

FAMILY HANDBOOK



Ewa Plains Enrichment Programs LLC

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Contact Information

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Licensed for 41 children
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Ewa Beach 96706
Phone: (808) 220-3210
Email: ewaschool@icloud.com

Executive Directors
Jessica S. Luning and Lawrence Sanchez

Office Hours

Our office is offsite and meetings are done by appointment only at the schools. We can be reached through phone 6am to 8pm Monday-Thursday and 9am-12pm on Saturday.

About Us

Foundation

The organization was founded for the glory of Ke Akua (Father God) and our Lord Jesus. For that reason, only the best staff members are hired to carefully meet the Enrichment schools hands-on learning academic standards. The dream of a school that genuinely cares about the individual needs of the child, which incorporates conventional and unconventional teaching techniques in order to accommodate various learning styles is here! Our founders understood that each child is unique and that family is the foundation to quality education. Mr. Lawrence and Ms. Jessica formed our program knowing that to educate a child is to elevate that child forever.

The philosophy of the founders has always been to put family and education before financial gain. Our relationship with families promotes a sense of well-being for children that continues in the home, and it creates an environment that our students thrive in. The connections we make with the community create opportunities for learning beyond the classroom walls and foster Hawaiian societal ideals, such as laulima (cooperation) and kokua (assistance). The instruction we provide our students pays off every day as we continue to produce strong and confident life-long learners.

Joseph Hoshino opened the Educational Learning Services to help his parents in the midst of the pandemic. He was confident that it was the right thing to do for his family, in case something happened through covid. Joseph then signed over completely the rights & responsibilities to his mom Jessica Luning when she got better.

During the pandemic, children who were going to enter elementary school decided to homeschool and stay with us in the tutoring service. It was a wonderful experience to see children read well into the 2nd grade levels. Present day, Mr. Lawrence and Ms. Jessica are running both schools now including 3, 4, 5 and 6 year olds.

Mission

As a multi-service organization, our goals are to meet the enrichment needs of the families in the Ewa community district by providing direct services and networking with churches, agencies, and community people. We serve the community by providing high quality, literacy rich programming in a safe, healthy, all-inclusive and supportive atmosphere.

Our staffs mission is to create a learning environment in partnership with our parents and families. We respect and honor the whole child, foster social skills development and growth, and we provide experiential learning opportunities in a safe, engaging and culturally inclusive manners.

As a faith-based organization our program is tailored to aid in the development of the whole person's physical, emotional, cognitive, social and spiritual, and educational maturation. We strive to exhibit our Christian beliefs that God is love, He is justice, He is full of grace and mercy, and God is ever present in our daily lives.

We provide the following services:

- Preschool Program - Tutoring Services
- Teacher Mentoring Program for their Child Development Associates

The GLO general learner outcomes include:

- Be a Self-Directed Learner
- Community Contributor
- Complex Thinker
- Quality Producer
- Effective Communicator
- Effective and Ethical User of Technology
- Goals, Philosophies and Vision Statements - will be given out in the Enrollment New-Student Packet

We welcome any form of religious expression to the child and his/her family (i.e. dietary restrictions, holidays, etc.) We welcome every faith, but will not withhold our Christian beliefs in content, activities or expression. Chapel is daily, which is a great emotional bond with God in an expression of thankfulness. We live the love of Christ Jesus our Lord.

Values

We ascribe to the following values:

Promote a Healthy Environment

- Maintain a comfortable, interesting and safe space.
- Promote environmental responsibility through education, conservation, reuse and recycling of resources.
- Teach and promote good hygiene.
- Provide healthy foods and resources to educate and support families in nutrition.

Provide Excellent Programs

- Provide a literacy-rich preschool and elementary school program, which promotes socialization and a well-rounded learner.
- Encourage social skill development.
- Support academic achievement through designated homework time, assistance and other projects cooperatively with families and teachers.
- Promote physical fitness, self-confidence, creativity and critical thought development
- Offer a range of specialized extracurricular activities through field trips and events.
- Foster an inclusive community with a positive and proactive approach to discipline.
- Augment our curriculum with international and multicultural project themes.

Maintain Good Business Practices

- Maintain a solid financial position with adequate cash balances and reserves.
- Offer competitive rates to keep the program affordable to all families.
- Manage costs while ensuring a high-quality program.
- Maintain efficient and proper accounting procedures.

Assure Excellent Staff

- Maintain a low child-to-staff ratio. Encourage clear and open communication between children, staff, and families.
- Seek cultural diversity when hiring.
- Offer industry competitive salary and benefits to attract and retain highly qualified staff.
- Promote staff excellence through ongoing professional development through the NAEYC and Native children's programs.

Internship/Mentoring: Opportunities As Teaching Facility

Youth and young adults who are interested in teaching are part of the young adult mentoring program. The new teachers and office help are assigned a mentor who will guide him or her through as they teach and run the group. Families are encouraged to participate in school building and community events. Classes, workshops, excursions, and outreaches will be offered. Workshops on curriculum, herbal medicine la'au from a biblical aspect will be offered. Planting taro, lettuce, fruits and veggies to convey farm to the table concepts. Outreaches include clean ups, community fairs, and fundraising for specific families with needs.

Class Size and Staffing

The staff is composed of director(s)/teacher(s), assistant teachers, or aides. The school will follow the State of Hawaii's rules and requirements to qualify teachers and staff. All staff are criminal history checked and fingerprinted. The staff meet Department of Human Services requirements for CPR and First Aid Training. The Law allows for 16 four-year olds to be with one teacher or 24 students with one teacher and one aid. The three-year-olds can have one teacher and one aid to 16 students. We strive to have 1-8 for reading and learning.

Report Cards and Child Portfolios

The teachers are required to communicate with written weekly reports that are uploaded for the Director. There are daily photos of class participation. They are also required to present newsletters, field trip notices or dates on a monthly basis. If you have lost your newsletter, calendar or paperwork, please submit a written note stating your agreement to the excursion or the tracking of your child's progress.

Fees

Tuition Fees

Look on the website application for part time.

Preschool Program - (Must turn 3.3 years old this calendar year)

6:45am - 2:45pm (Mon-Fri): \$1150

Preschool Extended Day

6:45am - 4:00pm (Mon-Fri): \$1250

3 Days a Week- 7:30am- 3:30pm: \$1050

Accommodations for special hours CAN be done upon request

Deposit Fee

A deposit of \$250 will be applied to first month's tuition. For Preschool Open Doors scholarship we ask recipients for \$150.00. This is non-refundable.

Application Fee

A non-refundable \$25.00 fee is due with your application. This fee can be waived, if a full application is turned in at the time of the facility tour. This waived when placing your application on or before the school tour date.

Comprehensive Fee

A \$300.00 non-refundable fee is due for instructional materials. This fee is used to purchase literacy enhancement materials, workbooks, toys, and special activities.

Early Withdrawal Fee

A non-refundable fee of \$200.00 is applied to your account if you do not give a WRITTEN NOTICE 30 days prior to your child's withdrawal. This fee is not paid in advance.

Late Pick Up Fee

Each minute you are late to pick up your child, after your assigned contracted hours, a \$1.00 per minute fee is assessed. This fee is separately billed to you by the Director and it is due within 5 days of the infraction.

An advance notice of late care can be purchased for \$15.00. Please contact the Director and be sure to send in a check. Please list in the memo the date your child will be in late care. Please note we have a one adult to 12 children ratio. When the ratio goes over the 12, another staff person must be scheduled. Thus, it is best to know in advance that your child will be picked up late. This requires notice.

We do not desire to charge clients, but must show no partiality and do so without prejudice. Please know that late fee goes towards our pizza day fund and you will be charged.

Bad Check Fee

We charge a \$40 fee for a bounced check, and thereafter cash or Apple Pay will be required. We do not accept other cash apps.

Tuition Payment Procedures

Payment Prices, Late Payments, and Tuition Guidelines

Payment due dates are based on your child's start date. All tuition is due in advance in 30-day cycles. We DO NOT prorate tuition or allow skipping a month and staying enrolled, so each family must pay to hold their child's space.

Tuition is expected on your due date, and with one app reminder. We recommend you pay two days prior to your due date, especially if writing a check, to ensure no late fees are incurred. After your due date, a \$40 late fee will be assessed. This fee can be added for 2 weeks (\$80.00) before your child's space will be forfeited. A text will be sent to you as a notification that this fee has been assessed.

Your tuition fee will be listed at the top of your application with the agreed upon hours of care. Additional hours for early drop-off or late pick-ups can be purchased upon special request. Please contact the Director for pricing. Please do remember there is a late/early fee of \$1.00 per minute, so please abide by the program hours you signed up for.

As a cozy, little school we have to limit our class size, and our teachers must get paid whether your child is in class or not. We cannot refund tuition for your child's missed days. If you plan to exit the program, please plan to leave the school with an advanced 30-day notice in writing. Thank you for understanding and supporting our community-base, country school.

Admissions

Scheduling a School Tour

Family and friends are welcome to come and see our school. However, it is the parents and legal guardians who are required to complete all forms, make payments and meet us before starting. Tours are always done in the afternoon when the child count is low and teacher ratio is optimal. We strive to never interrupt learning during core work periods.

Waitlist

We do not believe in wait listing. We do, however, have open enrollment from May 10th through the 15th of each school year. Your child cannot be younger than almost 3 years old, or they must be turning 4 or 5 in that calendar year to enter our program. We encourage you to visit the school in advance, so you pick up the application and all medical forms and get them turned in during the open enrollment period.

