



St. Anthony Preschool Handbook

2023-2024

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Hawaii Catholic Schools Mission Statement

“The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished intellectually, spiritually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21st century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.”

Mission

St. Anthony Preschool is a parish school providing quality Catholic education enabling students to become caring, responsible, and socially conscious members of society.

Philosophy

St. Anthony Preschool is founded upon the premise that children grouped together in an atmosphere of the Catholic faith can be guided through activities to develop positive attitudes and habits for growing, living and learning.

History

St. Anthony Preschool was established in August 1975 and moved into the current building in October 1975.

Administration

The Pastor of St. Anthony Parish and Director are ultimately responsible for the administration of the school as directed by the Bishop of Honolulu and the policies designed by Hawaii Catholic Schools.

Pastor: Rev. Msgr. Terrence A. M. Watanabe

Director: Marisa Rodriguez

Address: St. Anthony Preschool
1627-B Mill St.
Wailuku, HI. 96793

Phone: (808) 242-9024

Office Hours: 7:15 a.m. – 3:00 p.m.

E-Mail Address: sap@hawaii.rr.com
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St. Anthony Preschool is a non-discriminatory educational institution and employer.

Accreditation/Licensing

St. Anthony Preschool is licensed by the State of Hawaii Department of Human Services. The center is accredited by the National Association for the Education of Young Children (NAEYC). Accreditation ensures the school is providing services that meet the highest quality standards set by the early childhood industry.

Admission

Admission is based in part on the school's ability to serve the child effectively within the resources available to the school.

Admission requirements

1. Children must be 3 years of age by July 31st and under 7 years of age
2. Application on file
3. Copy of child's birth certificate
4. Pupil's Health Record (Form #14) signed and completed by pediatrician
5. Enrollment contract
6. Emergency information
7. Allergy waiver
8. Photo/Video/Voice recording release form
9. Fully toilet trained

Children who do not meet the requirements listed above will not be admitted to school. Children whose parents do not complete necessary forms will be placed on a wait list.

PARENTS ARE RESPONSIBLE TO SEND WRITTEN NOTICE INFORMING THE SCHOOL OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBERS. Parents should notify administration if they do not speak or understand English. St. Anthony Preschool will make necessary arrangements to locate an interpreter.

Registration

Registration fee is an annual fee required at the time your child's enrollment is accepted. **Registration fee is non-refundable.**

Returning Students

Each year an enrollment contract must be completed and returned to the preschool Director by the deadline given. A non-refundable registration fee will also be collected at this time. Continued enrollment at St. Anthony Preschool is not automatic. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration. Prior year attendance record will be reviewed in consideration for re-enrollment.

Tuition Policies

Tuition and fees are determined annually. All families new and returning will have the option to pay tuition in full, twice a year, or on a monthly basis. If paying monthly, August and May tuition will be due before the start of the school year by deadline given by Preschool Director.

Each family will need to sign up with the school's payment processing agency, FACTS. There is an annual set up fee to sign up and you will need to designate a checking or savings account for automatic payments. All tuition payment options will be processed through FACTS. The one time annual set up fee is the responsibility of the parent/guardian.

Families on tuition assistance through agencies such as Pauahi Keiki Scholars, PATCH, Preschool Open Doors, etc. are required to make the August tuition payment by deadline given by preschool Director.

The preschool reserves the right to remove the name of the child from the present roster if financial obligations are not met and accept a child from the wait list. Collection will then be carried out by a collection agency. A \$20.00 service fee will be charged for all returned checks due to insufficient funds.

One month's written notice must be given prior to terminating enrollment to receive a refund. There will be no refunds for any absences, school holidays, or **State/County required closures**.

A school calendar will be provided to parents/guardians.

Payments

If paying in person with cash or check: Tuition payments must be in a sealed envelope with your child's name on it and placed in Director's mailbox. **Teachers will not accept any payments.**

Check-in Day

Check-in days are scheduled before school begins. At this time, parents will meet their child's teachers, explore the environment and submit any remaining enrollment documents.

