

Friendship Christian Schools



Preschool/Kindergarten Handbook 2016-2017

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**FRIENDSHIP CHRISTIAN SCHOOLS
PRESCHOOL THRU KINDERGARTEN**

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Phone: 808-687-3638
FAX: 808-681-0904

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President.....Pastor James Reid
Early Childhood/Elementary Administrator.....Mrs. Donna Reid
Middle/High School Administrator.....Mr. Craig Calizo

Aims and Objectives

As a group child care center, our goals and objectives are to provide experiences for children which:

- help them develop a positive self-image;
- encourage and motivate them to learn;
- guide them in meeting their full potentials;
- help them become well-rounded and balanced in their physical, emotional, intellectual, social and spiritual development;
- stimulate their thinking by helping them analyze problems and arrive at possible solutions;
- encourage them to express themselves through language, materials and activities;
- challenge them to explore their environment;
- provide for social development with other children;
- develop in them a positive attitude toward learning;
- teach them to respect and appreciate others.

The planned program will promote growth in all areas of development of the children. They will have opportunity for physical growth and development through various activities which will include free play on FYC's playground facilities and planned games and activities. There will also be an area provided for active inside play during inclement weather.

The children will learn about health, nutrition and hygiene through formal and informal conversations and activities.

Intellectual development will be fostered through the academics program as well as the toys, games and daily discussions with other children during playtime, art activities and the academics program.

Manipulatives will help develop small muscle coordination and be a hands-on experience for various concepts. Field trips and in-room presentations (such as parents sharing cultures and science experiments) will help them expand their views of our world. Each child will be accepted on his/her level and encouraged to develop his/her potential.

There will be daily opportunities for individual self-expression during free play, art and conversations. Our discipline will be aimed at helping the children become self-disciplined and in guiding them to work through problems with other children. We want to foster self-respect as well as respect for others. This will be done by example through the staff and in guiding them through individual incidents.

The children will develop a positive self-image by first being given activities they are capable of completing with the skills they possess. They will then develop those skills to a higher level and learn new skills. The staff will treat each child with the respect due every individual. In this way, the children will also be encouraged and motivated to learn.

Social development will be a daily, ongoing learning experience in associating with children and adults of various cultures and backgrounds at the facility, as well as special activities with this goal in mind.

Spiritual development will be fostered in daily formal activities and interaction with the staff.

Admissions

Ages of Preschool/Kindergarten Children

Only children 3 years-old by August 1 through five years of age may be accepted into the preschool/kindergarten programs. Each child must be potty trained. We reserve the right to use our professional judgment in determining the placement of each child on an individual basis. State regulated teacher/student ratio will be the standard for each class. Our license permits 131 preschool children at our facility.

Before and After School Programs

Only those students enrolled in our school program may take advantage of our before and after school programs.

Admission/Enrollment Procedure

Parents seeking to enroll their children at Friendship Christian Schools should adhere to the

following procedures. Upon request by the parent, FCS will mail enrollment packet #1 containing the following items to the parent:

1. Cover letter
2. Program sheet listing school time and general information
3. Statement of Philosophy/Curriculum statement page
4. Application for enrollment
5. Financial Disclosures
6. Financial summary sheet which explains tuition costs and fees

Parents are requested to read the materials and fill out the School Application. The Application should be returned to the school with the appropriate registration fee. Upon receipt of the application, FCS will mail enrollment packet #2 containing the following information to the parents:

1. Cover letter
2. Smart Tuition Application (due with comprehensive fee)
3. General Authorization Form authorizing students to go on field trips and designating people who may pick up K3-K5 students
4. General Medical Emergency Form authorizing emergency medical attention if needed
5. General Health Notice notifying parents of required health-related paperwork needed prior to a student attending school
6. Sample Form 14 showing medical form required from the doctor's office
7. Supply list
8. Uniform information
9. School calendar

When the paperwork in the second packet has been filled out, parents are requested to return it to the school.

Parent and child will be interviewed before the student attends class. The child may be tested for placement. The testing fee is due before the exam will be administered. Once all necessary forms have been completed and the entrance exam has been taken, a school official will schedule an appointment for an interview with the student and parent(s). After the interview, parents will be notified of the school's decision.

State Requirements for admission

All children in Hawaii entering school for the first time must have a complete physical exam, including immunizations and TB testing. Required immunizations are polio, tetanus, diphtheria, pertussis, measles/ mumps/ rubella (MPR), Hepatitis B, Hib., and varicella. In addition, preschool children must fill out the Early Childhood Pre K Health Record Supplement.

Admission of Handicapped

Admission will be considered on an individual basis in relation to our facilities and the ability to meet the child's needs both physically and academically. Our policy is to operate within our state and federal law to follow the Americans with Disability Act (ADA) law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to our faculty.