REGISTRATION DOCUMENTS

Health Forms and Immunizations

The health prerequisites by law for enrollment in Ewa Plains Enrichment Programs are:

1. Hawai'i DOH form-14 has on it the annual physical exam, TB clearance and complete immunizations. Updated Immunizations for: Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hemophilus B., Hepatitis B, and Varicella (listed on Form 14)
2. TB screening
3. Hawai'i DHS 908 Health Record Supplement Form with Special Needs Plan
4. Special Care Plan and or form 908 DHS

*** If your child has any special medical problems asthma, food, or medication allergies (i.e. epilepsy, diabetes, or any other health concerns) then you must inform the teaching staff in writing.**

REGISTRATION DOCUMENTS (CONT'D)

Form 908 Special Care Plan

An emergency plan must be established by your child's physician and submitted to your child's teacher to adequately help your child. Services, resources, and/or community programs will be recommended. Parents are expected to follow up and communicate with the school and the staff. EpiPen (2) and Inhaler.

Authorized Pick-Ups

Parents or guardians must provide the following information for two people who will be authorized to pick up their child:

First and Last Name

Best Contact Number

Parents may make changes in the authorized list at any time by notifying the instructor or program office in writing prior to pick up. For safety reasons, the school will check for identification. A picture ID will be required by the adult picking up the child. Parents should instruct authorized adults to follow sign out procedures.

Change of Address or Other Information

Please notify us immediately if there are any changes in a WRITTEN note:

Address

Home or business phone numbers

Emergency contact information

Doctor

Health conditions

Who is authorized to pick up your child

This information is vitally important to us. In the event of health or weather emergencies, an accurate emergency contact number is essential to your child's comfort and wellbeing. Failure to keep this information current can lead to dismissal from the program, and all fees will still apply.

Program Procedures

Every program has routines and rules. These routines and rules help children learn and ensure their safety and protection while they are in school. Rules and regulations will be given out at orientation and an agreement to abide by them must be signed before the start of the program. Parents and or family members that do not follow the rules will be given at least one verbal or written warning before being asked to leave the property. It is critical that parents, teachers, staff and children feel safe, and all communication should be professional.

The Year At A Glance

Expectations for Children

Student performance expectations for normal classroom routines are:

- Children will be able to enter the classroom and separate from parents and guardians

with minimum disruption and move safely to, from and on the school grounds.

I am in the right place at the right time.

- They will respect the rights of others.

I will prevent and report bullying to my teacher.

- Students will be kind and courteous. They are expected to be able to self-regulate their behavior to a degree that they, or others present in the classroom, will not be harmed.

I am considerate and respectful of others and myself.

- They will use language that is not offensive to adults or peers.

I will use respectful language such as please, thank you, no thank you, yes, no and Ms. or auntie to address caregivers.

- Children should appropriately use materials and equipment.

I care for school property in a responsible way.

- Be capable of participating in a variety of large and small group, teacher-directed activities.
- I take responsibility for my learning.

Children are taught the four conflict resolution steps:

1. Communicate with words (i.e. "Stop. I don't like that.")
2. Describe the behavior one wants stopped.
3. Negotiate through conflict resolution possible solutions or walk away and report the negative behavior to the caregiver.
4. Forgive and care for others

School Calendar

Please refer to the calendar for important dates.

You can find the calendar on both websites. The Enrichment school is a year-round academic learn through play center not a daycare. Therefore, grading periods, training, conferences and seasonal breaks are built into the school year.

Fall, Winter, Spring, and Summer Recesses

Please see the handout provided in your school entrance packet or in the monthly newsletters, classroom family board, or in the check in area.

The School Day

A schedule will be provided per request. Schedules for various programs will be tailored to meet the various needs of each class. Each teacher's individual classroom schedule is posted within the classroom.

Our daily routine includes:

1. Solid hour of free choice child's play
2. School Assembly
3. Quiet and Rest Period

4. Outdoor play periods (1 large and 1 class group)
5. Bathroom breaks - snacks or meal periods
6. Teacher Director (TD)- Small and larger group meetings

Morning Schedule

-6:45-8:15am: Early Care

-8:15-9:00am: Check In Time (Parents sign students in as they arrive.)

Children are not allowed in class after 9:00am to prevent disruption of the formal schedule. The early morning teachers will be responsible for a combination of classes in one group until the next teacher arrives.

-6:45am-7:55am: Activities/Organized games, as well as supervised free play. School breakfast as provided by families and not be served after 7:45am.

-8:00am - 8:50am: Large Group outdoor and School assembly. Students line-up for bathroom and class assignments. Morning staff consists of one Lead Teacher and/or the Executive Director as well as Assistant Teachers.

-8:50am-9:05am: Snack is served (provide a healthy snack). Snack: The school has a recommended snack list in your welcome packet folder. See individual teacher's classroom schedules till the afternoon routine Reading lessons, math and writing and Teacher Directed Periods begin.

Afternoon Schedule

-2:00pm -2:45 pm: check out time is according to your contract and a \$1 per minute fee is applicable if you are late. Teachers combine classes at the end of the rest periods, since classroom numbers drop significantly in the afternoon.

-2:30 pm: Your afternoon snacks are served with water and feature at least two components, for example, bean burritos and fruit or cheese or yogurt and a vegetable. A milk component (i.e., yogurt, cheese stick) must be included by law.

Ratio

The school maintains a 10:1 student to teacher ratio, or lower. All teachers are in communication with one another via school app regarding the location of individual students. Each staff member is responsible for maintaining their group ratio, as well as knowing the location of every student in their group.

Curriculum

A detailed one-year plan with subject areas and content is covered at Open House and/or the curriculum meeting. This program provides opportunities for learning in all of the major areas of children's growth and development. This includes:

- **Spiritual:** How the children relate to God Cognition: how the children reason
- **Social:** How the children relate to others
- **Emotional:** How the children relate their feelings for themselves and the world around them
- **Language:** how the children communicate with others
- **Physical:** how the children control their bodies

Emphasis is placed on children's literacy and language skills, child's culture, and family involvement. Instructors organize the classroom and periods into areas for, writing, mathematics, creative art, science, music and blocks. Children are taught to make choices and act responsibly.

Students decide what, how and who the learning groups are with. They are also responsible for helping to keep a happy, neat, and safe classroom. Theoretically, the program is based on developmentally appropriate practices while acknowledging the role of adults as facilitators of children's learning in how children respond to activities and interact with one another.

Attendance Procedures

If your child must be absent, please do the following:

Leave a detailed message on the school phone before 9:00 am. Please be sure to include the reason why your child is out and/or what symptoms your child has. If applicable, tell us the date of your child's return or send a note if you are on vacation leave.

Tardiness and Late Pick Up

If your child is tardy on the day of an excursion it is your responsibility to get him/her to the instructor or provide alternate care for the day.

All staff attend field trips. Late pick up or late drop off is frowned upon, as it is thought of as perhaps the most emotionally unsettling experience for young children. Regular late pick-ups come at both you and your child's expense, as they contribute to children's fears about going to school and force the program to charge you extra fees (\$1.00 per minute). Children are marked late if they are at the end of the day picked up 5 minutes or later after the contracted agreed pick-up time. If it happens more than once in 30 days no grace period of 5 minutes will apply, and all fees stand at the \$1.00 per minute rate. Children are marked tardy after 9:00am. No late drop off after this period, regardless of the issue. Our schedule allows children to rest, play, use the bathroom and eat before formal teaching at 7:45am. The children who are present and on time should not have their time taken away when the teacher must stop teaching and receive the a child after 9:00am.

Communication

Newsletters with pertinent information will be posted on the family board in school and distributed in the family-child mailboxes monthly. Additional memos may be posted at the sign-in sheets and on the digital App. Families and staff are asked to use written communication in the teacher's digital inboxes, which is located in each digital classroom app, as primary means of communication.

Notification of Program Changes

Families will be given at least 10-30 days written notice of any changes, and all changes in enrollment shall be submitted to you by the school in writing. Please drop a note in the teacher's inbox to receive a new copy if needed.

Keeping Track of Your Child

Transportation and Gate Policy

Parents are responsible for transporting children to and from the program. The school's policy requires that all children hold an adult family member's hand in the parking lot. The schools require adult family members to open and close all gates, not children. Children are not allowed to touch the gates at any time. Children who do or are caught opening the gate may be sent home immediately. Transportation for field trips will be by bus or by walking. Children can ride on their families personal vehicles.

Daily Sign-In and Out Procedure, Parents must:

Sign in and out with a complete signature

Make contact with a teacher upon arrival and before leaving with a verbal greeting. Students are NOT permitted to sign themselves in and out if a student will be picked up by an adult other than the ones authorized on the Emergency Card, then the parents must notify the schools by phone or in writing in a text to the Director, who then contacts the staff.

Sign-In Checklist

On the first day of each week, please wait until your child has an "Uku check."

Child Sign-Out Policy

Children will be released to parents and authorized adults ONLY.

- We require written permission by the parents authorizing other adults to pick-up their children.
- We request a picture ID as verification.
- Parents are expected to inform authorized persons that failure to provide a picture ID will prevent your children from being released.
- Children will NOT be released to an adult who is impaired as a result of drug or alcohol use.
- Notify Ewa Plains Enrichment Programs in writing or by phone of changes.

Late Pick Up Fees

Parents must pick up their children by the end of the contracted program. Lead teachers leave at 3:00pm. After 4:00pm, our staff have family and other obligations to meet in the evening. If an emergency arises and late pick-up fees are inevitable, please call and let the staff know by calling the school phone at 808-220-3210. A late fee of \$1 per minute will be charged without exception and must be paid within 10 days (overtime rates apply).

Picking Your Child Up Early

On occasion, if you need to pick up your child before school is over, please follow these procedures:

Inform the teacher ahead of time (via text, note or phone call) Check in with the classroom teacher before signing out.

Please be sure that your child says goodbye, so we know your child is leaving.

ONLY parents and authorized adults (18 years or older, per state law) will be allowed to pick up children. For that reason, at the start of the program, parents must provide the information for the adults who are authorized to sign their child(ren) in and out of school.

Disciplinary Action

The Enrichment schools follow the guidelines and goals of the Positive Discipline Model. The goals are: learn to make good choices, learn problem solving skills, learn values such as respect, responsibility, honesty, and caring for others (see "Hawaiian Universal Values" handout and/or posting on classroom walls). We try to have a clear set of rules and routines, give children choices, and employ logical and natural consequences. Logical and natural consequences are the effects that follow certain behaviors, consequences that the child can relate to and that have meaning to his/her life.

