

ALAKA'I ACADEMY



PARENT HANDBOOK

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1. MISSION

The mission of Alaka'i Academy is to support the development of Hawaii's children while providing parents with the reassurance that their children are thriving.

2. GOALS AND OBJECTIVES

Alaka'i Academy's main goal is to assist in the development of children. Helping them develop essential personal, social, emotional and intellectual traits that will enable them to fill the measure of their potential as individuals. We strive to do so in an enjoyable and safe environment that children look forward to participating in.

3. CALENDAR

The School is open Monday thru Friday, except holidays. Please refer to the current school calendar for details concerning holidays and breaks.

4. PRESCHOOL PROGRAM

This program is geared to children from the age of 24 months to under the age of 6. The program is designed to help children develop social, emotional, personal and intellectual traits. We also focus on guiding the child in the discovery of their passions and unique skills. Classrooms are equipped with learning centers where supervised activities are conducted in groups and individually. The children's experience is further enhanced through outdoor play, gardening, theater, music and dancing, PE, eco-healthy practices, foreign languages, reading and writing skills, art, education, and problem solving exercises. Toilet training is part of the 2-year-old class curriculum.

5. DROP-IN PROGRAM

This program is geared to preschool age children already enrolled at Alaka'i Academy on a part-time basis. Drop-in care children may join the activities of the Preschool enrolled children for the day.

6. CENTER HOURS

The Center is open Monday through Friday from 7:00AM until 5:30PM. The center's structured activities commence at 7:00 am and conclude at 5:00pm.

There is closely supervised group play from 5:00 to 5:30. This allows for a 30 minute grace period for student pick-up as the center closes promptly at 5:30pm. Please refer to the Alaka'i Academy School Calendar for details.

7. ADMISSIONS

Our academic year is from August to July. However, we will enroll a child mid-year, if we have availability. A personal interview of prospective students is required so that proper placement may be determined. All students are subject to a four-week adjustment period. If after this adjustment period, the child has not settled in, a conference will be scheduled to determine if our program is meeting the needs of the child. Parents are also required to tour the facility and meet with the Director prior to admission.

8. ENROLLMENT

The Enrollment process includes submitting a non-refundable registration fee, tuition for at least the first two weeks and completion of the registration forms. The registration package will be provided at this time and must be completed before the child's first day. Children will not be admitted until all of the required registration forms and medical requirements have been submitted as well as the signed Tuition Agreement.

9. EARLY WITHDRAWAL

If parents wish to withdraw the child from preschool program, they are required to give 30 days' written notice or further tuition charges will accrue.

10. TUITION & FEES

The Tuition Agreement indicates the rates, which vary depending on the child's age and the modality of the program selected Part-time or Full-time. Tuition must be pre-paid at all times. For your convenience, we offer several payment options:

Annual payment option. This option allows the parent to pay in full for the entire year. Parents that choose this option receive 10% off their annual Tuition rate.

Quarterly payment option. This option allows parent to pay in full for three months at a time. Parents that choose this option receive 5% off their annual Tuition rate.

Weekly payment option. This option allows parents to pay week by week. Payments must be made for at least 2 weeks at enrollment, and every week thereafter. Parents that choose this option must sign up for one of the automatic payment option.

Returned payments are assessed a service fee of \$30.00. Delinquent accounts are sent to collections and all costs associated will be the responsibility of the parent/guardian and billed accordingly. There is a sibling discount of 10% off the tuition amount for each additional child enrolled.

Tuition is charged weekly (52 weeks annually) and payable every Monday. Accounts maintain a 1-full week paid ahead balance, therefore a payment made on Monday is credited for the following week. Should the Monday be a school holiday, payment is due the next business day.

11. REFUNDS

The tuition rate is the same regardless of the number of days a child attends. There are no reductions in tuition for illness, family vacations, school closures or any other reason.