DAILY OPERATION TIME SCHEDULE

The center's hours of operation from Monday thru Friday shall be as follows:

Before-School Care	6:30 a.m. to 8:00 a.m.
Regular School	8:00 a.m. to 2:15 or 2:30 p.m.
After-School Care	2:30 p.m. to 5:30 p.m.

(No night care will be offered)

PAYMENT AND FEES (FINANCIAL POLICY)

(See insert for specifics)

Method of Payment

Discounts are given for full tuition payment and for each additional child. Smart Tuition is contracted by FCS to manage monthly tuition and extended care fees. Enrollment in Smart Tuition is required for parents who choose the monthly payment option. Payments through Smart Tuition may be made by automatic bank account withdrawal or automatic credit card charge. Other fees such as registration, comprehensive, and incidentals will continue to be paid through the school offices. Refer to the Financial Summary Sheet for due dates, cost, and details for tuition, extended care, and other fees.

Tuition, extended care and other fees are **not** refundable. Parents should understand that the obligation to pay these charges for the full academic year is unconditional and that no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Friendship Christian Schools.

Payments overdue more than ten (10) working days will result in automatic withdrawal of the child from school unless arrangements have been made with the administrator. The student will not be allowed to continue into summer school or the new school year if there is a past due balance on your account.

It is our policy to charge \$25 for all checks returned to us by your bank for any reason. If two checks are returned, the account will be on a cash basis for the remainder of the school year.

PLEASE NOTE: FCS will not accept postdated checks nor will we accept payments for the tuition. This must be paid directly to Smart Tuition, and the payment will be returned if it is given to a staff member.

POLICY: *Tuition is calculated as an annual figure. Vacation time or absent days will not be refunded. Check the financial statement for the date the first payment must be paid depending on the payment plan selected.*

Withdrawal Notice

If your family is moving and your child must be withdrawn from school, a two week withdrawal notice is required and must be submitted in writing to the school office.

HEALTHCARE

Sick Children

Be sure you have someone to care for your child in case of illness. No sick or moderately sick children will be allowed to attend school. This includes children with any contagious/infectious diseases, fever, vomiting, diarrhea, severe asthma, headache or cold, painful injury or head lice. Children with communicable diseases may not re-enter school without a doctor's permission.

If your child has a temperature of 99.5 degrees or above, do not send him/her to school. Also, do not give your child fever medication and then bring him/her to school. A child should be without fever for twenty-four hours before returning to school.

Medications

If a student is to take **any medication** while at school, he/she must have the Prescribed Medication form including a parent's signature on file in the office. The medication to be dispensed will be kept in the school office and dispensed by school staff according to the doctor's instructions. Medication must be in its original prescription container with a label attached.

ILLNESS: We will neither diagnose nor treat a child who becomes sick at school but will notify the parent to pick him/her up. Should a child become sick at school, the legal guardian or emergency contact person will be notified. The sick child will be taken out of class until an authorized person comes to pick him/her up. **The child must be picked up as soon as possible.**

Accidents

Only minor injuries will be attended to at the school with band-aids, soap and water, and ice. An accident/injury report will be filled out. One copy will be given to the parents, and one copy will be kept on file in the office. If an accident is more serious, the parent will be contacted immediately. If the parent or emergency contact person cannot be reached, then an adult will transport the child to the nearest treatment facility, as authorized by a legal guardian. A staff member will remain with the student until an authorized person picks him/her up.

Health Consultant

Friendship has made arrangements with the Leeward Oahu Health Nurses to provide health care consulting services for children enrolled in the center.

PROVISIONS

Special Needs

Through observation and interaction with the children, teachers will be watchful and alert to children with special needs, and these needs will be addressed accordingly. Teachers' observation and plan of action shall be shared with the parents on a timely basis.

Programs

Before School Care shall include socialization and a time for children to do individual work such as small muscle coordination (playdoh, coloring, puzzles, small games, etc.).

School shall include academics, i.e., phonics, mathematics and social studies, Bible studies, art and music, indoor and outdoor play time, organized games, manipulative skills, free play time and rest time.

After school care shall consist largely of playtime with the majority being outside activity. A story hour, quiet time and projects will also be incorporated.

Meals/Lunch/Snacks

We offer an optional catered lunch. No candy or gum is allowed at school. All drinks in lunches must be at least 50% real juice, water, or milk.

For those in the K3 and K4 program, a healthy and nutritious snack will be provided each morning. Kindergarten students must bring their snacks from home. A second snack will be given to those in the after school program. Milk will be available for purchase to supplement lunches brought from home.

STUDENT POLICIES

Address and Phone Numbers

Please keep the school office informed of any changes in phone numbers or address. It is important for emergency situations and any school mailings.