Sequence of Intervention by Teachers

Discussion with the teacher immediately supervising the student; review of student expectations. If the issue is not resolved, referral to the student's lead teacher and or director. Communication with families and Director and then the Executive Director as warranted.

- Appropriate consequences are determined by the lead teacher, in conjunction with the Executive Director
- Any intentional physical aggression will be immediately referred to the lead teacher and/or Director. When a problem occurs, the instructor or instructor's aid follows consistent steps to provide for the safety of all students and to correct the problem. The steps include:

1. Talking to the child to determine:

- What the problem is
- What the child is feeling
- If the rules are understood
- Why did the behavior occur
- Reminding the child of appropriate behavior
- Giving the child a chance to change behavior
- Allow the child a chance to give suggestions about what (s)he might do

2. After talking to the child, we will:

- Give the child reflection time, to calmly play alone or do an activity alone.
- Allow the child to enter back into the group when he or she feels ready and is able to conduct him/herself safely.

3. If the behavior continues, steps may include:

- Work closely with the family to resolve the issues, looking at schedules and create an individual plan for goals, rewards and consequences.
- Having the child picked up immediately.
- Establishing an altered school schedule until the child has become adjusted to separation and/or is able to comply with adult directions of Possible discharge enrollment from the program.

Homework

Each teacher requires a reading book log for homework, which is due on the fourth week of each month. Reading is celebrated and should be done with your child every night. The children gather in a large group to:

- Celebrate the accomplishments of their book logs
- Teachers provide fun prizes to excite and encourage READING!

Monthly, a developmentally appropriate math, social studies, literacy or science homework will be assigned. Families desiring home link projects can request it from the teacher. In those cases, teachers will distribute homework for the entire month on one day and then request it be turned in four to five weeks later. Homework is not graded, and it is not frowned upon if not completed. We as educators would rather guide you through the process than have your child do developmentally inappropriate school or homework. Some teachers request to do homework weekly and/or daily. This will be determined by the teacher each quarter and in their newsletter.

Excursions

Expect to go on field trips! Cost can range from \$20 -\$30 per month. At least a week's notice will be given to parents with: Cost, Date, Place, Time, Proper clothing for excursions and any Specific needs. Excursions are planned regularly throughout the school year to explore interesting experiences and places. These on and off campus learning activities bring learning to life. We charter bus or van or do walking from the school.

*Students must arrive at the excursion and be signed in

*The parent may stay with the student for the length of the outing

* If you are leaving from the outing, you must sign out before leaving

*For legal reasons, siblings cannot attend field trips. However, we cannot stop you from driving and showing up to a public place and assume your liability.

All parents or family members who attend school field trips are required to have current TB clearance, per State Licensing Rules, if spending more than six hours in the school setting.

Excursion Wear

The school program's official attire is a school shirt or the school uniform. Any child who arrives at school without the proper field trip attire will be given a new field trip shirt to change into. Parents will be charged a \$15 new shirt fee. The fee is due the following Friday.

Student Accident and Liability Insurance

The schools require parents/families to have medical insurance. Parents are personally responsible for the purchasing of additional 24 hours private student accident insurance, if they feel the risk is too high to leave the school property. Upon signing your child up for an excursion, you assume and acquire all legal and liability risks. You are more than welcome to attend and care for child at the events. You can also keep your child home, since liability will be waived on your part. The school has liability insurance.

Preparing for School

Supply List

Please see specific highlighted materials in the intake folder on the packing list
For the School Wall

- (x1) Family Photo (Please turn in on the first day of school)

School Supplies

- (x1) 2-inch Binder.
- (x5) Dry Erase Markers.
- (1 set) Colored Pencils and (1x) Mini Pencil Sharpener
- (x1) Backpack

Daily Items Needed

- Water Bottle, Ice pack
- Lunch bag with one lunch, a serving of milk, and 4 snack components (2 snacks for the morning and 2 snacks for the afternoon)

For Your Child's Cubby:

- (x1) Mask (in the event they are suddenly sick or coughing)
- (x1) Sleep mat with small blanket
- (x1) Pencil Pouch
- (1 set) Extra Clothing in a Ziploc bag
- (1 pair) Extra Shoes/Slippers

Items to be Left at Home

For the welfare and safety of all the staff and students, the following items should be left at home:

- Money or valuable personal items
- Toys (except at the request of the instructor)
- Food (except for lunch and snacks), gum, candy
- Any and all medications including cough drops or any toxic substances
- Cosmetics Earrings (pierced or clip on) or expensive jewelry.

*We will not be responsible for the loss or replacement of valuables and toys.

Family Involvement

Families have free access at all times to all areas of the school programs. First, check in with the Director to meet health and safety guidelines.

Required Parent/Family Participation

Parents and/or families are required to participate in excursions twice a year. Once to the post office and to a farm. These excursions help your child learn by including families in the formal school process. We believe this is a spiritual aspect of your child's learning.

The second goal of these trips is to build relationships between families to create a strong and united community. The concept of “ohana” or family is an integral factor in a 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 academic achievement, verbal intelligence and self concept.

Parents and families are the child’s first caregivers. It is within “ohana” that the knowledge children gain in school becomes relevant, useful and meaningful.

The following are some activities that will be expected of you as a family member:

Student orientation

- Open House
- Family Conference in October
- Unit theme projects
- Fundraising
- Parent literacy workshops (how to get your child reading)
- Special Events (Thanksgiving Luncheon, Play at Christmas, End of Year Celebration, Mother’s Day Tea, etc.)

Student Orientation Schedules

The transition from home to school is a major step for school children. To ease the adjustment, an orientation schedule using short periods of attendance allows children to gradually become comfortable with their new routines. Your cooperation and support during this period is essential in helping your child learn to comfortably leave your side with minimal distress. If your child is having difficulty adjusting, the orientation period will be extended to three weeks of an early pick-up schedule. Children will be assigned a play buddy to help the new or transferring child acclimate into the classroom setting.

Home Visit

Children and families can meet the teacher prior to the beginning of school during home visit. This is one of the best ways for the teacher and families to become acquainted where the child is most comfortable. Early socializing helps the children ease into the transition from home to school. If your family has joint custody, we will make accommodations to attend both homes. This is an option not required. This is best done for Early Education and for children who have never been in care. Please contact Ms. Jessica for a meeting if you feel this option is for you.

Unit Theme Projects

The Unit Theme Project is a classroom lending library of children’s books for teachers and parents to introduce unit themes. Parents are asked to establish a daily reading routine at bedtime or breakfast with their children. Parents are expected to support the follow-up activities to their reading and or assignments. Please follow teacher instructions in newsletters and homework folders.

School events (i.e. parent workshops, open house, May Day, Mother's Day Tea, Family Picnic, Year End Celebration) are offered during the year to involve parents directly in their child's educational development. It would be fantastic if you were to participate in these workshops.

Fundraising

Families, children, and staff are encouraged to participate in a quarterly fundraiser as a part of this program. Tuition discounts may apply for families who lead the fundraiser projects. We usually have an Amazon baby registry active. We keep large ticket items on there for organizations or parent groups to purchase as a team. Please do not feel obligated to give. We appreciate cards, smiles, and happy texts-most of all to our staff who work tirelessly from the heart.

Parent/Staff Concerns

Within the context of the childcare/parent relationship, a grievance is a point of difference or dissatisfaction stated by the parent/family. Parents are asked to make a good faith effort to discuss differences promptly with the Executive Director. This does not result in the resolution of the disagreement, a grievance should be filed with the Advisory Board. A written grievance can be addressed to the entire Advisory Board. Concerns arising between parents and staff are first handled by a meeting between the individuals involved. Rule: Nothing is too BIG or too SMALL to talk about, we accept this role and value your input.

Nutritional Health Program

The goal of our nutrition program is to help children and families develop an understanding of foods, how they affect our bodies, and how to eat for maximum health as well as ways to keep our bodies healthy. Throughout the year, the teachers plan various activities designed to help the children gain a better understanding of basic concepts. These activities range from cooking projects, to discussions at lunchtime about the various foods sent from home, to a more structured focus on nutrition in the curriculum.

We see parents as partners in the process, just as we are partners in the other aspects of your child's education and development. As with other skills children develop, nutrition and good eating habits are formed at a young age. It is for this reason that we include a nutrition/health curriculum in our program.

*As our partners in this process, we need your support in providing for your child appropriate meals and snacks while he/she is at school. We ask that attention be paid to the types of foods you are providing for your child, making sure that their diet contains a balance of the different food groups, and is not too high in sugar, salt and fat.

*Snacks and Meals: Our center's responsibility is to assure food safety, keep lunches cold, inform parents of appropriate foods that meet state licensing requirements, and maintain available food supplies to supplement lunches that don't meet nutrition requirements.

The families' responsibility is to send a nutritious snack and lunch, to assure that snacks will be kept cold by packing it with blue ice and pack hot foods in insulated containers, and to inform the center of the need to refrigerate the snack if it cannot be kept at a safe temperature.

REQUIRED:

Milk for lunch, 100% fruit juice (if serving juice), Water bottle daily for hydration
Please provide:

- Home lunch (starch, protein meat, 2 fruit or vegetable servings)
- AM snack is 2 components
- PM snack is 2 components (this is not needed if you leave before 2:15pm)

*The PM snacks need to consist of a calcium-rich food and a more substantial snack such as fresh fruit, vegetables, or a sandwich. Please see the handout provided in the intake folder.

Examples:

- Sandwich cut into different shapes
- Ethnic/cultural food (poi, fish, adobo rice, or beans)
- Leftover dinners (spaghetti, chili, rice, soup, lasagna)
- Fresh fruit (generally more nutritious than canned fruit)
- Cereal and cereal mixes (MUST BE LOW IN SUGAR)
- Quick bread/muffins (banana, pumpkin, mango)

Breakfast

Breakfast is the most important meal of your day. You can pack breakfast, but it must be completed by 7:45am daily. If you pack it and ask your child to eat on site, we will not serve it after 7:45am because our “AM Snack” is at 8:55am. Send breakfast in disposable containers, so it can be discarded.