Supplies

Your child will need the following to be considered ready for their school day: Please **label all items** with your child's name or initials.

- one small blanket and sheet or bed roll with a top and bottom
- Complete set of change of clothes to include a uniform shirt, bottoms (shorts, pants, skirt) underwear, socks
- One light jacket or rain coat
- Rain boots or extra pair of shoes
- Reusable water bottle
- A healthy lunch
- School Bag or Backpack

School Hours

7:15am-4pm

The preschool opens at 7:15 a.m. daily. Students must not be on the premises prior to this time. The school does not assume the responsibility for students who arrive prior to 7:15 a.m.

All children must arrive by 8:00 am

Children will not be allowed to attend school for the day after 8:00 am, unless approved by the director. We understand that mornings can be hectic, please call ahead if you will be running late. Late arrivals disrupt the flow of the morning instruction and can disrupt a child's daily routine. Please be reminded that we are not a drop off facility and that after 8am we set our child/teacher ratios for the day.

Parents are responsible to notify the school by 8am if their child is ill and will not be attending school for the day.

Our school day ends daily at 4:00p.m. **There is a late fee of \$1.00 per minute after 4:00p.m.** Late fee must be paid within 5 days.

Arrival and Pick Up

1. Parents may park in the church parking lot and walk their child to their classrooms.
2. Do not leave any child(ren) unattended in vehicles or have vehicles idling in parking areas. Preschool staff are mandated reporters of child endangerment and will be required to report any unattended children.
3. Parking in front of the preschool is designated for Preschool Staff Only.
4. Children should be dropped off ready to begin their school day. Breakfast should be eaten before child is dropped off at school.
5. **Children must wash hands upon arrival. Parent/guardian must also sanitize or wash their hands upon arrival.**
6. Children need to be signed in and out daily using the Brighwheel App. Always check the bulletin board for important notices.
7. Children will be released only to persons authorized on your application unless a note authorizing someone else is received. A driver's license or a pictured identification will be required. Electronic ID's will not be accepted.
8. Children will not be released to adults appearing to be under the influence of alcohol or other substances.
9. Please remember to always drive slowly on our campus as children and adults enter and exit buildings throughout the school day.

Dress Code

All students must wear a St. Anthony Preschool uniform/polo shirt. Uniforms/polo shirt must be visible to staff members. Only uniform shirts are required for preschool students, but you may purchase other items such as skirts or trousers from uniform website. Uniforms are to be purchased at <https://www.dennisuniform.com/>.

Students are required to wear blue or khaki pants, shorts, skirt or skorts (skirt must be attached to shorts or pants.) No overalls or belts. Closed-toe shoes are required daily footwear. No Crocs or slippers are allowed.

Lost and Found

The school is not responsible for any personal items lost at school. Found items will be turned into the Preschool director or the K-12 Admission office.

Visitors to the Center

Visitors are allowed to the center by calling/emailing ahead of time. If you would like to volunteer for the day, the Volunteer Code of Conduct form must be signed. If you would like to volunteer for more than one day, a criminal background check and Safe Environments training must be completed through the Diocese of Honolulu beforehand.

Statements of Confidentiality

1. Parents or legal guardians and teaching staff are the only individuals who have access to student's records which include personal, medical information and assessments.
2. All information is kept in a locked drawer.

Legal Documentation

The school requires accurate custodial information on file.

St. Anthony preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary.

Program's Goals

The program is designed to meet each child's needs and abilities through various individual or group activities. The programs offered are an introduction to formal learning to include the follow:

1. Introduce students to the Catholic Faith through Bible Stories, Prayer, Music and the message of loving and caring for others.
2. Physical Well-being, Health and Motor Development:
 - a. Motor Development (Gross and Fine motor)
 - b. Physical Development
 - c. Health and Personal Care
 - d. Social and Emotional Development
 - e. Approaches to Learning
3. Cognition and General Knowledge:
 - a. Mathematics and Numeracy (pre-math skills)
 - b. Science (concept development through science and sensorial activities).
 - c. Social Studies
 - d. Community and Culture
 - e. Creative Arts (Visual, Musical and Movement)
 - f. English, Language Arts and Literacy
 - g. Exposure to Literature (books, storytelling and flannel stories)
 - h. Development of Verbal and Auditory skills

Student Assessments

The Director provides an in-service for staff on procedures for conducting the child assessments. Children are assessed individually by teaching staff four times throughout the year. Parent/Teacher conferences are scheduled and will appear on the school calendar. Parents are encouraged to discuss any questions or concerns they may have about the assessment process with their child's teacher or Director.

