



Saint John the Baptist Catholic School
Pre-School Handbook
School Year 2017-2018



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History of Saint John the Baptist Catholic School

St. John the Baptist Catholic Church first opened its doors to the people of Kalihi in May of 1844. One hundred fifteen years later, September of 1959, St. John the Baptist Catholic School opened its doors to the children of Kalihi.

The original school building was constructed in 1958-1959 under the direction of Father John M. Coulehan, M.M., 7th pastor of St. John the Baptist Parish. The convent building was added in 1962. Maryknoll Sisters opened and staffed the school from 1959-1976. In September of 1976, the Dominican Sisters of the Most Holy Rosary took over the operation of the school. Under the guidance of Father Laurence S. Vaughan, M.M, 10th pastor of St. John the Baptist Parish, the parishoners completed the physical facilities of the school.

In May of 1979, Bishop John J. Sanclan, D.D. blessed the new social hall, the Ministry office, Science room, Kindergarten room, and the library. In January 1985, the transfer of administration leadership for the parish and school took place between the Maryknoll Fathers and the Diocese of Honolulu.

Carol Chong became the school's first lay principal in July of 2016. In July of 2017, Father Moses Akebule became the 19th administrator of St. John the Baptist parish and school.

Saint John the Baptist Catholic School Philosophy

We believe that Saint John the Baptist Catholic School firmly commits to the vision and values of Christ's way of life. We recognize the religious, ethnic, social, and economic diversity of youth. We strive to build a Catholic faith community where parents are the primary educators of their children and the staff as facilitators of their children's learning. Together, the parents, administration, staff, parish, and school board nurture the holistic growth of each student and provide opportunities for the fullest self-realization of the individual's highest potential.

Mission Statement

Saint John the Baptist Catholic School perpetuates the Catholic faith by living as Christ lives, by teaching as Christ teaches, and by loving as Christ loves.

Preschool Philosophy

Saint John the Baptist Catholic Preschool embraces the philosophy of early childhood programs as a family support and education center. We believe families are the best resource for children and that together, parents and staff can create a climate where children thrive, feel loved, and are safe.

Our goal is to provide an environment which facilitates the development of:

- a. Strong Catholic values
- b. Self-confidence, a positive self-image, and initiative
- c. Feelings of belonging, love, and respect
- d. Friendliness and consideration of others
- e. Enthusiasm for learning
- f. Inquiry approach to learning
- g. Ability to solve problems
- h. Complex skills and learning in the physical, social, cognitive, and emotionally areas of development
- i. “partnerships” in all aspects of our program and community
- j. Healthy development of families and staff as we grow in our shared caring for the children in our program
- k. Diversity

And provides opportunities to:

- a. Express individuality and uniqueness
- b. Relate to the adults other than one’s family
- c. Take part in group experiences

The program is designed to meet the individual growth needs of each child. The teacher works cooperatively with parents, students, and staff members to determine each child’s level of development, needs, and interest. Using this information, the teacher plans a curriculum-based knowledge of child growth and development.



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I. Program and Curriculum

The school follows a ten-month academic calendar, open Monday through Friday. Holidays and breaks are observed according to the Hawaii Catholic School Department. School hour options are:

School Year and Hours of Operation

* 7:30 a.m. – 12:30 p.m.	Half day
* 7:30 a.m. – 3:30 p.m.	Full day
* 3:30 p.m. – 5:00 p.m.	Extended Care

* Please note that a \$5.00 per half hour fee will be imposed for late pick up.

* Please make payment in the Business Office.

In accordance with Section 346-161, Hawaii Revised Statutes, 1985, Saint John's Preschool accommodates children over 3 years of age and under 6 years of age. As mandated by the State of Hawaii Department of Human Services licensing, our class number will not exceed twenty for (24) students. The school requires that students must be completely potty trained.

Our early childhood program offers and follows the Montessori curriculum. The Montessori prepared environment allows the children to explore captivating hands-on learning materials. Children are free to work at their own developmental learning pace. The activities in the classroom fall into five major areas: Practical Life, Sensorial, Mathematics, Language Arts and Culture/Cosmic.