Examples of a good healthy breakfast are:

Yogurt	Rice and eggs	100% Juice	Fresh fruit	Soup
Oatmeal	Milk	Muffin Sandwich (NOT donuts, cake, cookies)		

Parents must provide a nutritious home lunch for their children. Students and staff eat lunch family style with their class. Parents are welcome to join the children for lunch when they volunteer in the classroom. Arrangements must be made in advance with the teacher. Parents must provide all beverages for field trips and regular school days if lunches are not purchased from the DHS approved lunch vendor.

A balanced lunch meal contains:

- A source of starch (bread, crackers, rice and potatoes)
- Fresh fruit and vegetables
- A source of protein (meat, eggs, peanut butter and beans)
- A source of calcium (milk, cheese, and yogurt)

Our basic intent is to empower the children to make wise choices about eating. We see our role as a facilitator to help the children understand the differences in the nutrient content of foods and show some choices are better than others.

We use positive reinforcement by applauding fresh fruit eaters and milk drinkers. We eat with the children and model healthy choices daily. For instance, if your child has a balanced meal with an added special treat, the staff will explain to your child why the special treat should be eaten after the other nutritious part of his/her meal.

If everyone in school is bringing healthy foods, your child will soon begin the process of eating well with positive peer pressure.

Remember you are growing your child's brain and body and healthy foods are vital for his/her development. Be wise!

**Children with food allergies must have the details of their allergy in writing and be given to teachers!

DO NOT BRING

- Soda, sugary based drinks/products containing Fruit juices (high in sugar)
- Sacchar in Nutra Sweet
- Cocoa Caffeinated drinks
- Hot Dogs or Meat that is not cut into small pieces
- Cake Pastries
- High sugary cereal
- Candy or Gum
- Ice Cream or Sherbet
- Chocolate foods
- Capri Sun Juice - that is not 100% fruit juice
- Frosted items
- Canned meats
- Coffee/Tea
- Ice pops
- Popcorn
- Hawaiian sun juice
- Sugar Cookies

PLEASE BRING

- Milk or Water
- Sushi/Nori & rice
- Fresh vegetables
- Tuna crackers
- Fresh fruits
- Fruit cups
- Tortilla roll
- Vegetables with dressing
- Low - fat cottage cheese with fruit
- 100% fruit juice
- Dried fruits
- Animal crackers
- Cheese and crackers
- Low sugar cereal
- Trail mix
- Graham crackers
- Peanut butter
- Low - fat yogurt
- Low fat cream cheese and bagels

Special Events/Birthdays

We welcome celebrating birthdays in our school. This is such a part of our culture and family life in our islands. If you would like to bring a cake, we ask that you bring PREPACKAGED mini cupcakes or muffins, like a hostess cupcake. They are pre-wrapped and safe.

*We do not want large cupcakes or sheet cakes. If you would like to bring goodie bags you can send toys, pencils, etc. We do not want candy or sugary items.

If you would like to buy a pizza you can bring it for a special lunch, but the children will still be served their lunch and encouraged to have one slice each. You can order it from Dominos who delivers it. Please do not forget to leave a tip if sending money to school. We cannot allow any food prepared at home to be served because of the health and safety guidelines set forth by the state of Hawaii food Poisoning and Communicable Disease Center.

Incidents Reporting Policy

Food poisoning and communicable disease incidents will be reported to the public health department and the licenser.

These communicable diseases must be reported to the local Health Department:

- No shots and waivers
- COVID-19 and variants
- Acquired Immune Deficiency Syndrome (AIDS)
- Campylobacteriosis
- E. Coli 0157
- German Measles (Rubella, 3-day Measles)
- Gonorrhea
- Haemophilus influenza Type B Infection (Hib)
- Measles (Rubella, 10-day Measles)
- Mumps
- Reye's Syndrome
- Shigella
- Bacterial Meningitis
- Diphtheria
- Food-borne Illnesses
- Giardiasis
- Hepatitis
- Kawasaki Syndrome
- Meningococcal Infections
- Polio
- Salmonella
- Tetanus

Health and Wellness

First Aid Emergency Care

The school's staff members are certified in First Aid procedures, according to Department of Human Services Guidelines. If a child is injured and requires medical attention, parents will be informed. If necessary, an ambulance will be called.

The Department of Human Services requires that we inform you that in the case of a serious emergency, your child will be transported to the nearest medical health center and if time permits to your designated medical facility.

Health and Safety Procedures of Teacher:

At least one staff member is required to be certified in CPR and First Aid , and HIV / Aids training. Staff must also have a negative “ Mantoux “ TB skin test.

Medication

The staff at Ewa Plains Enrichment Programs is not permitted to give medication to students. If a child needs medication during the school day, the parent or authorized adult must give the medication. If a child needs to take medication due to a disability, each case will be assessed on an individual basis.

Children will not be allowed to medicate themselves. This is the law.

If at any time during your child's stay (s)he is on MEDICATION , which may affect his/her BEHAVIOR, please NOTIFY YOUR CHILD'S TEACHER IN WRITING.

This includes coming back to school from the dentist, getting vaccinations, or flu shots the day before.

WE DO NOT GIVE MEDICATION BY LAW. These lengthy rules apply and we cannot comply:

Parent/Guardian Consent

Medication will only be given with prior written consent of the child's parent/legal guardian. This consent (The Medication Authorization Form) will include the child's name, the name of the medication, reason for the medication, dosage, duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist's written information).

Parent/legal guardian will be the sole consent to medication being given, without the consent of a healthcare provider, if and only if the medication meets all of the following criteria:

The medication is over-the-counter and is one of the following:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Non-narcotic cough suppressant
- Decongestant
- Ointments or lotions intended specifically to relieve itching
- Diaper ointments or powders intended for use with diaper rash
- Sunscreen for children over 6 months of age

The medication is in the original container and labeled with the child's name and the medication has instructions and dosage recommendations for the child's age and weight, and the medication is not expired; and The medication duration, dosage and amount to be given does not exceed label- specific recommendations for how often or how long to be given. For sunscreen and diaper ointment, the written consent may cover an extended time period of up to one year. For all other medications (such as fever reducers, cough medicine, or antibiotics), the written consent may only cover the course of the illness.
Health Care Provider Consent.

A licensed health care provider's consent, along with parent/guardian consent, will be required for prescription medications and all over-the-counter medications that do not meet the above criteria. A licensed health care provider's consent may be given in 3 different ways:

- The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, duration and expiration date)
- The provider signs a note or prescription that includes the information required on the pharmacist's label,
- Or the provider signs a completed Medication Authorization Form.

Staff Documentation

Staff giving medicine will document the time, date and dosage of the medicine given on the Medication log and will sign with their initials each time a medication is given (with a one-time full signature at the bottom of the page.) This is for special needs students approved by the Executive Director. Staff will report and document any observed side effects on the Medication Log, located in the Records closet.

Outdated medication authorization forms and logs will be kept in the child's file. Staff will only administer medication when all conditions listed above are met. Medication authorization and documentation is considered confidential and will be stored in general view, with exception to allergies that require administration of Epi-Pen.

Self-Administration by Child

School children, aged-6, will be allowed to administer his or her own inhaler when the above requirements are met AND a written statement from the child's health care provider and parent/guardian is obtained, indicating the child is capable of self medication without assistance. The child's medications and supplies are inaccessible to other children. Staff must record documentation of self-administered medications.

Policy/ Procedure for Excluding Ill Children

Children with any of the following symptoms will not be permitted to remain in care at centers with programs that are not specifically approved for the care of ill children:

1. Fever of at least 100° F under the arm (No rectal temperatures will be taken. Digital thermometers are recommended due to concerns about mercury exposure if glass thermometers break.)
2. Diarrhea/vomiting - headache - signs of irritability or confusion

3. Sore throat - rash
4. Vomiting on 1 or more occasions within the past 24 hours
5. Diarrhea: 2 or more watery stools within a 24-hour period, or any bloody stool.
6. Rash, especially with fever or itching.
7. Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment.
8. Sick appearance, not feeling well and/or not able to keep up with program activities
9. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
10. Lice /scabies. For Bed Bugs or head lice, children and staff may return to childcare after treatment and no nits. For scabies, they may return after treatment. See Handout. Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort and Public Health and Communicable Disease guidelines for Child Care are met. Staff members will follow the same exclusion criteria as children.

Contagious Illness

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

- Impetigo
- Hand/Foot & Mouth
- Diarrhea
- Measles
- Strep Throat
- Rashes Chicken pox
- Pinworms

Please take constructive measures when your child displays symptoms of illness that will prevent him/her from participating comfortably in school and ready for a full day of activities. Although this is very convenient, for the welfare of the children in the program we ask that you keep your child home if any of these symptoms exist:

- Injury or condition that requires individual attention
- Red, inflamed eyes
- Discharge from the eyes, nose or mouth (yellow or green)
- Unexplained rash
- Vomiting or loose stools
- Fever above 101 degrees in the last 24 hours
- Persistent cough
- Under the weather behavior
- Open sores
- Sneezing or nasal discharge (green or yellow)

Please have children treated by a doctor before returning to school. Enrichment Schools reserves the right to deny any doctor's clearance if the symptoms listed are present. Students should not return to school until their temperature is less than 100.04 degrees or is normal for at least 24 hours without medication.

No refunds will be given for absences.

Immunization Policy

Ewa Plains Enrichment Programs will not admit a child to the program without documentation that he/she is currently immunized or is in the process of getting all required immunizations. The only children we will admit without proof of up-to-date immunizations are those whose parents supply a signed statement that: a) they oppose immunizations on religious, philosophical, or personal grounds, b) the immunizations are medically unsafe or unnecessary for the child. The child's physician must describe the medical reason and sign a statement advising against the immunization.

