Special Diets

Children with dietary restrictions due to an existing medical condition are required to bring a note from their physician stating their dietary restrictions in writing. Please notify the teaching staff immediately if your child has any life threatening dietary restrictions. In some cases, KS may designate a school site as "peanut free". This means no peanut food products/items will be

allowed to be consumed at the preschool site. Your child's teaching staff will inform you if this happens.

In the event your child's preschool site is designated as a "peanut free" school site, you may not send any food item(s) that contains peanuts or peanut products because these items will not be allowed to be consumed at the preschool site.

Food for Special Occasions

Please consult with your child's teacher BEFORE planning any classroom or school event (such as birthdays, seasonal or special parent-child events, etc.). Prior approval from the teacher is necessary. If approval is not obtained in advance of the event, food may not be served.

For health and safety reasons, event foods are limited to nutritious prepackaged or commercially prepared items. No candies, cookies, gum, soda, chips or other types of high salt or sugar foods will be allowed to be consumed in school. These items will be sent home. **Our preschool program does not allow goodie bags for any occasions.**

Student Discipline

KS preschools provide opportunities for children to develop positive social interactions, develop friendships, and learn new communication skills. We focus on the use of positive support methods that are respectful of the child and are individualized according to each unique strength and needs. If your child misbehaves, the school staff will adhere to a process that takes reasonable and appropriate steps to provide for the safety of all children. In addition, the school staff will work to correct challenging behaviors by providing support to students to ensure the quality and safety of Kamehameha's learning environment for all members of the preschool community.

Examples of challenging behaviors may include, but are not limited to:

- Disruptions that affect the learning environment
- Biting another child or staff member
- Self-injury
- Bodily injury, such as kicking, pushing or shoving another child or staff member
- Inability to self-regulate behavior, such as tantrums, separating from parents with minimum disruption, inability to participate in a variety of large and small group teacher-directed activities
- Inappropriate sexual behavior
- Inappropriate use of language

Addressing Challenging Behaviors

Our program promotes the development of pro-social behaviors through division-wide, classroom, and individual supports. Positive Behavior Support (or "PBS") is a division-wide system designed to teach social skills (e.g. making friends, taking turns, expressing feelings, problem solving) and to prevent and address challenging behaviors. When a child requires individual support, we will work with the family using our Positive Behavior Support process - a team process that joins the staff and family together to address a child's persistent challenging behavior.

If challenging behavior(s) occurs, the school's staff will take steps to provide for the safety of all students and to address the behavior(s) using a positive and whole-child approach. These steps may include, but are not limited to:

- Talking to the child to determine what happened
- Discussing and acknowledging the child's feelings/emotions
- Discussing alternative appropriate choices
- Review desired expectations
- Provide teacher directed alternative choices
- Teaching and modeling problem solving techniques such as using your words, taking turns, walking away, finding another activity, etc.

If the challenging behavior (such as tantrums, minor disruptions) continues and /or there are safety concerns (such as biting, self-injury) the following steps may occur:

- Behaviors will be documented and the family will be notified

- Families will meet and discuss the behavior with school staff (e.g., Educational Coordinator, Outreach Counselor, and Teaching Staff)
- Discuss possible solutions and develop individual plans to help the child learn and use appropriate behavior(s)

If all possible solutions have been exhausted, discussion of alternatives such as disenrollment of child from the preschool program or transition to other programs may occur.

Appealing a Disciplinary Decision

Once the decision to release a child for disciplinary action has been made by regional management, it will be verbally communicated to parent(s) then followed-up with a letter. Once the written decision has been communicated, parent(s) have ten (10) working days from the date of the letter to appeal the decision, in writing, to the Po’o Kula of Preschools. Only disciplinary action decisions by regional management that result in release from the program may be appealed to the Po’o Kula.

Appeals must be based on one or more of the following specific factors:

- The presentation of new information regarding the situation that was not previously available during the original investigation of the inappropriate behavior.
- A potential lapse or error in applying the school’s procedures applicable to the situation based upon the school’s disciplinary process.