Parents are also encouraged to schedule a meeting with their child's teacher or director to discuss their child's progress or concerns at any time throughout the year.

Referrals are initiated if there are developmental concerns about the child.

Daily Schedule

7:15 to 8:00	Morning Arrival/Free Choice
8:00 to 8:30	AM Snack
8:30 to 11:30	Circle time/ Indoor/Porch activities & Outdoor play
11:30 to 12:15	Lunch Prep/ Lunch
12:15 to 2:00	Nap
2:00 to 3:00	PM Snack/ Indoor/Porch activities
3:00 to 4:00	Outside Play/ Dismissal time

Excursions/Field Trips

All excursions/field trips within or off campus will be posted through Brightwheel messaging. Permission slips will be provided if necessary for any walking or bussing off campus. Volunteers/Chaperones for any off campus field trips will be required to fill out our Volunteer Code of Conduct form.

Safe Environment

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust", first published January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers are required to sign and acknowledge that they have read and understood the Ethical and Personal Conduct Policies of the Diocese of Honolulu. They are also required to do fingerprinting to meet the Criminal History Background Check done by the F.B.I. which is required by the Diocese and the State.

Consistent with diocesan policy, St. Anthony Preschool will conduct Safe Environment training as part of the curriculum.

Complaint Process

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

Student Conduct

Students have the right to learn in this program. Challenging behavior will be documented and parent/guardian teacher conferences will be scheduled to establish a behavioral plan which may include referrals or support from other agencies. If challenging behavior affects the safety and well-being of others this may be a reason for termination of enrollment.

1. Students will not perform any actions that will be injurious to themselves.
2. Students will not perform actions injurious to others.
3. Students will be respectful toward school personnel.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS and PARENTS/GUARDIANS

The students' interested in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion to require parent/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition that the parents/guardians of the student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concern about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for the students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school.

Failure to follow these principles will normally result in a verbal or written warning to the student and parents/guardians and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

Photo/Video/Voice Recording Authorization

St. Anthony Preschool has my authorization to use pictures, video and voice recordings of my child for his/her classroom work or other media for the purpose of promoting activities of the school and publicity unless we state otherwise in writing to the school. These items may be published in local newspapers, shown or displayed for parishioners and prospective parents. These items may also be used to enhance children's learning.

Snacks

Snacks provided by the preschool must contain a minimum of two of five components of the USDA Child Care Meal Pattern. Snack foods consist of low fat milk, whole grains, vegetables, fruits, meat or meat alternative and must be low in sugar. The school provides low fat milk at each lunch time and at least one snack per day.

Parents must provide snack for their child if child has special food needs or food allergies. Snack menus are reviewed and approved by Hawaii Department of Health (DOH) and will be posted on the information board at each classroom entrance and to your child's file in Brightwheel.

Home Lunch

Students must bring a home lunch and water daily. Water bottle/flask must fit inside lunch bag. Child's name must be on the outside of the lunch bag. Water bottle/flask must be labeled also with child's name. Home lunches must include utensils needed for the meal and a napkin. **Please, no candy, high sugar snacks/cookies or carbonated drinks.** Parents must provide a proper cold (ice pack) or heat (thermos) source in the lunch bag. Teachers will not warm any lunches in a microwave.

We are a nut free school to prevent any allergic reactions. Please refrain from packing peanuts, peanut butter, pesto (pine nuts), and tree nuts, including coconut, in your child's lunch. If lunch items consists nuts, we will repack it and find an alternative food item to serve your child from our snack items.