Attendance

It is essential that each child be at the school by 7:50 a.m. daily in order to begin a disciplined and organized day. Please notify the school office if your child is going to be absent or late for any reason. A child is considered tardy if he/she arrives after 8 a.m. Children will not be admitted directly to class after 8:15 a.m. They must wait in the office until an appropriate break in classroom activity. Excessive tardies and/or absences may result in slow progress because of missed instruction time and will be reflected in progress reports.

Discipline

We believe that in order to develop character within a child, it is necessary to provide discipline standards that will produce an effective learning environment. We will not allow a child to be destructive, use foul language or to hurt others. Discipline will consist of redirection, counseling and time out. Reinforcement of good behavior will also be a part of the discipline. Parents will be informed of reoccurring misbehavior, and conferences may be called to deal with the problem. As a Christian school, we believe the parent is ultimately responsible for the discipline of the child.

In cases of severe discipline problems, the parents will be asked to pick up the child. The child will be out for the remainder of the day. Upon the second infraction, the child will remain out of school until a conference occurs with all the child's legal guardians. If a third infraction occurs, continued enrollment will be at the discretion of the administrator. No reimbursements will be given for suspensions.

Enrollment of children in Friendship Christian Schools is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

Open communication between the home and school is essential to having a profitable, enjoyable school year for all concerned. If there is a question about a classroom activity, talk to your child's teacher. Please approach any discussion with the right attitude remembering we all want what is best for the students.

Disclosure

Information pertaining to an individual child, parents or guardians of the child shall not be disclosed to persons other than the staff unless the parents or guardians of the child grant written permission for the disclosure. A parent or guardian may obtain a "Release of Information" form from the office authorizing certain information to be given out.

Dress

Uniforms are required at all times (see pamphlet provided by school). Solid black, tie shoes (canvas shoes are preferred) must be worn with the uniform ankle socks. Children may not be admitted or may be sent home if they are out of uniform. Only Friendship sweaters or sweatshirts may be worn as outerwear at school.

Jewelry and Hair

Girls: Only small stud earrings are allowed. No other jewelry (bracelets, watches, necklaces, etc.) will be allowed for safety reasons. Hair is to be neatly combed and kept out of eyes. Clear nail polish only.

Boys: They are not allowed to wear earrings of any sort. No other jewelry (including watches) will be allowed. Hair should be off the ears and above the collar. Tails are not allowed.

No colored, dyed, or faddish hairstyles are acceptable for boys or girls.

Tattoos are considered a distraction to the child, and therefore, are not acceptable for either boys or girls.

Field Trips

Parents will be notified in advance of any field trips or excursions. Relatives of students are used as chaperons on field trips. Without these volunteers, excursions would not be possible. We ask that chaperons dress appropriately according to FCS standards. Siblings are not allowed to go.

Fund Raising

Students will not be required to participate in fund raising. The parents will receive written notification of school-sponsored fund raisers. No outside fund raising will be permitted without the administrator's approval.

Lost and Found

Make sure children's names are on all belongings. Lost and found items not claimed by the end of the semester will be sold at a sale or donated to a charity.

Birthday and Holiday Celebrations

Preschool and kindergarten children may celebrate birthdays at school with special refreshments, but this is to be a simple celebration without decorations or party favors. Each class will have one day a month to celebrate all birthdays in that month. Talk to your child's teacher about the time and date for this.

Holiday celebrations will be planned by each individual teacher, and the teacher will notify parents when there will be a party and if any assistance is needed.

Grading System

<u>Grade</u>	<u>Range</u>
A	93-100
B	84-92
C	70-83
D	63-69
F	Below 63

Other marks are used to evaluate the progress of the preschool children. These include: **NI** = Not Implemented, **I** = Improvement Needed, **S** = Satisfactory or Sometimes, and **A** = Almost Always. **Plus**, **check**, or **minus** may also be used in some instances to signify Good, Satisfactory, or Unsatisfactory.

Homework

Homework will not be given as punishment but instead to strengthen the developmental level of each child. It will be the material the child has learned in class and will be intended to help increase understanding, retention and to develop good study habits. Parents are encouraged to be involved in providing a good learning atmosphere for their child and to help the child learn responsibility in completing and returning homework promptly.

Liability

Liability insurance shall be \$1,000,000 per child, per injury. Should this coverage ever change, parents will be notified within seven working days of the change of policy.

Nap Time for Preschool and Kindergarten

We believe nap time is essential for the child's day and will be scheduled. Each child will have his/her own sleeping mat. Although a child may not sleep, they will all be expected to rest quietly.

Permission Forms

All permission forms must be completed and on file by one week before entry into school. These include permission for medication, emergency treatment procedures, field trip authorization and authorized pick-up persons. The information on these forms must be kept current.