Once the written appeal has been received, the Po’o Kula will review the information gathered by the regional management.

If there are insufficient grounds for the appeal, the Po’o Kula will notify the parent(s) in writing.

If the Po’o Kula determines there are sufficient grounds for the appeal, a time will be scheduled for the Po’o Kula to meet with the parent(s) and, if deemed necessary by the Po’o Kula, with the child and/or regional management. After the scheduled meeting, the Po’o Kula will render a final decision of the appeal in writing to the family and regional management as soon as practical. The decision by the Po’o Kula is final and not reviewable.

All other disciplinary decisions by regional management that result in consequences other than release from the program may not be appealed.

Safety and Security

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, staff, and visitors at KS preschools and other educational sites.

Items Not Allowed

For the safety and welfare of all, the following are examples of, but are not limited to, items that are NOT allowed in our preschools:

- toys (except at the request of the teachers);
- gum, candy, or any kind of medication, including cough drops or any other toxic substances;
- goodie bags and/or gifts;
- money or valuable personal items;
- cosmetics;
- sunglasses;
- earrings, pierced earrings or expensive jewelry; and
- guns, knives or other sharp objects.

Safety Concerns While Dropping-off /Picking-up

The parking lot and the classrooms are very crowded at drop-off and pick-up times. We ask you to assist us in ensuring the safety of the children by following these precautions:

- Do not double park or block driveway;
- Do not allow young children to exit your car unassisted;
- Do not leave young children unattended in your car;
- Do not leave your ignition on when in the parking lot; and
- Closely supervise and hold on to your children while they are on school property.

Policy on Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting Serious Infractions and Unlawful Activity

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the Educational Coordinator to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. A detailed list of infractions and disciplinary actions can be found in the "Student Discipline" section of the Handbook. For more information about how to report a school infraction, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the Educational Coordinator.

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use, please report it immediately to KS faculty, staff members or campus security. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

Hi'ikua Helpline

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com
- Toll free: 1-844-284-2640

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action.

Visitors and Volunteers

Upon arrival at a preschool site, ALL visitors - including parents, relatives and caregivers - must report to the unit office, sign in, and obtain a visitor's pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. At the end of the visit, visitors must report back to the unit office, sign out and return the visitor's pass.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available at the preschool office.

Volunteers must also have:

- a TB clearance (within 1 year of the start date of the current school year;
- or a negative chest x-ray within the last 6 years) on file;
- and authorize a criminal history record check annually before working directly with the children.

This information is kept in a confidential file in the preschool office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

Kamehameha facilities are tobacco and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, and KS vehicles and/or rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Securing Valuables

To help safeguard valuable items, students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. As such, KS reserves the right to search student lockers, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting Child Abuse and/or Neglect

KS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, KS strives to balance the rights of students with the rights of parents and family members.

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in Your Child's Custodial Status

Kamehameha Schools' policy is to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parent(s) to notify KS in the event there is a legal change in their child (ren)'s custodial status. Please forward any court orders, decrees, power of attorneys that affect your child (ren)'s legal status to the preschool office. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is KS' general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.

Island-Wide Emergencies

Major Emergencies

The Kamehameha Schools preschools have in place an Emergency Operations Plan designed to assist staff in emergencies. The purpose of the plan is to ensure the safety of children, staff, and visitors; minimize property losses; and minimize disruption of academic programs and business operations. The Emergency Operations Plan may be activated by Kamehameha Schools, Civil Defense, and/or other emergency agencies.

Emergency Drills

Emergency drills are a major part of any Emergency Operations Plan. To ensure all children and staff know what to do in the event of an actual emergency, the emergency drills practiced regularly are:

- a. Evacuation: monthly
- b. Earthquake: at least twice a year (1 per semester)
- c. Lockdown: monthly
- d. Shelter In Place (remain at school): twice a year (1 per semester)
- e. Off-Site Evacuation: twice a year (1 per semester)

Emergency Actions

Should an emergency or disaster arise while school is in session, we have made preparations to respond to such events. We will care for your child until it is safe for you to pick him/her up.