Special Occasions /Birthdays

We honor celebrating birthdays in our classrooms and parents may wish to provide a special treat for the students. Please refrain from high sugar, candy, sweets or anything containing peanuts/tree nuts, including coconut. If providing goodie bags, please be mindful of small objects that can be hazardous.

Health Policies

1. First Aid will be administered for minor injuries.
2. Emergency Medical Services (EMS) will be contacted in the event that an ambulance is needed. The fee for the ambulance will be the responsibility of the parents.
3. If a student becomes ill or injured during the day, the student will be isolated from the group and parents or emergency contact person will be notified to take the child home.
4. Children must be symptom free (no vomiting, diarrhea or etc.) for 24 hours before returning to school.
5. Children must be fever free without medication for 24 hours prior to returning to preschool. The preschool reserves the right to require a Physician's "returning to school status report".
6. Students will not be admitted to school for the day if they are ill or contagious with a communicable disease (e.g. Impetigo, Influenza, Pink eye, Strep throat.) A physician's note is required for all communicable

- diseases upon returning to school.
7. Department of Health will monitor children not immunized for a preventable disease.
 8. Prescription and Non-prescription medication will be given only with written consent of the child's physician. The physician's statement must be signed and list the medication, dosage, and criteria for its administration. The statement is valid for one year from the date it was signed, or until prescribed dosages are complete. All medication will be stored in the cabinet labeled "First Aid" and locked at all times. Parents will need to provide the first dose at home in case of an allergic reaction. An administration log will be kept with the medication and filled out by the teacher administering the dosage. EPI pens and Asthma inhalers must be provided by parents with physician consent and must be checked periodically for expiration date. All expired medications will be return to the parent and new medications must be provided.
 9. Parents need to notify the school office if student is ill and will not be attending school for the day.
 10. HEAD LICE or UKUS are common in all preschool facilities, therefore, students with head lice are sent home immediately. Students will not be allowed back into the classroom unless:
 - a. Student is treated with medicated shampoo.
 - b. All eggs from head lice are removed.
 - c. If the problem continues, a physician's note will be required for admittance in the classroom.
 - d. The staff reserves the right to refuse admittance if eggs are not removed from child's head. Parents are responsible to check their child's head for head lice or ukus daily.
 11. Parents are responsible to apply at least SPF 30 sunscreen on their child before school. Staff is not permitted to apply sunscreen.
 12. Children must have an extra uniform shirt, short/pants/skirt/skort, underwear, jacket and extra in a Zip lock bag labeled with their name to be kept in their cubby.
 13. Nap items must be provided and may be stored in the child's cubby Monday through Friday. Each Friday, nap items will be sent home to be laundered. If any accident occurs or nap items are soiled during the week, they will be sent home. Parents are responsible for insuring child has nap items daily.
 14. NO animals are allowed in or around the facility.

COVID 19 Policies

Please stay home if you are sick.

Proper and consistent masking is optional. Mask must cover both mouth and nose. Children and staff should be reminded not to touch masks and to always wash their hands. Masks are used to protect children and staff with compromised immune systems, individuals who aren't vaccinated, and those who care for people at risk of severe illness. Masks, if worn, will be removed for eating, drinking and napping. Proper hand washing with soap and water for at least 20 seconds for children upon entering and leaving facility for the day. Only adults use hand sanitizer.

Notice of Indoor and Outdoor Mask Requirements

St. Anthony Preschool will be following the new indoor and outdoor masking guidelines set forth by the Department of Health (DOH) on August 4, 2022 and will make masks optional when COVID 19 case counts are low within the county of Maui.

Masks will only be required when COVID 19 case counts are high within the county of Maui or when exposure has occurred within the preschool. When exposure occurs in the preschool, all staff, children and parents will be required to wear a mask for 10 school days. Notice of required mask wearing will be posted by the Director or Lead Teacher in the absence of the Director. All families will agree to these guidelines and follow them as stated on the DHS website at <https://humanservices.hawaii.gov/>

Please stay home and keep your children home if you or they are displaying any cold like symptoms. Communicate seasonal allergies with your child's teacher and remind your child to use tissues and hand washing at these times.

