



*"Training your children in the way they should go."*  
Proverbs 22:6

## **Preschool Handbook**

### **Contact Information**

Location: 4212 Rice Street Lihue, HI 96766  
Mailing Address: P.O. Box 3865 Lihue, HI 96766  
808-246-6535

Email: [olelochristianacademy@gmail.com](mailto:olelochristianacademy@gmail.com)  
Website: [www.olelochristianacademy.org](http://www.olelochristianacademy.org)

# Table of Contents

<b><u>WELCOME TO OCA PRESCHOOL</u></b>	<b>3</b>
WELCOME, WHO WE ARE, BOARD OF DIRECTORS	3
HISTORY, THE OCA DIFFERENCE	4
MISSION & VISION STATEMENT	5
STATEMENT OF FAITH	5-6
NON-DENOMINATIONAL POSITION	6
<b><u>PRESCHOOL DAILY ROUTINES</u></b>	<b>7</b>
DAILY SCHEDULE	7
CUBBIES/LOCKERS	8
MORNING ASSEMBLY/LUNCH	8
DROP OFF/DISMISSAL	8
MEDIA USE OF PHOTOS	8
<b><u>SAFE SLEEP &amp; REPORTING REQUIREMENT POLICIES</u></b>	<b>9</b>
SLEEP ENVIRONMENT	9
TRAINING	9
REPORTING	9
<b><u>OFFICE &amp; ADMINISTRATION</u></b>	<b>10</b>
OFFICE HOURS	10
DROP OFF/PICK UP & PARKING	10
VISITORS	10
PARENT SERVICE HOURS/VOLUNTEERS	10
<b><u>SAFETY POLICY &amp; PROCEDURES</u></b>	<b>11</b>
GENERAL SAFETY POLICIES & LOCKDOWN PROCEDURES	11
MEDICATION & SICK POLICY	11
TOILET TRAINING POLICY	12
COVID-19 BEST PRACTICES	13
SEVERE WEATHER POLICY	14
EARTHQUAKE POLICY	14
FIRE POLICY	14
LOCKDOWN POLICY	15
DISASTER REUNIFICATION POLICY	16
SCHOOL CLOSING	16
<b><u>ADMISSIONS &amp; ACADEMIC POLICIES</u></b>	<b>17</b>
PARENT, STUDENT & TEACHER COMMITMENT	17
ADMISSIONS & AGE REQUIREMENTS	17
AMERICANS WITH DISABILITIES ACT (ADA)	17
DISCLOSURE OF INFORMATION ON THE CHILD	17
ATTENDANCE & TARDY POLICY	18
DISCIPLINE AND SUSPENSION POLICY	18
UNLAWFUL OR SEXUAL HARASSMENT/NONDISCRIMINATION POLICY	20
FILING A GRIEVANCE	20
<b><u>FINANCIAL POLICIES</u></b>	<b>22</b>
TUITION, ENROLLMENT FEE, TUITION SCHEDULE	22
LATE PAYMENT, WITHDRAWAL AND REFUNDS	23

<p><b>WELCOME TO PRESCHOOL</b></p>	 <p><b>OLELO</b> CHRISTIAN ACADEMY <i>Word, Deed, and Character</i></p>	<p><b>OCA</b></p>
--	--	-------------------

## **Welcome**

Welcome to Olelo Christian Academy! We are honored you chose OCA to assist you with your child’s education. Olelo is Hawaiian for “*Word*.” Our desire is to see your child grow through God’s *Word* into full maturity in Christ Jesus. Thank you for allowing us to come alongside you during this journey. If there is anything we can do, please let us know; we strive to do all things to the Glory of God! This handbook will give you an idea of who we are while providing you with the necessary information to feel confident about partnering with us in the education process. Come join us, and let’s get started. It’s going to be a great year!

## **Who We Are**

Olelo Christian Academy is a 501©(3) private Christian school. Everyone is welcome at Olelo where we strive to deliver a quality education with a Biblical worldview to the youth of today. We believe each child is uniquely created and we are committed to a partnership approach in the education of the next generation. Our faculty consists of full-time, part-time and volunteer educators. Local pastors from several churches conduct our weekly chapel, with occasional guest speakers from the community and mission field.

## **The Board of Directors**

The Board of Directors is a consultative committee to the Principal. Responsibilities include long range planning, finance, development, handling mediation and legal issues, and overall support of the principal. Membership is by appointment. Current Board member contact information is available upon request. Nominees for potential board members are welcome.

## WELCOME TO OCA PRESCHOOL



## History

Founded by Mrs. Lynn Luttrell, Olelo Christian Academy (OCA) has a rich history of educating and inspiring children to *"Pursue Excellence to the Glory of God."* The school began in the Luttrell home as *Kauai Educational Support Services*, offering a homeschool atmosphere with a private school curriculum. Lynn came to Kauai on missionary support to teach at Kauai Christian Academy after graduating with a teaching degree from Biola University in the 1970's. She later married Phil Luttrell, who served as the Kauai Christian Academy principal for many years. Lynn came home to raise their children and foster children and soon began to conduct homeschool for friends and neighbors who appreciated her expertise. As Lynn's children grew, Lynn completed her Masters in Educational Administration with the dream of opening a school on Kauai. Her dream was realized in September 2002.