Evacuation drills are conducted monthly to either the primary or the secondary site located on school grounds. In the event we need to leave the school, our first relocation choice will be as noted in the "Preschool Site Information" addendum to this Handbook. Depending on the nature of the emergency or the actual situation, the off-site location may change as needed.

Parents will be notified of changes as soon as possible.

In situations where we have ample warning of a disaster (e.g., hurricane), a decision will be made on whether to open or close school. Once a decision is made, this information will be communicated as soon as possible.

Child Pick-Up During Emergency

In the event of an emergency, PLEASE DO NOT DRIVE TO THE SCHOOL TO PICK-UP YOUR CHILD UNTIL YOU LEARN IT IS CLEAR TO DO SO. Complying with this request may help in decreasing the risk to children, staff and emergency personnel. In addition, there may be the possibility that the school will transport your child to another location.

-  Stay by your phone.
-  Wait for instructions directing you to the site where you may pick up your child.
-  Listen carefully to the instructions of the police, fire department, and/or emergency agency.

Communications

Communication and information will be critical during an emergency. Parents can obtain information about the preschool or their child in the following ways:

1. School Messenger: KS will contact parents through the School Messenger system. School Messenger is an internet-based mass communication system that provides automated pre-recorded voice messages and emails to parents and staff. **Please be sure the school is informed of your current telephone and/or cell phone numbers and the information for the person(s) you authorized to pick-up your child is current.**
2. Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations:

Primary Radio Stations (Designated State of Hawai'i Emergency Alert System Radio Stations)					
O'ahu KSSK - 590 AM KRTR - 96.3 FM	East Hawai'i KHLO - 850 AM KPUA - 670 AM KKBG - 97.9 FM KWXX - 94.7 FM	West Hawai'i KLEO -106.1 FM KAQY -106.1 FM	Maui KMVI - 550 AM	Kaua'i KONG- 93.5 FM	Moloka'i Maui radio listing
Secondary Radio Stations					
O'ahu KHHVH - 830 AM KAIM - 870 AM KHBZ - 990 AM KKEA -1420 AM KHPR - 88.1 FM KSSK - 92.3 FM KQM- 93.1 FM KIKI - 93.9 FM KUMU- 94.7 FM KAIM - 95.5 FM KHNR - 97.5 FM KDNN - 98.5 FM KHUI - 99.5 FM KCCN -100.3 FM KUCD -101.9 FM	East Hawai'i KIPA - 620 AM KHWI - 92.7 FM KIPA - 95.5 FM KNWB- 97.1 FM KKBG -106.1 FM	West Hawai'i KHNR - 690 AM KKON - 790 AM KWYI - 106.9FM KAPA - 99.1FM KWXX - 101.5FM	Maui KAOI -1110 AM KKUA - 90.7 FM KAOI - 95.1 FM KAOI - 96.7 FM KMVI - 98.3 FM	Kaua'i KONG- 570 AM	Moloka'i Or Maui radio listing KMMK-102.3 FM Or Maui radio listing

KDDDB -102.7 FM KPHW -104.3 FM KINE -105.1 FM KPOI -105.9 FM KGMZ -107.9 FM					
<p style="color: red;">In the event of an emergency, some listed radio stations may not be in service. Please tune in to any broadcasting station for emergency information.</p>					

3. Telephone: Please do not call the school. Telephone lines may be needed for emergency communication. Please keep your phone free as someone from Kamehameha Schools may be trying to contact you.
4. Evacuation of Children: If children must be evacuated, school staff will take reasonable and appropriate action to ensure the children are moved to a safe location. The evacuation location is as noted in the "Preschool Site Information" addendum to this Handbook.
5. Release of Children: In an emergency, you will be notified by phone and/or radio to pick-up your child as soon as conditions allow. If we are unable to locate you, we will keep your child until we can reach the person you authorized as an emergency contact. If we have evacuated the site, we will take reasonable and appropriate action to inform you of our location if different from what is noted in this Handbook or provided to you.