Eventually, we will need to add COVID-19 vaccination when the law changes. Medical exemptions are acceptable if written on the letterhead of a licensed physician certifying that administration of particular immunization would endanger your child's health. Requests for exemptions on religious grounds must be done in writing, please ask the office for the forms.

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 and eggs. A check will be made before the child will be allowed to return to class.- If 'ukus' or nits (eggs) are found, then you will be asked to take your child home for treatment. After completing treatment, the child may return to school if the hair and scalp are free from 'uku and eggs. A check will be made before the child will be allowed to return to class. - Staff can tell you about proper treatment for head lice.

You can also check with your child's doctor or a public health nurse. A regular careful heck 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.

Question: Do we have problems with Ukus in our school?

Answer: Not at all because we have strict policies that parent and families must abide the rules and can be expelled if not treated.

Procedures for Sick and Injured children

All school staff have been certified in First Aid.

Staff will check body temperature when a child appears ill. If the child has a fever or symptoms, the staff will call the parents or contact an authorized emergency contact to pick up the child for further treatment. An ice or cold pack will be administered to keep the fever under control until the parent or guardian arrives.

Please be ready to provide care for your child within 30 minutes of the call. When a child appears to be slightly injured (such as bumps or bruises), staff will apply First Aid by cleaning the wound with water and applying a band aid or dressing. They may use an ice pack if swelling occurs and WRITE AN INJURY report. When a child is seriously injured, the child will remain in the position where he/she is injured. No attempt will be made to move the child unless there is imminent danger. While the instructor's aid will tend to the rest of the children, the teacher will attend to the injured child. Staff will call for an ambulance and make immediate arrangements to contact parents or emergency contacts. If parents have not arrived by the time the ambulance arrives, the instructor will accompany your child to the nearest hospital or medical clinic. The physician listed on your child's emergency form will be called.

Asthma and Allergic Reactions Procedure

Asthma

An Asthma Information Report and Individual Emergency Treatment Plan shall be kept on file for any child with asthma. The Asthma triage plan shall be implemented when a child exhibits asthma symptoms at school.

Parents shall receive a written report on accident/illness form.

Allergies

Food Allergy/Intolerance statement shall be filled out and kept on file for children whose registration form or parent report indicate severe food allergies. This form must be signed by a Health Care Provider and list foods to avoid, a brief description of how the child reacts to the food, and appropriate substitute food(s). There should be a space on the form for the Health Care Provider to indicate if the reaction is severe or not. If the reaction is severe, staff should follow an emergency protocol indicated by the provider such as the following:

- Administer prescribed epinephrine (EpiPen) immediately AND/OR Administer other prescribed medication
- Call 911
- Call Child's Health Care Provider
- Stay with the child at all times
- Hospitals used for emergencies are required by law to be the closest.

Closest Hospital: Queens West

Fire and Police: 911

Poison Control Center: 800-222-1222

Emergency Response Plans

In the event of a major internal or external disaster, EPEP shall attempt to provide childcare services until children are authorized to leave the center.

The Emergency Operation Plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their child in the following ways:

Radio: Announcements about school closure evacuation will be broadcast over the following local radio stations: KSSK 590 A M . Telephone Calls: In the event of an emergency, try not to call the school. Keep the telephone lines open so we can communicate with school administration, police, and Civil Defense.

Evacuation of Children: If children must be evacuated, school personnel will ensure that students are moved to a safe location. Your child's evacuation site for all emergencies is: Ewa Elementary School and James Campbell High. This is set by the Hawaii State Civil Defense.

Family Emergency Plan:

All families should have their own Emergency Plans. Our staff has plans for their families in the event there is an emergency. We understand your child's safety is our first priority. We will care for your child like he or she is our own.

You will be notified by phone and/or radio, and you should pick up your child as soon as possible if 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 post signs outside the location if different from what is noted in the handbook. We will change our voicemail messages to include personal information about our location.

Disaster Plan:

The administrators or designated person in charge will classify an event as a disaster when an unplanned incident overwhelms the ability of the faculty to operate at a normal routine. This includes natural disasters, such as an earthquake, flood, heavy snow, extreme weather conditions, or fire. The evacuation routes and plan are posted on classroom bulletin boards, by exit doors.

If the emergency is confined to the immediate area of the child care facility, e.g. fire or toxic fumes, and children cannot stay on the premises, the children will be taken to the far end of the playground near the fence, by the staff, where they will remain accompanied by caregivers for parents, guardians, or emergency contacts are notified of the situation, and arrangements are made for either the transporting or caretaking for the remainder of the day.

In the event of exposure to toxic materials or gasses, and it is determined that children need to be examined, children will be transported by EMS to Queens West. Family/ guardian/ emergency contacts will be notified.

If the emergency is more widespread and encompasses a large area, such as a neighborhood or several homes, and the emergency is due to a non-contained threat, e.g. toxic fumes from a spill, floodwater, etc. the children will be taken to the designated shelter that the city's emergency response system designates: which is James Campbell High School Cafeteria.

Earthquake

Should an earthquake of significant magnitude occur on our Island, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your child is in school, you may not be able to get them even though you live close by. In preparation for an earthquake, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks, tables, and supported doorways. If outdoors, we will stay away from electrical lines, tall trees, and buildings. Following an earthquake, when the tremors have stopped, we will first treat and care for anyone who is injured and then assess the structural integrity of the school.

Option 1: If our buildings are sound, we will remain in place and listen on our battery operate radio for Civil Defense instructions.

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 an open area on our campus or in the neighborhood.

Flooding

Our school is not located in an identified flooding zone. In the event that we are advised to evacuate, we will immediately move the children to a higher ground.

Tsunami

Our school IS NOT IN AN IDENTIFIED TSUNAMI ZONE. In the event that we are advised to evacuate, we will immediately move the children to the evacuation site.

Fire

In case of a fire we are advised to evacuate immediately to United States Post Office building on Renton Road (91-1202 Renton Road Ewa Beach, HI 96706)

Fire Drills

Fire drills are conducted monthly by the staff and documented on the drill form in the office. Earthquake drills are conducted annually by classroom leads following the fire drills.

Disaster Preparedness

Emergency supplies are kept in the outside shed on the platform. Practice drills are done annually during our walk to the Ewa Post Office at 91-1202 Renton Road. Keep flashlights and battery radios fresh. Review procedures with staff and children regularly.

During the Disaster

Evacuate the building to the safe meeting for fires at corner of property.

After the Disaster

Take head counts, comparing them again sign-in sheets and attendance sheets. Attend First Aid needs. Ask the custodian to set up tents and tarps in the event that is deemed necessary, and the building is inaccessible. We immediately evacuate the building under the presence or suspicion of fire. If there is an earthquake the custodian will inspect the building for safety. We may, under our own discretion, with the advice of the custodian, choose to evacuate the building at that time. Our procedure for evacuating the building is posted in each room and hallway. We asked it to the playground.

Accountability

Administrators take their attendance clipboard with them and conduct head counts. Take all emergency consent forms, medications (Epi-Pens), cell phones. Release children only to authorized adults. The staff members are encouraged to make plans for reuniting with their families after determining who will stay at the site. Always be prepared for Emergencies and have a plan as a family!

Emergency Contacts and Numbers

Emergency contacts and numbers are kept in the office closet and updated and maintained by the administration, on each classroom wall and in the emergency bags in each classroom.

Children with Special Needs

Classroom staff is responsible for the children with special needs during the disaster. Leaves will assign a classroom stab to the special needs children to assist during evacuation. Administration staff is also available to assist.

Provision for Children Until Parents are Able to Pick Up

Classroom staff is responsible for ensuring that children are housed in the tent and under tarps as needed. Books, paper, markers, card games, etc. will help manage children until parents are able to pick up. Children will be encouraged to focus on activities and kept as comfortable as possible. Backup water is stored in the outside storage as well as medical supplies and food in the lead's classroom. The supplies are inventoried annually by the school safety checkup.

Administration Staff Will Attempt to Contact Parents and Families

Parents may be able to contact the school by cell phone, after the disaster. We will not answer the phone, but focus on keeping the children calm; however, we will record a new message with information of our conditions and whereabouts on the answering machines and classroom doors/gates.

Parents are notified of our facility's disaster plan lockdown procedures. In the event of an activity that poses harm to the safety of children, staff and families of the school, the following procedure will be followed:

If the police notify the center, or there is reason for concern (i.e. strangers in the building) the Executive Director or Program Director will notify class room Leads of the need for a lockdown.

Staff will do the following (with the assistance of administration, as necessary):

- Lock all doors (all of our doors locked for protection) and cover windows.
- Account for children and adults in attendance.
- Monitor the front door, allowing only authorized entry into the center.
- Maintain a calm classroom environment.

Administrator will be responsible for the following:

- Call the 911 for a status report
- Notify the school office and office of the solution
Sound the “all-clear” when appropriate
- Staff will debrief the incident at the next staff meeting

Emergency Procedures: Minor Emergencies

1. Staff trained in first aid will refer to the First Aid Guide located in each kit in the classroom under the red X or on carts. Gloves (nitrile or latex) will be used if any body fluids are present. Staff will refer to the child’s emergency form and call parents/guardians, emergency contacts or health providers as necessary.
2. Staff will record the incident on the Accident Report located in the first aid bag. If your child’s teacher does not report the injury in a written form, please call and leave a voicemail for the director immediately. The form will include the date, time, place, and cause of the illness or injury, if known. A copy will be given to the parent/guardian the same day and the copy will be placed in the child's mailbox.
3. The incident will also be recorded on the Injury/Incident Log, which will be located digitally.
4. Injury/Illness Logs will be reviewed monthly by the Administration. The logs would be reviewed for trends. Corrective action will be taken to prevent further injury or illness. All reports, including this law, are considered confidential.