12. NUTRITION

Alaka'i Academy participates in the Hawaii Child Nutritional Program. Alaka'i Academy provides meals that are nutritionally balance and portioned appropriately for each child as directed by the USDA - Child and Adult Care Food Program (CACFP). As such, Alaka`i Academy "is an equal opportunity provider."

Parents may also choose to send their children with their own lunch/snacks to school. If you decide on this option, please make sure that enough food is included in your child's lunch to provide a healthy balance of the food groups. Standard size lunch pails with child's name should be used. Please do not send candy to school.

Although proper nutrition is an important part of our day, we will not force a child to eat. We will encourage them to take bites and monitor their consumption; however we will not punish a child for not completing their lunch.

13. IMMUNIZATION REQUIREMENTS

Prior to enrollment, it is required that the parents submit a physician's report which covers the child's general health, physical and emotional

maturity, special needs, and immunizations. A child may be exempt from immunization requirements when (a) his physician recommends against immunization on medical grounds and a letter is received by the school, or (b) his parents sign a medical release based on religious beliefs. A child may not begin school unless immunization or exemption requirements have been met.

14. PERSONAL BELONGINGS

Each child is provided with a cubby intended for personal items such as an extra change of clothes, pillows and blankets for nap time. Personal games and toys may not be brought to school. Toys can become lost or broken and this can be very distressing to a child. We are not responsible for forgotten or lost items. We will have a lost and found area. These items will be held for a month and then donated.

15. OUTINGS/FIELD TRIPS

To enhance and expand on what is being taught in the classroom; safe extra-curricular outdoor field trips are conducted. Students chosen to participate in field trips are limited only by where we visit and overall safety needs of each individual student. It is at the Teachers discretion, after consultation with the parent, whether or not a student will participate in a particular field trip. A parent/guardian signature is required on our Permission Form and trip fees, if any, will be kept minimal. Parents may be asked to chaperone; likewise, parents may volunteer.

Outdoor Activities/Park Visits -Outdoor walks occur near the center and community park visits occur on pre-arranged days depending on your child's class schedule. If you would prefer that your child not participate in these activities, please make your desires known to the staff. If you wish for your child to use sunscreen, please apply sunscreen prior to bringing your child to school.

16. ILLNESS

Good health is an extremely important factor among all children and employees. Although daily disinfecting and positive health habits are implemented throughout your child's day, sickness can occur at anytime. Alaka'i Academy is not equipped to care for and provide the constant attention an ill child deserves. The following symptoms are signs that the child needs to stay home:

- Nasal Discharge
- Continuous coughing
- Conjunctivitis (pink eye)

- Temperature of 99.6 or higher (indicative of a fever)
- Diarrhea, Nausea, Vomiting (indicative of gastro-intestinal illness)
- Rash, Impetigo, Cellulites (indicative of viral illness, allergy, or bacterial infection)
- Pediculosis (head lice)

Should a child become ill while at Alaka'i Academy, he/she will be safely kept aside from other children and comfortable until an authorized person is contacted and arrives for pick up. We reserve the right to call a parent if a child is suspected of having a contagious illness. A child sent home due to a contagious illness should be seen by physician with recommended date child may return to school.

17. LATE PICKUP

Program ends at 5:00 PM, and the school closes its doors promptly at 5:30 PM. All children must be picked up before that time. After 5:30 PM, an effort to contact the parent(s) will be made. If no response, authorized individuals will be contacted next. If there is no contact 30 minutes after Center closure, a report will be made to the local authorities. A fee of \$1.00 per minute per child will be charged for children picked up after 5:30 PM. This fee is payable at the time the child is picked up. This late fee is strongly enforced.

Continued tardy pickups will be addressed first with a written warning, second with a meeting with the parent and teacher, and if the tardy pickups continue, the child may be subject to removal from the program.