Cleaning and Sanitizing

Facility is thoroughly cleaned when children are not in session using EPA-registered disinfectant (prior to reopening and on scheduled calendar breaks.)

High contact areas touched throughout the day will be cleaned frequently. Cleaning with EPA-registered disinfectant of tables and chairs will be done before and after every meal time and upon closing.

Cleaning and sanitizing of restrooms will be done daily and when the need arises.

Outdoor areas are disinfected daily.

All cleaning and disinfecting supplies are kept in a locked cabinet out of children's reach.

All toys are disinfected after use.

Physical Distancing

The preschool will meet DHS licensing requirements for child/teacher ratios and required square footage.

Social distancing at meal times will be enforced to the best of our abilities within reason.

Child activities that require close contact will be minimized when possible.

We will meet DHS guidelines for seating and napping 6ft apart when possible.

Parents/guardians should practice social distancing at times of overcrowding at drop off and pick up times. Drop off times are from 7:15am to 8:00am and pick up time is from 3:00pm to 4:00pm. The school will close daily at 4:00pm.

Health and Safety

Do not send your child to school if they are experiencing cold/flu like symptoms.

Staff and children will be trained in the importance of frequent and proper hand washing at school. Parents must encourage proper hand washing at home.

Children must wash their hands upon entry of the preschool facility. Hand washing is required frequently throughout the day (before and after meals, indoor/outdoor play and after bathroom use.) Children will **not** be allowed to use hand sanitizer at the facility.

Parents/guardians are required to use sanitizer before entering the classrooms.

Please perform a well check of your child before arriving to the school each morning.

- a. Does child have a fever of 100.4F? (CDC regulations consider a person to have a fever with temperature of 100.4F.)
- b. Is child coughing?
- c. Does child exhibit shortness of breath?
- d. Is your child experiencing any cold/flu like symptoms?
- e. Do you know if child has been exposed to Covid 19?

Staff will conduct daily visual "well" checks for all children.

Child or staff exhibiting Covid 19 symptoms during the school day will be sent to an isolation area and sent home.

Isolation area will be cleaned and disinfected by staff member and the area will not be used again for the remainder of the day.

Children with chronic asthma or allergies must submit a physician's certificate/certification allowing them to attend preschool.

Children must be fever free without medication for 24 hours prior to returning to preschool. The preschool reserves the right to require a Physicians "returning to school status report".

Facility Safety

The sign in and out attendance sheet will be kept as a log for adults on the premises daily.

When possible classrooms will have proper ventilation to increase circulation of outdoor air by opening windows and doors, and using fans.

Ensure adequate supplies of PPE (face masks, gloves, etc.)

Ensure adequate supplies for cleaning and sanitizing facility and equipment.

Communicate safety protocols to all employees.

Notify local health officials, your assigned child care licensing worker,

staff, and families of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act.

Parent and Child Expectations

Signs will be posted throughout the facility for employees, children and parents on proper hand washing, face masks, sanitizing hands and physical distancing.

Parents/ guardians will be informed of new updates related to Covid 19. Director will be responsible for responding to any Covid 19 concerns by parents/guardians.

Drop off daily is from 7:15am to 8:00am. Children will not be allowed to attend school for the day after 8:00am.

Employee Support

Staff will be asked questions for the "well" check screening daily.

- a. Do you have a fever of 100.4F? (CDC regulations consider a person to have a fever with temperature of 100.4F.)
- b. Are you coughing?
- c. Are you exhibit shortness of breath?
- d. Are you experiencing any cold or flu like symptoms?
- e. Do you know if you have been exposed to Covid 19?

Staff will submit to daily "well" checks.

Staff exhibiting Covid 19 symptoms during the school day will be sent home immediately.

Safety policies including Covid 19 will be reviewed by all staff.

Staff will be trained on Covid 19 symptom detection and common modes of transmission.

Staff will be updated on any current Covid 19 requirements and concerns through trainings and new directives from DHS, DOH and preschool director.

Staff who test positive for COVID-19 or have symptoms, shall stay home and isolate regardless of vaccination status. Staff may return to the preschool program with clearance from DOH and preschool director.