Preschool Daily Schedule

7:30 a.m. – 8:00 a.m.	School opens, arrival, free choice of inside activities Flag Assembly (7:55 a.m)
8:00 a.m. – 8:15 a.m.	Morning circle
8:15 a.m. – 10:15 a.m.	Work time (indoor free choice/presentation of lessons)
9:00 a.m. – 9:30 a.m.	Snack is available (provided by school)
10:15 a.m. – 10:25 a.m.	Transition/Clean-up
10:25 a.m. – 11:10 a.m.	Outdoor playtime
11:10 a.m. – 11:20 a.m.	Transition
11:20 a.m. – 11:30 a.m.	Singing of peace song, quiet time, hand washing, and prayer before lunch

11:30 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – 12:30 p.m.	Transition/Clean-up/Restroom
12:30 p.m.	Dismissal
12:30 p.m. – 2:30 p.m.	Naptime
2:30 p.m. – 2:45 p.m.	Transition/Clean-up/Restroom
2:45 p.m. – 3:30 p.m.	Story time/Group Activities/Good-bye Song/Closing Prayer
3:30 p.m.	Dismissal
3:30 p.m. – 5:00 p.m.	Extended Care
5:00 p.m.	School Closes

Please Note:

- The schedule is subject to change as needed.
- Flyers are sent home every Monday.

Behavior Management

One of the main objectives of Saint John the Baptist Catholic Pre-school is to help children develop self-discipline and self-control over their actions. To encourage this, we provide guidance and discipline characterized by:

- Consistency, firmness, benevolence
- Encouragement of self-discipline
- Consistent limitations, gently enforced
- Fostering self-esteem and accepting children's feelings
- Child centered activities with opportunities for success
- Modeling and teaching Christ-like behaviors

Techniques used in guiding the children's behavior include:

* Limit setting and maintaining limits, anticipating behaviors, modeling, fostering effective communication, re-directing, problem solving, offering choices, the use of natural and logical consequences.

* In handling some behaviors, teacher(s) will ask for information to determine how the parents control their child's behavior at home. The teacher(s) will strive to incorporate

your successful and appropriate guidance strategies into the classroom approach. Likewise, parents are encouraged to ask information from teacher(s) on different approaches to handling your children's behavior, which cause you concern.

Under no circumstances will any form of physical punishment or negative behavior management techniques be utilized or tolerated.

If consistent disruptive behavior cannot be resolved through the cooperation of parents and teachers, the school will recommend the withdrawal of the child.

II. General Policies and Information

Statement of Non-Discrimination

Schools in the Diocese of Honolulu, mindful of their primary mission as effective instruments of the educational ministry of the Church, and witnesses to the love of Christ for all, shall not discriminate against any applicant, employee or student because of race, color, creed or racial and ethnic origin and disability.

Coeducational schools shall not discriminate against an application or student or student on the basis of gender.” (Catholic School Department Policy #6022)

General Policy

Saint John the Baptist Catholic Preschool follows the policies and guidelines of the Hawaii Catholic Schools Department. Policies within the scope of the school procedures can be waived upon the discretion of the school's director.

Parental Agreement

Registration at Saint John the Baptist Catholic School indicates the parents' agreement to abide by all rules, regulations and policies in the Saint John the Baptist Preschool Parent Handbook. Parents are asked to read the handbook carefully. Questions or comments shall be directed to the Saint John the Baptist Catholic School principal in the administrative office.

Disclosure of Information

Information pertaining to an individual child or parents or guardians of the child shall not be disclosed to persons other than the facility staff unless the parents or guardians or the child grant permission for the disclosure or an emergency arises.

Sign In/Sign Out Records

Children are to be signed in on the sign in/sign out sheet every morning. Parents, guardians or authorized persons, upon entering the environment, are to note the time the child is being dropped off and the person dropping off the child must initial entry. The sign in/sign out sheet is a legal document and should be treated that way. Please do not let your child write on it.

ONLY AUTHORIZED PERSONS LISTED ON THE EMERGENCY INFORMATION AND RELEASE AUTHORIZATION FORM will be allowed to pick up the child. If no teachers are familiar with the adult, picture identification will be requested upon pick-up.

Non-Custodial Parent

The school voluntarily abides by the provisions of the Buckley Amendment with respect to rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the child's academic records and to other school related information. Unless a court order or notarized copy of the custody section of the divorce decree is presented to the school, the non-custodial parent will also be permitted to pick up the child from school.

Complaint Process

“In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.”

Right To Amend

Saint John the Baptist Catholic Preschool reserves the right to amend this handbook. Written notification of changes will be given to parents and/or guardians no later than thirty (30) days before the date of the change.

Personal Items from Home

Because young children often find sharing difficult and there is a potential for damage of loss, children are encouraged to leave treasured possessions at home. “Security Objects” such as blankets or teddy bears are sometimes needed to facilitate the transition from home to school. In the event that your child brings an item from home, the object will be kept in a “special place” provided by the teacher.