Emergency Procedures: Life-Threatening Emergencies

1. If more than one staff person present: one staff will stay with the injured/ill child and send another staff person to call 911. If only one staff person is present, that person will assess breathing and circulation, administer CPR for one minute if necessary, and then call 911.
2. Staff will provide first aid as needed according to the First Aid Guide. Nitrile or latex gloves will be worn if any body fluids are present.
3. A staff person will contact the parent/guardian(s) or the child’s alternate emergency contact person if no answer is made by either parent within 10 minutes.
4. A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a parent, guardian, or emergency contact arrives.

5. The incident will be recorded on an Injury/Illness Report and Injury/Illness Log as described in “Minor Emergencies”.
6. Serious injuries/hospitalizations/death will be reported to the state licenser and Child Protective Services immediately (name and phone on next page).
7. Staff will record the incident on Accident Injury Form, which will be kept in the office. The form will include the information as stated in #2 under Minor Emergencies. The parent/guardian will sign a receipt for a copy of the report. If it is a Major Emergency a copy will be sent to the licenser no later than the following day after the incident. A copy will be placed in the child’s communication mailbox.

Discrimination Policy

Non-Discrimination Policy

It is the policy of the Ewa Plains Enrichment Programs that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap. This policy applies to every aspect of the school’s program, practices, policies, and activities, including client services and employment practices. It is a policy of the schools that we will make reasonable accommodations to physical or mental limitations of disabled children in our care, as well as for those children seeking care.

Gender Discrimination Policy

It is the policy of Ewa Plains Enrichment Programs to require strict compliance with Title IX 1972 opportunity as described in the act. The compliance assures each student the right to participate fully in the classroom instruction or extracurricular activities without being limited or impaired because of any gender.

Americans with Disabilities:

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of the Ewa Plains Enrichment Programs programs to make its programs, services, and activities accessible to qualified persons with disabilities. 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.

All acts of student’s gender discrimination at Ewa Plains Enrichment Programs Programs site are investigated and documented by the Title IX compliance coordinator, or designees, corrective action completed in a timely manner. A site with reported incidents of genderdiscrimination will be monitored by the Title IX compliance coordinator to ensure effective resolution, satisfactory compliance, and that appropriate remedial action is taken. Any settlement of a grievance shall be applicable to the grievance only and shall not be binding authority for the disposition of any other grievance.

Smoke, Vaping and Drug Free Policy

All school programs facilities are both smoke and drug-free environments. Smoking, drinking, or use of any illegal substances is prohibited on school property, parking lots, bus terminals, and field trip locations or in any rental buses. Any persons under the influence of alcohol or drugs are not permitted on school property, at field trip locations, with students, or on any rental buses. Random drug testing is done for all teachers and staff employed by school programs.

Sexual Harassment Policy

It is the policy of the schools that every student has the right to attend school free from sexual harassment in a safe learning environment and to be treated with respect. Under Federal and State laws, schools are required to maintain an educational environment that is free of sexual harassment. The schools are committed to providing a learning environment free from intimidation, hostility, or abusive conduct that interferes with a student's ability to learn and enjoy all aspects of his/her educational experience. Sexual harassment is prohibited and will not be tolerated in any form. This policy governs the conduct of a student towards another student, staff member, or parent regardless of gender.

Sexual harassment is defined as any uninvited or unwanted conduct that interferes with a student's right to a safe learning environment as well as uninvited or unwanted sexual conduct directed toward another student, staff member, or parent regardless of gender. All formal or informal, verbal or written complaints of sexual harassment will be investigated promptly and confidentially and any student who is found to have sexually harasses another student who is found to have sexually harassed another student, staff member or parent will be disciplined. Consequences will range from verbal warning to immediate dismissal.

Educational sites with reported incidents or sexual harassment will be monitored to ensure effective resolution, satisfactory compliance and remedial action has been taken to resolve the report previously made. Information concerning a reported incident of sexual harassment shall be treated as confidentially as possible, consistent with the establishment's legal responsibilities, taking into consideration the need to promptly investigate, and the need to take disciplinary action if it found that sexual harassment has occurred. Information obtained during the investigation process would be given only to those individuals who are directly involved in decisions regarding the incident or as otherwise required by law.

Anyone who assist cooperates or participates in an investigation, proceeding, or hearing related to a complaint of sexual harassment may be subject to disciplinary action. Anyone who retaliates against an individual who reports sexual harassment will also be subject to disciplinary action. Submission of sexual harassment or report shall not affect that individual's summary report, participation in activities, etc.

Definition of Sexual Harassment

Uninvited or unwanted conduct that interferes with a student's right to a safe learning environment as well as uninvited or unwanted conduct directed toward another student, staff member, or parent regardless of his/her gender may constitute as sexual harassment.

Examples:

- Verbal sexual comments (about parts of the body, clothing, or looks).
Inappropriate or sexually degrading name-calling
 - Sexually explicit or offensive jokes
 - Cartoons or pictures sexual in nature, or pornography
Sexual messages or graffiti
 - Playing sexually offensive computer games
Unwelcome touching of another individual's body
 - Physically intimidating or making another person feel uncomfortable or afraid
Touching oneself sexually in front of others
 - Sexual assault or attempted sexual assault
 - Other verbal, visual or physical conduct of a sexual nature.
- **Alleged victims are encouraged to advise the alleged harasser that they find such behavior to be unwelcome and objectionable.

Policy Regarding Off - Hours Contact with Staff

The schools do not promote or encourage contact between its staff and school children off the school premises and outside of regular program hours. In the event parents choose to engage in off-hours contact with Ewa Plains Enrichment Programs staff for any purpose, including but not limited to after-hours childcare, any such arrangements must be made with the staff member in his or her individual capacity and not as a school employee.

Parents recognize that the schools shall have no responsibility for any of its staff members for contact outside of regular program hours and shall agree to indemnify and hold the schools harmless from any and all liability, claims, costs, and expenses whatsoever arising from such after-hours contact.

Anti-Harassment Policy

This policy states that it is unacceptable to tease anyone about or touch or hit anyone because of:

- The color of their skin
- How much money their family has
- Whether they have a disability
- The language they speak at home
- Whether they are boys or girls
- Likes boys or girls

Parental Rights Policy

It is school policy to remain a neutral party in parental rights issues. To do this, the schools rely on legal documentation, to determine who has parental authority to make decisions regarding the education, health, safety, and welfare of a child.

In the absence of legal documentation, the schools will follow the guidelines developed through statutory law and court decisions. School documentation explaining how staff determined legal parental authority is retained in the student's record.

Right to Search Personal Possessions

The schools are private educational programs responsible for the safety of all students. We reserve the right to search student persons and personal possessions, and to seize items, if there is a reasonable cause to believe that the student is in possession or violation of criminal laws. However, the schools strive to ensure that searches and/or seizures are justified at their inception, and reasonably related in scope to the circumstances which justified the interference in the first place (youth and school age programs).

Parent/Student Access to Educational Records

Parents and eligible students have the following rights under the Federal Family Educational Rights and Privacy Act. To inspect, review and obtain copies of the student's education records. The request must be made in writing, and it will take 5-7 days. The cost for the records are \$1 per sheet. Please specify what is needed. Payments for the records must be done in advance. To request amendment of the student's education record, if believed to be inaccurate, misleading or otherwise in violation of the student's privacy, or other rights.

If informal meetings cannot resolve the problem, you may place a written explanation in the record on the point of difference, and or you may request a formal hearing with the appropriate administrators.

Insurance Coverage

The school does have liability insurance to meet the state's minimum requirements by law. Ewa Plains Enrichment Programs LLC require that only children enrolled in the schools can play on the playground. Once a parent or authorized pickup person signs your child out of the classroom, he/she is not liable for your child's actions. Please be cautious in the parking lots, by holding your child's hand and placing him/her into their safety car seat.

Licensing

The State of Hawaii Department of Human Services monitors all preschools. Ewa Plains Enrichment Programs LLC is licensed for 41. The Department assigns a social worker to ensure we are complying with health and safety guidelines by visiting the site and inspecting health records.

Child Protective Act

Child Abuse Policy

It is the policy of the schools to comply with the Hawaii Child Protective Act. The Act creates specific legal duties and procedures designed to safeguard, treat and provide service and permanent plans for children who have been harmed or are threatened with harm. Harm is defined as an injury to a child's physical or psychological health, or welfare.

Examples:

Any case where injuries are evidenced by:

- Substantial or multiple skin bruising or any other internal bleeding
- Any injury to skin causing substantial bleeding
- Failure to thrive
- Burn or burns
- Gross degradation
- Poisoning
- Fracture of any bone
- Subdural hematoma
- Soft tissue swelling
- Extreme pain
- Extreme mental distress
- Any case where the child has been the victim of sexual contacts or conduct.
- Any case where there exists injury to the psychological capacity of a child.
- Any case where the child is not provided in a timely manner with adequate food, clothing, shelter, psychological care, physical care, medical care, or supervision.
- Any case where the child is provided with dangerous, harmful, or detrimental drugs or substances.

Pet Policy

Children can learn many life lessons from loving and caring for pets. Pet interaction is supervised by the adults, who help to assure safety of the children and also that children treat the pet well. Regular preventative veterinary care for a pet is a must. Records documenting veterinary care are kept by the classroom teacher. Staff keeps the animal area clean and disposes of waste properly in double plastic bags. Staff do not clean cages in sinks used for food/snack preparation. Staff and children always wash hands after playing with your pet. Animals likely to carry salmonella are unacceptable pets. If a pet is known to aggravate an allergy in our staff or children, the pet will be removed from the classroom. Families are encouraged to send photos of their child's pet to school or make arrangements to have their pet visit (after permission from each family is obtained in writing) as we cover pet safety guidelines for families.

Pesticide Policy

We follow the Hawaii School District pesticide policy. We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for the children.