Student Health

Health Services

The Kamehameha Schools Medical Director advises the preschool on any health related limitations concerning a child. If your child has any special medical problems (e.g., epilepsy, diabetes, or other health concerns) which we should be aware of, please ensure that it is clearly indicated on the health form. You may also inform your Educational Coordinator, teaching staff, and/or the Kamehameha Schools Medical Director (phone: 1-808-842-8075).

The health prerequisites for enrollment in Kamehameha Schools preschools are:

1. An annual physical exam by a medical doctor;
2. A dental check by a dentist;
3. TB clearance; and
4. Updated immunizations for: diphtheria, tetanus, pertussis; polio; haemophilus B; measles, mumps and rubella; hepatitis B; and varicella.

Required Immunizations - BEFORE ATTENDING KAMEHAMEHA SCHOOLS PRESCHOOL CHILDREN ARE REQUIRED TO HAVE:

1. Tuberculosis (TB) clearance
 - o The Tuberculin test (Mantoux) must be performed by a licensed U.S. MD, DO, APRN, PA or the Hawai'i Department of Health within 12 months prior to child's first day of preschool.
 - o Documentation must include the date given, date read and the results in millimeters.
 - o If the results of the TB tests are 10mm+, documentation of a negative Chest X-ray done within 12 months prior to the child's first day of preschool must be provided. (A negative Chest X-ray within the last 6 years is **NOT** acceptable.)
2. A physical examination after August 1, 2015, or within 12 months prior to child's first day of preschool if entering the preschool after the start of the school year.
3. Proof of the following immunizations (all immunizations must meet minimum age and interval requirements between vaccine doses.) Completed dates are required – mm/dd/yy.

IMMUNIZATION	NO. OF DOSES
DTaP / DTP (Diphtheria, Tetanus,	4
Polio (IPV / OPV)	3
Hib (Haemophilus influenzae type b)	4 (with at least 1 given on or after age 12 months)
MMR (Measles, Mumps, Rubella)	1
Hepatitis B	3
*Varicella (chickenpox)	1

* A documented history of varicella, signed by your physician may be substituted for the varicella vaccine requirement.

Requests for Exemptions from Immunization should be submitted to the Kamehameha Schools Medical Director for review and approval. The KS Request for Exemption from Immunization form can be accessed online at <http://ksonline.ksbe.edu/policies/resources/rei.pdf> or you may, contact your preschool office for a copy of the form. Please complete the form and indicate whether you are requesting a Medical or Religious exemption.

Medical exemptions: Provide a letter from your physician on the physician's letterhead certifying that administration of the particular immunization would endanger your child's health.

Religious exemptions: Provide a statement signed by you that names the established church, including duration of your membership or adherence to its religious tenets, and explain how the applicable tenets prohibit immunization.

Lost or incomplete records may result in your child being re-immunized. Please contact your preschool office if you have any questions.

First Aid

Preschool staff members are certified in first aid and pediatric CPR procedures.

Emergency Care

If a child requires medical attention, parents will be called. In the event of a serious medical emergency, emergency medical service personnel shall transport the child to the nearest medical/emergency care facility as noted in the "Preschool Site Information" addendum to this Handbook.

Medication

If a child needs prescribed and/or over the counter medication during the school day, a parent or authorized adult must administer the medication. Children will not be allowed to medicate themselves.

If your child is under the care of a healthcare provider for a severe drug, food, or environmental allergy; or medical condition requiring any activity or other restriction, please complete and submit a separate Kamehameha Schools Preschool Student Medical Emergency Form (SMEF) which can be obtained from the preschool office. If any changes in your child's condition should occur during the school year, please submit a new or updated Student Medical Emergency Form to the preschool office.