Clothing

The preschoolers of Saint John the Baptist Catholic Preschool are expected to be well-groomed and will be required to wear the school's physical education (P.E.) uniform which may be purchased on-line through our school website at www.sjbcs.net . All children must wear shoes. Tennis or athletic shoes should be worn in order to prevent accident or injuries during their work time at school. A complete change of clothing should be kept at school. Place a complete uniform, including undergarments and socks, inside a large Ziplock bag labeled with your child's name. You will be notified if replacement garments are needed.

Bathroom and Dressing Policy

Children are expected to be "potty-trained" when they enter school. NO PULL-UPS will be allowed! Any child wearing Pull-Ups will have to change into regular underwear. Children are encouraged to dress and wipe themselves. If they make an attempt and indicate they need help, teachers will assist them. *If it is determined that your child is not potty-trained, you will be asked to keep him or her home until complete potty-training is accomplished.*

Bulletin Boards

Notices for parents are posted on a bulletin board inside the classroom. The teacher(s) will post monthly plans, daily schedules, and all information regarding class activities. Please take note of the bulletin board and its information.

Visitation and Observation

Visitors are to check-in at the administrative office before proceeding to the classroom. Upon checking in at the administrative office, visitors will receive a visitors pass. When leaving the pre-school visitors must sign out and return their visitors pass. Parent/guardians are always welcome in the classroom. If you would like to share a special talent or skill, participate in an activity or go on a field trip, please arrange it with your child's teachers.

Conferences

Formal conferences are scheduled in the first semester. During this time the teacher and parent have the opportunity to discuss the child's progress, share concerns, and plan together how to meet the child's developmental needs. Teachers or parents are encouraged to schedule additional conferences anytime the need arises.

Wellness Policy

This policy supports the mission of Saint John the Baptist Catholic Preschool, a Hawaii Catholic School. The preschool community recognizes that a poor diet, combined with

the lack of physical activity has a negative impact on a student's health and their ability to learn, both short-term and long range.

The NCEA (National Catholic Educational Association) statement of Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person, mind, body, and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of Saint John the Baptist Catholic Preschool is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
 - a. Ensures that students have access to the healthy food choices and safe physical activities at school and at school functions.
 - b. Provides a pleasant eating environment and secure playground for students and staff;
 - c. Allows sufficient time for students to eat lunch and engage in social activities for physical fitness prior to consuming meals;
 - d. Enable students, through a comprehensive health and physical education curriculum, to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value through a five year plan the focuses on and;
 - a. Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
 - b. Encourages teachers, students and parents to make healthy nutritious food choices when food is used as part of a class or student incentive program.
3. Provide opportunities for school community involvement in the development, review, and implementation of the Saint John the Baptist Catholic Preschool Wellness Policy, and the ensure that this policy is being met.

Nutrition

A nutritious snack approved by a licensed dietitian is served in the morning. A menu of upcoming snacks is posted on the parent bulletin board. List of allergies to food are requested and given to our teachers. Parents shall provide lunch and afternoon snacks for their child.

Transportation

Parents are required to find consistent, safe, and reliable modes of transportation of their child to and from school. Saint John the Baptist Catholic Preschool does not provide any type of transportation. In the event that transportation may be needed for a school

excursion, authorized forms must be completed and returned to school. The preschool is allowed two field trips, which includes the bus fees. In such cases, Saint John the Baptist Catholic Preschool will charter school buses as a means of transportation.

Fundraising

Saint John the Baptist Catholic School participates in several fundraisers throughout the academic year. Participation is not mandatory due to a fundraising fee, which has been incorporated in the preschool tuition contract. Voluntary participation by preschool parents in such activities that help to bolster your child's learning environment is strongly encouraged and appreciated.

Parents on financial aid are required to fulfill forty (40) hours of their time to the school. Hours will be tracked by the Saint John the Baptist Catholic School Business Office. Adequate opportunities are available.

Birthdays

We may celebrate birthdays in the classroom. Parents are requested to work with the teachers in setting up the event. Follow the guideline for alternative healthy birthday celebration explained at parent orientation night. Be aware of food allergies where food is served and shared.

Holidays

Traditions and celebrations are a vital part of growing up. Saint John the Baptist Catholic Preschool celebrates Halloween, Christmas, Easter, cultural events, and May Day. Check our school calendar for other holidays and flyers sent home for events and preparations as well as invitations where parents may get involved.

Napping

The school provides each child with a cot. Parents are to provide cot cover, small blanket, and small pillow. A staff remains and oversees children at nap time which is approximately one hour and a half - (12:30 p.m. - 2:30 p.m.)