18. SPECIAL ACCOMMODATIONS

Alaka'i Academy makes reasonable efforts to accept children that require special accommodations. Parents/guardians requesting special accommodations must provide a written childcare recommendation from the child's source of health care. The academy may ask for a consultation between parent, staff, and any outside team members the parents deem beneficial. We all will take into careful consideration whether Alaka'i Academy has the staff and capabilities to provide the accommodations necessary for the safety and well-being of each individual student. Rates and fees may vary dependant on the availability and ability of Alaka'i Academy to provide care. If one-to-one supervision is required at anytime, parents will be informed of our decision, and whether additional fees apply.

19. DRESS CODE

All children must come to school with a clean, neat appearance and be dressed appropriately for the day's activities. Comfortable clothes which allow children to run, jump, and engage in various activities are encouraged.

Alaka'i Academy supplies socks daily that are to be worn on all indoor play areas. These socks are kept at the school and washed daily. Parents may choose to have their children wear clean socks provided from home. Footwear is not allowed inside but is required for outdoor activities. Additionally, art projects may result in clothes becoming soiled. A daily bath, clean hair, clipped fingernails and brushed teeth are expected.

20. CHANGE OF CLOTHING

Children must have an extra change of clothes that is clearly labeled. If the child uses them, they will be sent home and must be replaced on the following school day. It is the parent's responsibility to replace them as the child grows into a new size.

21. PARENTAL INVOLVEMENT

Parent conferences are scheduled twice annually, in the fall and again in the spring. Written evaluations will be issued in the winter and the last day of school. Special meetings may be scheduled at times that are mutually convenient for the parent and teacher.

Prospective parents need to schedule a tour with the front office prior to visiting the school. The best time for a tour is between 9:30 AM and 11:00 AM Monday through Friday.

Please refrain from discussing detailed subjects with your child's teacher when he/she is being dropped off. This is a significant time of the day when the teacher must be free to greet all children entering the class.

Parents who have a talent, career, or hobby that would be interesting to the children are encouraged to participate. We would love for you to make arrangements with the Director to set up a time to share this information with the children. Parents are also encouraged to share anything they may have to aid in our different curriculum studies. Parent volunteers are welcomed and encouraged to participate in our program. Please notify the Director if you have an interest in becoming involved. Please be sure to schedule your visit ahead of time so we can all be prepared for your visit.

22. NAP

Alaka'i Academy offers a nap/rest time for children daily between 12:30 PM and 2:30 PM. The children will be taking a nap in their respective classrooms on individual mats. The school will provide the plastic foam mat for nap/rest time. Bedding is not shared and is regularly laundered. Parent are requested to provide required bedding, including:

- Labeled crib sheet (used to cover mats)
- Small blanket
- Very small pillow (optional)

Should a child awake between these hours, quiet activities are prepared.

23. DISCIPLINE

Teachers at Alaka'i Academy manage behavior in their classrooms in a non-punitive, age appropriate manner. We utilized the process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example "We walk inside the building" rather than "No running".

Preschoolers will be encouraged to learn problem-solving skills and become self-correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers will assist in pointing out logical consequences to both positive and negative behavior.

Children are redirected to an alternate activity if their behavior continues to be inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. Individual behavior management plans will be implemented. If a child's behavior is unmanageable within a group setting, parents will be consulted and an individual behavior plan implemented.

No child shall be subject to physical corporal punishment, humiliated, frightened, verbally abused, or denied food, rest or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption.

24. BITING

We understand that at times children may bite. This is most prevalent in two year olds. Young children have difficulty expressing their feelings into words therefore occasionally they will bite. We will work with you as much as possible, to help alleviate the problem. However, if biting cannot be controlled we will have to terminate your child's enrollment. You are welcome to re-enroll when the biting has subsided.

25. DISMISSAL FROM SCHOOL

A child may be dismissed by the school without prior notice if, in the opinion of the school, it is in the best interest of the child or the school to do so.

26. SAFETY PROCEDURES

Alaka'i Academy takes various measures in protecting the health and safety of the children. The safety of the children is our primary concern. All staff members are required to take CPR and First Aid training every two years. All staff members are familiar with our emergency disaster plan and their assigned duties.