Personal Belongings

All personal belongings (change of clothes, sleeping bag or blanket, pencil box, jacket, etc.) shall be marked with the child's first name and last initial. Each child will have his/her own personal "cubbie". Children are not to bring toys, candy or gum unless a special occasion is announced. All preschool/kindergarten children must have a change of clothes in the classroom.

Pick up and Visitors

Parents may not come to the classroom until children are dismissed. An authorized parent or person authorized by legal parent must sign out the child daily. If the person picking up the child is not recognized, a picture I.D. will be requested and checked with the authorized pick-up list before release of the child. If a child is not picked up by 2:40 p.m., he/she will be placed in the after school program and charged the appropriate fees. All children not in extended care must be off the property by 3:00.

Parents/visitors must first check in at the school office. Please dress appropriately when visiting the school. No smoking will be allowed on the premises.

In the matter of authorized pick-up, the school will be responsible exclusively to the parent or legal guardian registering the child in the school and signing the admission papers.

Progress Reports

Conferences and close communication with parents are necessary since no progress report completely reflects how a child is doing academically and otherwise. Conferences set up by the teacher will be mandatory.

1st 9-weeks of school - A teacher/parent conference shall be made as to the student's progress.

2nd, 3rd and 4th 9-weeks will be followed up with written progress reports. (Conferences if requested)

Other means of communication will be made on an "as needed" basis. Parents are encouraged and welcomed to make appointments with the teachers or administrator concerning their child.

Please return report cards promptly so they will not be misplaced. There will be a \$3 replacement fee for lost cards.

Transportation

Parents will be responsible for their child's transportation to and from school. In the event of a field trip, a bus or van will be rented and driven by a licensed operator.

Use of likeness

Photos of students as well as their artwork, writing samples and other school work may be used by Friendship Christian Schools in printed or electronic publications, marketing media or any other published material without further notice.

DISASTER PLANS

We believe it is important that you are aware of the major hazards we might have to face and the procedures we will follow should one of them affect us. We are providing this information, not to unduly alarm you, but to inform you that we are making necessary preparations for the safety and welfare of your children. You may contact the Oahu Civil Defense Agency at 523-4121 for preparedness brochures explaining in detail what you should know and do.

Of major importance, when and if a disaster or emergency occurs, is your assistance in ensuring that your children understand the need for purposeful behavior and cooperation under such circumstances.

Fire

The signal for a drill or actual fire is a red flashing light and loud siren. Drills will be held periodically. Children will leave in an orderly fashion, under teacher supervision, and rapidly (not running) walk single file to designated area. In the event our facility was to be damaged by fire and not habitable, we will care for the children at the Friendship Bible Church at 1130 Renton Road and call for you to pick up your child as soon as possible.

Tsunami Warning

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING:

a. If a WARNING is issued while we are in session, we will remain with the children and care for them until you can safely pick them up.

b. If a WARNING is issued before our day normally begins, classes will be canceled, and the school will be closed. See the "rule of thumb" comment at the end of this bulletin for determining whether we're open or closed.

Hurricane/Tropical Storm:

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

In the event that we must evacuate, we will have the children walk to the Ewa Elementary School. Your child will be provided for there by our school staff.

Earthquake

a. Should an earthquake of significant magnitude occur on Oahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them even though you live close by.

b. Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the school.

Option 1: If our building is sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, we will gather ourselves and needed equipment and attempt to move to the Ewa Mahiko District Park. We will sustain ourselves the best way we can, for as long as necessary, until assistance can be provided for by civil authorities.

Flooding

Our school is located in an identified flooding zone. However, the extent of damage and inconvenience is generally limited to heavy pooling around the facility (parking and roadway). When the facility is inaccessible due to heavy rains, there will be no school. If in doubt as to whether the school is open, you may call the school ahead of time.

Summary for closures

In summary, please be assured that we will take good care of your children during any emergency or disaster.

A good rule of thumb for closures:

- A. If it is announced over radio or television that the public schools are closing, we will also, in all likelihood, be closing. Under no circumstances, however, will we close until all children have been picked up by their parents or designee. For questions about an emergency closing for Friendship, KHON-TV and KSSK radio station will be the communication facilities that will be notified. Information will also be put on our Facebook and web page if possible.
- B. Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- C. It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the Oahu Civil Defense Agency at 523-4121.

Kindergarten (K 5)

Kindergarten is now considered part of the elementary school even though it will be closely associated with the preschool section of Friendship Christian Schools. This means the kindergarten is no longer licensed by the Department of Human Services, but is included with our elementary school for licensing.

DISCLAIMER

The Parent/Student Handbook is not intended to be an exhaustive list of all school rules or policies. It is representative of the standards and intentions of FCS. The administration reserves the right to amend or implement rules and policies not presented in the handbook at its discretion.