IV. Health and Safety

Illness

If your child develops any of the symptoms explained in the illness exclusion policy while at the center, we will allow the child to rest comfortably in the preschool's designated area for students that are not feeling well. The teacher(s) will make arrangement with you to pick up your child. Please report to us immediately if your child

has any infectious disease such as strep, chicken pox, conjunctivitis, head lice, or exposure to tuberculosis etc. After serious or communicable illness, parents may be required to provide an admittance slip from the child's physician that indicates that the child is ready for normal school activities. If your child is out and sick for more than three days, a physician's note is required for your child to return to school.

Any recommendations regarding special physical, emotional, or educational needs must be made in writing by the child's physician or by a professional consultation.

Administration of Medication

Prescribed medication will only be dispensed upon completion of a Request for Administration of Prescription Medication form. Medication should be handled directly to the teacher or the teacher's aide. All medications will be store in a locked, childproof container. Please do not send medicines in your child's backpack or lunch bag. No over the counter medications will be administered. EpiPen or EpiPen Jr will be kept with the preschool staff.

Accidents and Emergencies

Careful supervision is given to the child at all times. In the event of an accident or emergency, the parent is contacted immediately. In such cases instructions on the emergency form will be followed. If the emergency requires immediate attention, EMS will be called to transport the child to Kapiolani Women and Children's Medical Center. Saint John the Baptist Preschool will, in all case, make the ultimate decision based on professional medical recommendation and in the best interests of the child.

During the first weeks of school, the children become oriented with classroom materials and the rules for using them. Saint John the Baptist Catholic Preschool will ensure that the school premises minimizes the risk of accidental injury by following common sense safety precautions such as using walking feet, talking in low voices, jumping onto or off climbing structures, etc. These rules are reinforced with the children periodically as needed. Child activities and premises will not expose children to situations that may be hazardous to the particular age or capacity of the child. The program shall help children to increase awareness of safety practices and accident hazards and teach them how to avoid such hazards. Practices and policies will be reviewed annually and the staff shall become familiar with the policies and practices.

Release of Children

Parents are to sign their children in and out with the time noted. Children will only be released to parents and guardians. We recognize that there may be times when the parent or guardian is not able to pick up the child. Should this occur, we would require written notification with the authorized adult's name and driver's license number. For our protection, we will require proper identification.

Severe Weather

We believe it is very important that you are aware of the major disasters we might have to face the procedures we will follow should one of them affect us. We provide information to inform parents that we are making necessary preparations for the safety and welfare of the children.

- **Fire:** Drills will be held monthly. The signal for a drill or an actual fire is the continuous sound of the fire alarm system. We will leave the classroom in an orderly fashion under the teacher's supervision according to the evacuation plan posted in the classroom. After a short stay, we will return to school. In the event of an actual fire, our evacuation procedures and destination will remain the same.
- **Tsunami:** A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor, anywhere in the Pacific Basin. Alerting for a tsunami is accomplished by the issuance of tsunami watches and warnings.

A tsunami watch means an earthquake has occurred somewhere in the Pacific that could produce a tsunami, but the presence of waves has not yet been detected.

A tsunami warning means that waves have been confirmed and all coastal areas of Oahu, identified on the map information of the phone book, must be evacuated. Saint John the Baptist Catholic School/Preschool and Church are not tsunami evacuation zone, so we do not have to consider evacuation when a tsunami watch or warning is issued.

We will remain in place under either condition and there should be no significant change to our routine. Please do not leave work or rush to the school should a watch or warning be announced. We will stay with your child until pickup can be safely accomplished. If you are in or can get to safe area near your work, do so. It is recommended you remain calm and in the safe area until the "All Clear" is announced. Delaying such unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

- **Hurricane/Tropical Storm:** Hurricanes and Tropical Storms are intense weather systems usually generated over the warm Pacific waters from June through November, which are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of hurricane or tropical storm watches and warnings.
- **Earthquake:** Should an earthquake of significant magnitude occur on Oahu, we could anticipate possible damage to our facility, the loss of electrical power, telephones, and water, and considerable disruption to the road networks around us. Even if you live close by, you may not be able to reach us. If we are indoors

when an earthquake occurs, we will stay indoors and immediately take cover and under tables, in supported doorways, etc. If outdoors, we will stay outdoors and move away from electrical lines, tall buildings, and trees. When the shaking stops, the staff will treat and care for anyone who is injured and then evaluate the condition of the school.

Option 1: If the school warning is sounded we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. The staff has made necessary preparations for us to survive in place for up to seventy-two (72) hours without outside assistance.