Isolation and Quarantine

Children should isolate/quarantine if exposed to Covid 19.

Children should get tested at least five (5) days after exposure to Covid 19.

Children who test positive or develop COVID-19 symptoms, shall isolate/quarantine by staying home for 5 days. Children who isolate/quarantine may return on the 6th day if they do not have fever in a 24-hour period without using fever-reducing medications and no other symptoms of COVID- 19. Mask wearing is required from day 6 to day 10 when returning to school.

Day 0 in calculating isolation/quarantine period is the day the positive test was taken or the onset of COVID-19 symptoms.

Bathroom Policy

All students must be toilet trained. Children need to be able to recognize the physical need to use the bathroom, manage their clothing, and wipe. This is a requirement to be accepted into the program.

1. Wetting will be tolerated for the first four weeks of school. The students will be adjusting to the program at that time. Wetting or bowel movements in pants more than once a week, every week, thereafter, is not acceptable.
2. Students with bowel movements in pants will be sent home to be cleaned and bathed. **We do not have a bathing facility. Students may not be changed in our bathroom facilities due to sanitation policies.**
3. The Preschool has the right to dismiss any student who is not toilet trained or unable to meet this bathroom policy. **This policy will be strictly enforced to insure a healthy environment for all students and staff.**

Severe Weather Closures

Severe weather threats such as hurricanes, tsunamis, flooding etc. are common in Hawaii. In the event of severe weather, parents will be required to have their child picked up from school. We will take action based on the directions from the Maui Civil Defense office and other schools in the area. Parental discretion is essential for severe weather.

School Closure for Hazard/Emergency/Facility Maintenance

In the case of closure of the Preschool for hazard, emergency or unexpected facility maintenance all parents will be notified by email and phone by the center Director, Staff or St. Anthony personnel. If closure is before the start of day, parents will be notified of the closure and will not be able to drop children at center. If closure occurs during school hours, parents will be notified by phone to pick up child as soon as possible.

Fire Drills/ Evacuations

We conduct fire drills and evacuations to prepare our students in case of an emergency. These drills are practiced, revised and improved on a continual basis.

We have several evacuation areas depending on the severity of the disaster. The following are the evacuation areas.

- #1 Grassy area near high school buildings.
- #2 High school football field.
- #3 Wailuku Community Center for disasters that occur on the St. Anthony School's campus and church grounds.

Summer Session

Parents will be informed as to the dates and times of summer session at registration time.

St. Anthony Preschool is a non-smoking institution. Smoking is prohibited on our campus or at the preschool.

Alcohol, illegal drugs or firearms are also not permitted on our campus or at the preschool.

Wellness Policy

This policy supports the mission of St. Anthony Preschool, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

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

The Wellness Policy of St. Anthony Preschool is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
 - a) Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
 - b) Provides a pleasant eating environment and secure playground for students and staff;
 - c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals;
 - d) Enables students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Encourage teachers, students and parents to make healthy, nutritious food choices when food is used as part of a class or student incentive program, curricular lesson or fundraiser;
3. Food and beverages served at school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.
4. Provide opportunities for school community involvement in the development, review, assessment, and implementation of St. Anthony Preschool Wellness Policy, and to ensure that this policy is being met.

A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements, and report findings to the school principal or his/her designee annually.

St. Anthony Preschool meets these guidelines by snack menus reviewed and approved by Hawaii Department of Health (DOH).

Bullying Policy

The St. Anthony Preschool recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. Definition of bullying. Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.
2. Bullying is prohibited. St. Anthony Preschool community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. Staff intervention. St. Anthony Preschool expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
4. Students and parents shall report bullying. St. Anthony Preschool expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. Investigation procedures. Upon learning about a bullying incident, the Director or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
6. Consequences/intervention. Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the Director may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.

This handbook is intended to describe the philosophy, services and structure of the school's educational program. The Director is the final interpreter of the content of this handbook. St. Anthony Preschool retains the right to amend the handbook for just cause and parents will be given prompt notification when changes are made.