We attempt to PREVENT infestation by:

- Taking out trash daily or more as needed
- Cleaning trash cans regularly
- Keeping trash cans or dumpsters covered and away from the building
- Storing food in sealed plastic or metal containers
- Cleaning and sanitizing all dishes, utensils and surfaces used for eating or food preparation before/after meals
- Preventing pest entry into our facility by sealing cracks and holes, using repairing window screens and door sweeps
- Controlling moisture with plumbing and water drainage systems
- Mechanically managing weeds
- Planting native vegetation that is non-toxic
- Mulching plant beds

Integrated pest management is a pest management strategy that focuses on long-term prevention or suppression of pest problems including the following 6 components:

1. Education of the staff
2. Monitoring pests
3. Pest prevention (non-chemical)
4. Least hazardous approach to pest control
5. Notification of pesticide use
6. Record keeping

We do regularly apply child safe pesticides to our facility or grounds through Terminix. In the event we must use a pesticide, we will provide a written notification Applications are done on Friday evening with the following two consecutive days of building closure. Pre-notification requirements do not apply to any emergency application for control of any pest that poses an immediate human health or safety threat such as an application to control stinging. When an emergency center application is made, notification will be made, at the time of application and the center will be closed to protect children and staff at the school.

Important Notes

Updates for Changes to Status

Parents must notify the schools of any changes immediately. A 30 day notice of withdrawal.

Addendums

COVID Guidelines 2020-2023

*** Please note that this policy is subject to change at the Enrichment Services sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time. ***

COVID Guidelines:

<https://www.ewaenrichmentacademy.com/covid-guidelines>

INTRODUCTION

The appearance of the novel coronavirus in late 2019 followed by its rapid, worldwide proliferation in early 2020 dramatically changed our lives. Everyday activities such as enjoying the outdoors, shopping, working, and on-campus schooling were suddenly restricted or prohibited.

As the government mandated closures took effect, our Enrichment Services quickly pivoted to online learning for the 4th quarter of the 2019-2020 school year. Our successful Distance Learning Program was made possible by the hard work and commitment of our amazing faculty, staff and school families. After over five months of virtual and on-campus learning, Enrichment Services understanding the importance of face-to-face instruction and in accordance with guidelines from:

Centers for Disease Control and Prevention (CDC), Hawaii Department of Health (HDOH), Hawaii Department of Human Services (DHS), and American Academy of Pediatrics (AAP)

We kept the campus open five days a week to all students for the 2020-2021 school year and expects all students to attend school in-person, unless granted an exception.

We understand that the transition back to campus may come with feelings of uncertainty and concern, but we are committed to a plan that prioritizes health & safety, educational excellence, practicality, and flexibility.

It is important that we remain nimble in our ability to adapt to what has proven to be a rapidly changing environment.

As such, the policies, procedures, and overall strategies explained in this plan will be flexible and revised/adapted as needed depending on the level of viral transmission in the school and throughout the community and in accordance with the latest updates and guidelines from government and health officials.

Early Childhood Pre-K Health Record Supplement*

Name of Child:		DOB:	
Name of Child Care Facility:			
To Be Completed By The Physician			
1. Type Screening	2. Date Completed	3. Results	4. Recommendations/Follow up
Head Circumference (up to 2yrs old)		<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Hgb/Hct		<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Lead		<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Developmental Screening Tool: <input type="checkbox"/> PEDS <input type="checkbox"/> ASQ <input type="checkbox"/> Other _____		<input type="checkbox"/> No Concern <input type="checkbox"/> Concern	
5. Medical Conditions		6. Special Care Plan Needed	7. Recommendations
Allergies/Sensitivities <input type="checkbox"/> None • List: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	8. EC Provider Use Only <input type="checkbox"/> Special Care Plan completed
Medications/Treatments <input type="checkbox"/> None • List: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Diet prescribed by physician <input type="checkbox"/> None • List: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioral Issues/Social Emotional Concerns <input type="checkbox"/> None • List: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Conditions/Related Surgeries <input type="checkbox"/> None • List: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Physician/NP/APRN/PA or Clinic Name, Address, Zip, Phone, Fax		<i>11. I give my consent for my child's Health Care Provider to discuss the information on this form with my Early Childhood Provider</i>	
		_____ Early Childhood Provider Name	
10. Physician/NP/ APRN/ PA or Clinic Signature (Signature or stamp)		12. Parent/Guardian Name	
		13. Parent/Guardian Signature	
Date		Date	

*Supplement to the STATE OF HAWAII, DEPARTMENT OF EDUCATION, FORM 14, Rev. 4/10, RS 10-1369 (Rev. of RS 09-1051)
DHS 908 (09/11)

Department of Education STUDENT'S HEALTH RECORD

Student Address Label

Name _____ (Last) _____ (First) _____ (Middle Initial) Female Preschool: Entry Date ____/____/____
 Birthdate

Month	Day	Year						

 Male Elementary: Entry Date ____/____/____
 Parent's Name _____ (Mother/Guardian) _____ (Father/Guardian) Intermediate/Middle: Entry Date ____/____/____
 High: Entry Date ____/____/____
 Allergies: _____

Please complete the following sections (CHECK IF YES)

MEDICAL STATUS							
Allergy (type) <input type="checkbox"/>	Cancer/Leukemia <input type="checkbox"/>	Hearing Problems <input type="checkbox"/>	Hypertension <input type="checkbox"/>	Seizures <input type="checkbox"/>	Vision Problem <input type="checkbox"/>		
Asthma <input type="checkbox"/>	Chronic Cough/Wheezing <input type="checkbox"/>	Heart Disease <input type="checkbox"/>	JRA Arthritis <input type="checkbox"/>	Sickle Cell Anemia <input type="checkbox"/>			
Behavioral Problems <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Hemophilia <input type="checkbox"/>	Rheumatic Heart <input type="checkbox"/>	Skin Problems <input type="checkbox"/>			

PHYSICIAN'S EXAMINATION CODE: N-NORMAL; A-ABNORMAL; C-CORRECTED; R-RECEIVING CARE																												
Date	Grade	Height	Weight	BMI	Blood Pressure	Vision		Hearing		Eyes	Ears	Nose	Throat	Teeth	Heart	Lungs	Abdomen	Nervous System	Skin	Scoliosis	Extremities	Nutrition	Varicella Immunity Secondary to Disease (DATE)	Reviewed Immunization Record (Check if Yes)	Completed PPD Screening (Check if Yes) See Results Below	Provider's Signature	Provider's Stamp or Printed Name	
						R.	L.	R.	L.																			
__/__/__																												
__/__/__																												

TUBERCULOSIS EXAMINATION MANTOUX TEST (INTRADERMAL)			
Date Given	Date Read	Results (mm)	Physician, APRN, PA, or Clinic
__/__/__	__/__/__		
__/__/__	__/__/__		

CHEST X-RAY		
Date	Results	Location

DENTAL EXAMINATION	
Dental Check-Up	____/____/____

IMMUNIZATIONS (VACCINES, DATES GIVEN: MONTH/DAY/YEAR)							
DTaP, DTP, DT, Tdap or Td	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Polio (IPV or OPV)	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Hib (<i>Haemophilus influenzae</i> type b)	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Pneumococcal Conjugate	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Hepatitis B	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
MMR	Date	__/__/__	__/__/__	__/__/__	__/__/__	Varicella	__/__/__
Hepatitis A	Date	__/__/__	__/__/__	__/__/__	__/__/__		__/__/__
Other	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Other	Type						
	Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__

*OFFICE USE ONLY (Rev. 2010)

Physician, APRN, PA or Clinic _____

SPECIAL CARE PLAN FOR A CHILD WITH ALLERGY

CHILD'S NAME: _____ Date of Birth: _____

FACILITY NAME: _____

Parent(s) or Guardian(s) Name: _____

Emergency Phone Numbers: Mother _____ Father _____

Primary Health Provider Name: _____ Emergency Phone: _____

Specialist's Name (if any): _____ Emergency Phone: _____

Description of Allergy:

Describe what signs/or symptom look like: _____

Describe known triggers: _____

Describe treatment: _____

Possible side effects: _____

Program modification: i.e.: no peanut products allowed

When to call parent/health provider regarding symptoms or failure to respond to treatment:

When to consider what condition requires urgent care or reassessment: _____

Physician's Name: _____

Physician's Signature: _____ Date: _____

Incident or Accident Report

Name: _____ Date: _____ Time: _____

TEXTED JESSICA? YES OR NO

DESCRIBE WHAT HAPPENED?

WHERE DID IT HAPPEN?

OUTDOOR PLAY

BATHROOM OR LINE UP

INSIDE THEIR CLASSROOM

THE OTHER CHILD FAMILY HAS BEEN NOTIFIED? YES OR NO

STEPS TAKEN?

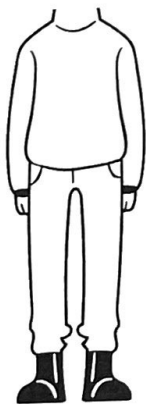
HUG AND PRAYER

ICE PACK AND BANDAID

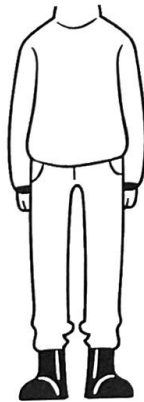
CALL PARENT FOR HEAD INJURY.:
TIME: _____

LIST CHANGES MADE TO
SCHEDULE, ENVIRONMENT, OR
CONTENT TAUGHT

MARK WHERE



FRONT



BACK

AFTER THE INJURY, HOW DID THE CHILD RECOVER ?



Ewa Plains Enrichment Programs llc -Preschool Consent Form

Today's Date

Month Day Year

Parent or Guardian's Name

First Name Last Name

Please enter child(ren)'s name

Child(ren)'s First and Last Name

Required Section: Medical

Payment of medical expenses incurred as a result of injuries sustained by a child/ren does not constitute an admission of liability or waiver of any defense to claims of liability by Ewa Plains Enrichment Programs, LLC.

If my child/ren needs to be transported by ambulance I consent to Ewa Plains Enrichment Programs, LLC to take the appropriate action.