The preschool staff will not administer any medication to children with the exception of an epinephrine auto-injector, e.g. EpiPen; students with a known severe allergy should provide an epinephrine auto-injector to be kept at school.

IF AT ANY TIME DURING THE SCHOOL YEAR YOUR CHILD IS ON MEDICATION WHICH MAY AFFECT HIS/HER BEHAVIOR, PLEASE IMMEDIATELY NOTIFY YOUR EDUCATIONAL COORDINATOR AND/OR TEACHING STAFF.

Communicable Diseases

Young children are often exposed to many different illnesses. We ask that you keep your child home if they have any of the following communicable diseases or health conditions:

Communicable Diseases	Health Conditions
chicken pox conjunctivitis (pink eye) hepatitis A, B impetigo influenza measles mumps pertussis (whooping cough) rubella (German measles) scabies, ringworm scarlet fever strep infection active tuberculosis	allergies (untreated or active) cough diarrhea ear aches fever open sores rash, hives red runny eyes runny nose 'uku (head lice) upset stomach any unusual discharges

Children not feeling well enough to participate fully in the school day should be kept home. Children with fever should not return to school until their temperature is normal (less than 100 degrees) for 24 hours without medication.

If your child is absent due to illness or injury for more than 5 consecutive days, your child will need a doctor's clearance before returning to school. If your keiki is injured during non-school hours (i.e., at home, over the weekend) and requires emergency care (i.e., stitches, cast, etc.) a physician's clearance will be required before returning to school.

Physician's clearance should include:

- The nature of the illness or injury;
- The prescribed treatment;
- Directions for follow-up (if any);
- Any restrictions from independently participating in school activities.

Communicable diseases such as chicken pox, pink eye, strep throat, etc. shall require clearance from a physician before returning to school.

Doctor/Dentist Appointments

Please schedule dental or doctor appointments after school or on Saturdays to avoid having your child miss school.

Health Check and 'Uku Policy

Throughout the year, there are periodic cases of 'uku (head lice). To prevent a widespread problem, preventative action is taken. Each first school day of the week staff checks all children for 'uku. On that morning, **we ask that you remain until your child has been cleared.**

If 'uku or nits (eggs) are found, you will be asked to take your child home for treatment. After

completing treatment, your child may return to school if the hair and scalp are free from 'uku and eggs. A check will be made before your child will be allowed to return to class. Your child must receive a second 'uku treatment one (1) week after the initial treatment and a second head check.

School staff can provide you with information about treatment for 'uku. You can also check with your child's doctor or a public health nurse. A regular, careful check of your child's hair and scalp will minimize the times you need to deal with this troublesome pest. We recommend that you keep your child's hair clean, short and neatly groomed.

You may be asked to trim your child's nails and scrub them with a hand brush. These precautions minimize the potential for impetigo and other contagious skin disorders.

Procedure for Sick and Injured Children

Staff will check body temperature when a child appears ill. If the child has a fever, the staff will call the parents or contact an authorized emergency contact to pick up the child for further treatment. To keep the fever under control until the parents arrive, cool oral fluids (i.e., iced drinks) and a cool damp cloth to the head will be administered.

Children will be sent home from school if they have any of the following:

- A temperature of 100°F or above. Students must be fever free for 24 hours without medication (e.g., Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea.
- Indications of an infectious disease (e.g., chicken pox, pink eye, influenza, head lice, etc.).

When a child appears to be slightly injured (such as bumps or bruises), staff may apply first aid by cleaning the wound with water, and apply a Band-Aid® or dressing. They may use an ice pack if swelling occurs.

In the event of a serious medical emergency, emergency medical services personnel shall transport the child to the nearest medical/emergency care facility.