First aid kits are available to care for minor injuries, cuts or scrapes. Fire and earthquake drills are conducted monthly. Fire extinguishers are available throughout the facility. Our school has a fire alarm system with pull down alarms, strobe lights, smoke detectors and sirens. Evacuation signs are posted throughout the building. The emergency exit signs in the hallways are illuminated in case of a power outage. Each classroom is equipped with an outside emergency exit.

When going on walking excursions, or otherwise leaving the school premises, additional personnel often accompany the teacher, assistant teacher and/or aide assigned to that class to help supervise the children.

27. ADMINISTRATION OF MEDICATIONS

Administering Medication - Medication is not normally dispensed to children. If failure to medicate poses a life-threatening situation, an exception may be made by Alaka'i Academy. A written doctor's note stating the medication is required, the type of illness or injury AND a statement that the condition is not contagious is required. You are also required to complete a Dispensing of Medication Authorization Form. Medications must be in the original pharmacy administered container and clearly labeled with your child's name, dispensing instructions, and the doctors name and contact number. We reserve the right to deny approval of a request under this Administering Medication policy.

28. EMERGENCY/DISASTER PREPAREDNESS

In the case of an emergency requiring evacuation, parents will be notified and the children will be supervised at the school until their parents arrive.

During disasters, it's better to have children with parents/family, especially if the child takes medications, has other needs that may exacerbate during emergency. If evacuation is necessary, children will be taken to the nearest and safest area directed by local authorities and if possible, that information will be posted on Alaka'i Academy's doors. Keep in mind, that hurricane warnings are given anywhere from 48- 36 hours before landfall. Parents should **not** have their children in school in this situation. Other disasters, like earthquake, tsunami where impact may be less predictable, may still provide some lead time to pick your child up. Man-made disasters are more complicated, less likely to happen, and may be more immediate, but you are still expected to pick up your child as soon as possible after being notified by Alaka'i Academy. Phone lines may be interrupted during an emergency; however, your child will be continuously under our supervision until your arrival. Proper civil service departments will be notified once children are safe. Most disaster shelters operated by American Red Cross will not provide food/water for the first 2-3 days post disaster, since their immediate role will be to provide mass shelter and provide immediate triage and care. Food and other sustenance items will probably deploy once roads and food donations can be delivered from vendors or donations. The two designated mass shelters for large-scale disasters are currently: Kealakehe High School and Konawaena High School. Other shelters may be opened depending on the nature of the disaster. These two schools have capacity to sustain hurricane force winds, etc and other needed infrastructure to house/shelter population.

29. EMERGENCY MEDICAL CARE

In the event of an accident, first aid will be administered and an Accident-Injury Report will be created. In the case of an emergency, Alaka'i Academy will call 911 and contact the parent/guardian or authorized persons immediately. If ambulance assistance is needed and the child is not released from our care, an employee will be designated to accompany your child to the nearest hospital and shall remain in close contact with both the child and Academy. That employee will remain with the child until the parent/guardian/authorized individual indicated on the child's Information Record Form is properly identified through Academy records, and the parent/guardian verbally or in writing, assumes responsibility for the child's supervision. A signed release statement is requested from the parent/guardian. Information from the child's records will be used to obtain and provide helpful information.

30. PRIVACY

Alaka'i Academy stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the

confidentiality of verbal information and written records is a policy of our school. Anyone requesting children records/information from Alaka'i Academy must send a request form with a parent signature to our facility. We will not release academic documentation without a parent signature. The only exception to this rule applies to Law enforcement agencies.

31. THREE STRIKES POLICY

We have implement a three strikes you are out policy regarding extreme misbehaviors, aggression (such as revenge hitting/biting) and/or other situations such as bullying and chronic teasing/disturbing behaviors.

32. POLICY CHANGES

We reserve the right to change school policies at any time.

33. Acknowledgement

I have read and acknowledge the **Parent Handbook**.

Parent/ Guardian signature

Today's Date

Updated 1/2016