Option 2: If the school is damaged or could sustain damage as a result of an aftershock, we will gather ourselves and our survival kits and attempt to move to the closest secure area, such as an open area in the neighborhood or Fern Elementary School. We will sustain ourselves for perhaps up to seventy-two (72) hours, until the civil authorities can provide assistance.

* **Flooding:** Our school is not located in an identified flooding zone. However, during extreme heavy periods of rainfall, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event that we are advised to evacuate or should water begin to rise around our building, we plan to gather our survival kits and immediately move to the second floor classrooms or another facility designated by the Oahu Civil Defense Agency such as Fern Elementary School.

Suggestions:

1. A good rule of thumb for determining if the school is open or closed is to listen to the radio or television. If the public schools are closing for some disaster-related event that has or will affect Oahu, we will also, in likelihood, be closing. Under no circumstances, however, will we close until all children and staff has been picked up.
2. Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
3. It is essential that you establish individual and family plans for tsunamis, 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.

Illness Exclusion Policy

Children should remain at home or will be sent home with:

- Temperature of 100.4 degrees or higher in the past twenty-four (24) hours.
- Conjunctivitis (“pink-eye”), redness of the eye and/or lids, usually with secretion of yellow discharge and crusting.
- **A Rash** you cannot identify which has not been diagnosed.
- **Impetigo**, red pimples that become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and watery. Look for signs in neck creases, groin, underarms, face, or hands.
- **Diarrhea** three or more times within twenty-four (24) hours (watery or greenish BM’s that are more frequent than usual.)
- **Vomiting** within twenty-four (24) hours.
- **A Severe Cold** with fever, sneezing, and nose drainage.
- **Some Unknown Illness** without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest that prevents the child from participating in routine activities or the illness requires more care than the teacher is able to provide without compromising the needs of the other children.
- **A Contagious Disease** including measles, mumps, chicken pox, roseola, strep throat infection, *until the child has taken an antibiotic for twenty-four (24) hours and has a physician’s release.*

Children that have illnesses such as fever, a mild cold or allergy, an allergic rash, prickly heat, dietary or medication diarrhea should stay home.

By helping us observe good health standards, you will be protecting your child and others in school.

V. Finances/Tuition Assistant

Tuition

Saint John the Baptist Catholic School utilizes the services of FACTS Tuition Management Company in coordinating with parents their tuition account payments. Tuition is computed on a yearly basis. The rates are distributed at registration. For the convenience of parents, tuition is divided into equal monthly payments regardless of the

number of school days in that month. Parents sign a tuition agreement after financial arrangements are determined.

If a child is withdrawn or absent for a period of time for any reason during the school year, parents are still responsible for the remaining tuition.

Tuition Assistance

Preschool Open Doors is a state funded tuition assistance program for children of preschool age. Eligibility is determined by family income. Application deadline is usually the end of April. For more information, call 746-5620.

Child Care Connection Hawaii is a federally funded tuition assistance program. Eligibility is determined by parents' working status and family income. For information call 356-5575.

Pauahi Keiki Scholars Program is available for qualified families of Hawaiian ancestry. Saint John the Baptist Catholic Preschool has been added to the Eligible Providers List. Please check with the Kamehameha Schools' website for pertinent information regarding the application and qualification at www.ksbe.edu/finaid/prek-12/php.

Saint John the Baptist Catholic School Scholarship is a need-based scholarship. Applications are accepted from March through May. Applications are done on line through the FACTS Management Tuition Company Grant and Aid. Online.factsmgt.com/signin/4BQSY. There is an application fee payable to FACTS Grant & Aid Assessment.

Photo Release Authorization Form

When parents sign this voluntary form, they are giving the school permission to use any photo, video or slides we may have of their child in any advertising campaign we engage in. Signing of the consent is applicable for only the current school year and the following Summer School session.

Fees

Registration fee is payable in full on registration day or at the time your register for the current school year. The following fees are non-refundable and paid each year:

- Application Fee (New Students Only)
- Comprehensive Fees

Insurance

The Hawaii Catholic School Department mandates that all students be covered under the school's liability insurance.

VI. Enrollment

Admissions

“Admission to Saint John the Baptist Catholic Preschool is a privilege and is based on the school's ability to serve the child effectively with the resources available to the school”.

Application Requirements

1. Completed application
2. Application Fee
3. Birth Certificate
4. Baptismal Certificate (if applicable)
5. Completed Health Record requirement (Form #14) with updated immunization
6. Students that meet the age requirement (over three years old and four years old) need to be potty-trained.