Ewa Plains Enrichment Programs, LLC may call my child/ren's doctor, another physician, or emergency hospital for treatment in case of an emergency when neither I nor my spouse or the above-named physical cannot be reached.

First/Last Names, Phone ER contact #1 *

First/Last Names, Phone ER contact #2 *

First/Last Name of Pediatrician and Number *

Section 1: Excursion Permission

My child/ren has/have my permission to go on excursions away from the school groups by Honolulu City Bus, Rented or Center's van, charter bus, or walking. I understand Ewa Plains Enrichment Programs, LLC will maintain the highest possible safety standards, and I release the program and accompany parents from liability and responsibility in case of an accident. If I do not sign, I agree to provide care for my child at home during the event. I understand the school will not provide alternate care. I understand specific event consent forms will require an additional signature.

Section 2: Photo, Media, Video, & Story Release

I give Ewa Plains Enrichment Programs, LLC permission to use photographs, stories about, and any creation for my child/ren, alone or with others. For display or publication and newspaper, magazine standards, books, or sponsored advertisement for profit/fundraising. I absolve and waive any rights or claims to the media for my child.

Section 3: Apply Sunscreen and Insect Repellent

At Ewa Plains Enrichment Programs, LLC your child(ren) has a wonderful outdoor experience, which allows your child(ren) the liberty to enjoy great benefits. We ask that you apply sunscreen daily at home. However, only on water play days, we would like to apply it in the event it fades or washes off. We would like to apply insect repellent- OFF brand- after rainy weather.

Section 4: Consent To Test

The State Department of Health (DOH) specialists cooperate with Ewa Plains Enrichment Programs, LLC to further define and evaluate developmental areas and do testing.

If at any time your child/ren is tested by DOH, you will be notified in advance. I hereby give consent to have my child/ren tested.

Sign Here:



Tuition Billing

DIRECTIONS: PARENTS PLEASE FILL OUT THIS FORM AND RECEIPT PORTION AND RETURN THIS FORM WITH YOUR PAYMENT. PLACE INTO YOUR TEACHERS HAND, ASK TEACHER TO INITIAL THE SHADED ECC STAFF BOX. APPLE PAYMENTS MUST FILL OUT THIS FORM.

EwaSCHOOL@icloud.com

Attach Here
Cash or Check written to:
'Ewa Plains Enrichment'

Please place into
'Payment Inbox'
or Staff hands

CHILD'S NAME: _____

Billing Month: _____

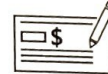
Amount Due: _____

Write or
Circle Due Date: _____
1st, 7th, 14th, 21st

CHECK PAYMENT METHOD:



Cash



Check



Apple Pay

TOTAL: _____

	Receipt	Ewa Plains Enrichment Programs 91-1258 Renton Rd. Ewa Beach, HI 96706	Date: _____
Parent Name: _____			
Amount Total: _____			
Payment Type:	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Apple Pay
Notes: _____			ECC Staff Signature: _____

The families' responsibility is to send a nutritious snack and lunch, to assure that snacks will be kept cold by packing it with blue ice and pack hot foods in insulated containers, and to inform the center of the need to refrigerate the snack if it cannot be kept at a safe temperature.

REQUIRED:

Milk for lunch, 100% fruit juice (if serving juice), Water bottle daily for hydration
Please provide:

- Home lunch (starch, protein meat, 2 fruit or vegetable servings)
- AM snack is 2 components
- PM snack is 2 components (this is not needed if you leave before 2:15pm)

*The PM snacks need to consist of a calcium-rich food and a more substantial snack such as fresh fruit, vegetables, or a sandwich. Please see the handout provided in the intake folder.

Examples:

- Sandwich cut into different shapes
- Ethnic/cultural food (poi, fish, adobo rice, or beans)
- Leftover dinners (spaghetti, chili, rice, soup, lasagna)
- Fresh fruit (generally more nutritious than canned fruit)
- Cereal and cereal mixes (MUST BE LOW IN SUGAR)
- Quick bread/muffins (banana, pumpkin, mango)

Breakfast

Breakfast is the most important meal of your day. You can pack breakfast, but it must be completed by 7:45am daily. If you pack it and ask your child to eat on site, we will not serve it after 7:45am because our "AM Snack" is at 8:55am. Send breakfast in disposable containers, so it can be discarded.

Examples of a good healthy breakfast are:

Yogurt	Rice and eggs	100% Juice	Fresh fruit	Soup
Oatmeal	Milk	Muffin	Sandwich (NOT donuts, cake, cookies)	

Parents must provide a nutritious home lunch for their children. Students and staff eat lunch family style with their class. Parents are welcome to join the children for lunch when they volunteer in the classroom. Arrangements must be made in advance with the teacher. Parents must provide all beverages for field trips and regular school days if lunches are not purchased from the DHS approved lunch vendor.

A balanced lunch meal contains:

- A source of starch (bread, crackers, rice and potatoes)
- Fresh fruit and vegetables
- A source of protein (meat, eggs, peanut butter and beans)
- A source of calcium (milk, cheese, and yogurt)

Our basic intent is to empower the children to make wise choices about eating. We see our role as a facilitator to help the children understand the differences in the nutrient content of foods and show some choices are better than others.

We use positive reinforcement by applauding fresh fruit eaters and milk drinkers. We eat with the children and model healthy choices daily. For instance, if your child has a balanced meal with an added special treat, the staff will explain to your child why the special treat should be eaten after the other nutritious part of his/her meal.

If everyone in school is bringing healthy foods, your child will soon begin the process of eating well with positive peer pressure.

Remember you are growing your child's brain and body and healthy foods are vital for his/her development. Be wise!

**Children with food allergies must have the details of their allergy in writing and be given to teachers!

DO NOT BRING

- Soda, sugary based drinks/products containing Fruit juices (high in sugar)
- Sacchar in Nutra Sweet
- Cocoa Caffeinated drinks
- Hot Dogs or Meat that is not cut into small pieces
- Cake Pastries
- High sugary cereal
- Candy or Gum
- Ice Cream or Sherbet
- Chocolate foods
- Capri Sun Juice - that is not 100% fruit juice
- Frosted items
- Canned meats
- Coffee/Tea
- Ice pops
- Popcorn
- Hawaiian sun juice
- Sugar Cookies

PLEASE BRING

- Milk or Water
- Sushi/Nori & rice
- Fresh vegetables
- Tuna crackers
- Fresh fruits
- Fruit cups
- Tortilla roll
- Vegetables with dressing
- Low - fat cottage cheese with fruit
- 100% fruit juice
- Dried fruits
- Animal crackers
- Cheese and crackers
- Low sugar cereal
- Trail mix
- Graham crackers
- Peanut butter
- Low - fat yogurt
- Low fat cream cheese and bagels

Program Procedures

Every program has routines and rules. These help children learn and ensure their safety and protection while they are in school. Rules and regulations will be given out at orientation and an agreement to abide by them will be signed before the start of program. Participant that do not follow the rules will be given at least one verbal or written warning before being asked to leave.

The School Day

A schedule will be provided per request as schedules for various programs will be tailored to many different needs of each class. An example of a daily routine is listed below.

Daily Classroom Activities

- Arrival - Children are brought into the classroom by their parents and signed in. They begin the day by playing quiet games or listening to stories. Parents are encouraged to participate.
- Circle Time - The whole group meets with the teacher for a group lesson.
- Interest Centers - Children go to different centers set up in the classroom. They learn through their active involvement in each of these areas. Typical centers include an area for building with blocks, a library, a dramatic play area, an instructional center, a creative area or an area focused on various scientific topics.
- Outdoor Activity - Children engage in outdoor play activities such as climbing, sliding, bicycling, sand play, water play, painting and group games.
- Stories - The instructor or aid reads stories to the children. Reading to the children will be done at least in 3 sitting time per day.
- Lunch - Children sit together for lunch.
- Nap - Children sleep in the classroom on their own sleeping mats. 4 - 5 year olds.
- Quiet Reading- Children spend relaxing time laying on the carpet reading.
- Aloha!! - Children gather their things and leave for the day. Parents or authorized adults pick up children in the classroom.
- Afternoon - Snack time and outdoor play will be done for those parents needed lengthier care. Enrichment Programs will begin from 1:30pm

Tardiness and Late Pick Up

If your child is tardy on a day that your child's class is scheduled to go on an excursion it is your responsibility to get him/her to the instructor. Late pick up is frowned upon as it is thought of as perhaps the most emotionally unsettling experience for young children. Being the last child to go home is never a good feeling. Regular late pick-ups come at both you and your child's expense as they contribute to children's fears about going to school and force the program to charge you, as the parent, extra fees.

Children will be marked **tardy or late**:

- If they are picked up 5 minutes or later after dismissal.

Behavioral Expectations For Children

Student performance expectations for normal classroom routines are:

- that they will be able to enter the classroom and separate from parents and guardians with a minimum of disruption.
- respect the rights of others.
- be kind
- be courteous
- use language that is not offensive to adults or peers
- appropriately use materials and equipment
- be capable of participating in a variety of large and small group, teacher-directed activities.

Children are expected to be able to self-regulate their behavior to a degree that they, or others present in the classroom, will not be harmed.

Disciplinary Action...If Your Child Misbehaves

When a problem occurs, the instructor or instructor's assistant follows consistent steps to provide for the safety of all students and to correct the problem. These steps include:

- talking to the child to determine:
 - what the problem is
 - if the rules are understood
 - what the child is feeling
 - why the behavior occurred
- reminding the child of appropriate behavior
- giving the child a chance to change behavior, including specific suggestions about what the child might do

If the inappropriate behavior continues:

- give the child reflection time allowing the child to enter back into the group when he or she feels ready and is able to conduct him/herself safely.
- work closely with the family to resolve the problem

Steps may include: having the child picked up immediately; establishing an altered school schedule until the child has become adjusted to separation, and /or is able to comply with adult directions; and finally, possible dis-enrollment from the program.