Health Records

A health record is maintained on each student. These records are kept in a secure place at your child's preschool site. The health record contains emergency contact, health insurance and immunization information and a chronological account of first aid administered by staff. It also contains a signed Medical Treatment Agreement and Release form. This information must be updated annually and changes must be reported immediately to the preschool program.

Kamehameha Schools retains all student health records for a minimum of seven (7) years beyond majority. Kamehameha Schools also complies with the Hawai'i Medical Association and American Medical Association rules on medical records confidentiality and retention.

Student Accident Insurance

Kamehameha Schools carries general liability insurance and provides limited accident insurance for students for any accidental injuries which may happen during participation in any school function, activity, or trip, and pays any loss in coordination with parents' personal medical insurance or as primary insurance for those uninsured.

Business Matters

Tuition

It has been a long-standing policy of Kamehameha Schools that parents support their child's education by bearing a portion of the cost of that education. The charge for tuition for children enrolled in Kamehameha Schools educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program.

Kamehameha Schools charges a \$100.00 non-refundable enrollment deposit, which is considered a "minimum family contribution" and credited to the cost of tuition. All families, even those who qualify for full financial aid, are required to pay this \$100.00 non-refundable enrollment deposit.

For families who feel they cannot cover their portion of the cost to attend our preschool, Kamehameha Schools provides financial aid to those who demonstrate financial need. See below for further information regarding Kamehameha Schools financial aid.

Payment of Bills

All payments due to Kamehameha Schools must be kept current. If you do not make payment(s) as required by Kamehameha Schools' Tuition Contract, Kamehameha Schools will follow its policy governing unpaid student accounts, which provides for the following non-exclusive remedies: a) late charges; b) suspension of enrollment; c) disenrollment; d) denial of registration of your child(ren)/ward(s) who has/have applied for admission into KS programs; e) disqualification from receiving any financial assistance from other KS programs; and f) referral to a Third Party Collection Agency.

Parents should note that no reduction in tuition (and meals and extended day program charges, if applicable) will be made for the child's absence from preschool.

Prorated Payment If Student Is Released

If a child is released from the preschool during the school year, the parents will pay for half a month if the child is withdrawn or dismissed in the first fifteen days of the month. The parents will pay for the whole month if the child is withdrawn or dismissed from the sixteenth day through the end of the month. If the adjustment results in a credit to the child's account, Kamehameha Schools will issue a refund within 90 days of the withdrawal or dismissal.

Financial Aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial aid to families who lack adequate resources to support their children's education. Financial aid awards may cover all or part of the following charges:

- tuition;
- meals (if applicable); and
- extended day (if applicable).

Expenses **NOT** covered by Kamehameha Schools Financial Aid program include, but are not limited to, the following:

- early or late drop off/pick up fees;
- tutoring; and
- medical expenses.

How to apply for financial aid:

Kamehameha Schools financial aid applications and application guidebooks can be accessed online at www.ksbe.edu/finaid. To receive an application packet by mail, call the Kamehameha Schools Applicant Services Center at 808-534-8080 (O'ahu). Neighbor island applicants may call toll-free at 800-842-4682, and press 2.

If your child is invited to enroll after July 1st, you will have up to 30 days after the date on the Kamehameha Schools Admissions invitation letter to apply for financial aid. Late invitees must attach their invitation letter for full award consideration.

Student Records and Information

Qualified Kamehameha Schools staff, parents, and/or others (e.g., government officials with a need-to-know; appropriate parties in health or safety emergency situations, etc.) are allowed to inspect and review a student's record, subject to complying with KS' policy governing student records. All non-qualified persons requesting student information are required to obtain written permission from parents. If you would like information in regard to your child's student records please contact the Educational Coordinator.

Directory Information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken and the school will contact the parents, who may then decide if they wish to contact the caller.

"Directory Information" may include:

- child's name
- address
- telephone number
- date and place of birth
- activities
- dates of school attendance
- degrees and awards received
- most recent and previous education institution attended
- other similar information