The original motto *"God's Word, Great Words, My Word,"* encapsulated OCA's purpose by focusing on God's Word first and foremost, helping each student to grow through *great words* by giving them a love for learning and encouraging them in their own word as individuals of integrity and honor. From those humble beginnings Olelo remains true to its original purpose and mission. The school has been housed in several Lihue locations prior to our current facility on Rice Street. 2015 was a year of great anticipation as Olelo welcomed our new Director, Lisa Poole. Lisa's vision to start a preschool was accomplished in January of 2017. We continue to provide a hands-on, unique educational experience for each child, centered on God's Word and a Biblical worldview. We have a new logo, a new look, and the prospects for the future are bright!

## The OCA Difference

We give all glory to God for His amazing creation and believe every child is made in His image, for His glory and will thrive best in community. After years of teaching, raising children, and participating in various educational settings, we believe you will find that our model is simple. We partner with families and the community to encourage each child to recognize and develop their gifts while challenging them to

be their very best for God's glory. This is accomplished with the right curricula and the right amount of personal instruction and attention to your children to instill in them self-discipline, integrity, and values aligned with a Christian worldview. We are serious about what we do, serious about your child's education, and serious about doing things the right way. We prayerfully believe you will recognize the OCA difference!

## WELCOME TO OCA PRESCHOOL



### **Mission Statement**

*Providing a Preschool-6 Christ-centered education and environment encouraging integrity and academic excellence.*

### **Vision Statement**

*OCA believes every child is God's unique masterpiece (Isaiah 64:8b). We provide a safe, nurturing, and caring environment grounded in God's Word for each child to thrive academically, spiritually, and socially for God's glory. Parental partnership, proven teaching methods, quality curriculum, modern technology, and occupational direction provide OCA students with effective tools to discover their God-given gifts and pursue their passions as they mature.*

### **Statement of Faith**

Olelo Christian Academy is a Christian Educational Institution. Parents, staff, and board members must, therefore, be in agreement with the Academy's statement of faith, and with its position as a non-denominational organization.

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. **We believe** there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. **We believe** in a literal six day divine creation where God rested on the seventh

day (Genesis 1:1, Romans 1:20), that man was created by the direct act of God and in His image (Genesis 1:27), that Adam and Eve, the first male and female, transgressed God's law in yielding to the temptation of Satan and became fallen creatures (Genesis 3).

## WELCOME TO OCA PRESCHOOL



4. **We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
5. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10).
6. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost to eternal separation from God (John 5:28-29).
7. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
8. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

## Non-denominational Position

We maintain a non-denominational position and in fairness to each family that participates, we will respect and encourage Christian growth within their families and local churches. At the same time, we desire to remain united in the salvation and love of Christ, avoiding disputes that may come from denominational differences. In Christian essentials, unity; in non-essentials, liberty; and in all things, charity!

## PRESCHOOL DAILY ROUTINE



*This is the day that the Lord has made; let us rejoice and be glad in it.* Psalm 118:24

Preschool children, ages 3, 4, & 5, will find a close-knit community of children at OCA in an environment that encourages interaction and learning. Our desire is that child will find a comfortable rhythm that promotes an orderly, balanced, and joyful approach to life. Each week will be filled with learning and activities, food and fun, physical education, music, and personal attention. We will worship, learn, and grow together. We are ready for YOU!

### ***Daily Schedule***

The school day is as follows:

#### **Daily schedule**

8:00 - 8:05 a.m.	Arrive & Unpack Book Bags
8:05 - 8:10 a.m.	Morning Assembly
8:10 - 8:20 a.m.	Helpers and Bible
8:20 - 9:25 a.m.	Snack and Outdoor Play
9:25 - 9:35 a.m.	Bathroom Transition
9:33 - 10:50 a.m.	Activity/Centers/Letters (M, W, F)
*9:35 - 10:30	Centers/Letters (T, TH)
*10:30 - 11:00	Music (TH)
11:00 - 11:50 a.m.	Lunch and Outdoor Play

11:50 - 12:00 p.m.	Bathroom Transition
12:00 - 1:40 p.m.	Story Time and Rest
1:40 - 2:00 p.m.	Pack Up/Dismissal
2:15 - 4:00 p.m.	Extended Day Begins (Preschool Only)

## PRESCHOOL DAILY ROUTINE



### Cubbies/Lockers

Children will be assigned a cubby with their name on it at the start of the school year to store unnecessary items for the classroom during the day.

### Morning Assembly

Morning assembly attendance is mandatory. Each morning we will assemble together school-wide at 8:05 a.m. Positive values are encouraged as students join in songs, prayer, and general announcements.

### Lunch/Snack

Parents need to bring their child's own lunch and snack each day. Please be advised that students are **not** allowed to share food with classmates due to various food allergies. **No** candy or gum will be allowed. Each Friday is designated Pizza Day and we will make you aware of other special days when lunch is available for a nominal fee. Students will still need to bring a snack on days they participate in Pizza Friday.

\*\* Please provide your child with a water bottle and necessary utensils to eat their lunch with each day.

### Morning Drop Off/Dismissal

Students will be dropped off to their teacher and signed into class. Each preschool teacher will have their own sign in/out form. The form requires a signature, the time, and any special information or note for the day.

Pick up is done the same way. A parent or another approved person will pick up their student and must sign them out of class with a signature and the time of pick up.

### Media Use of Photos

We request your permission as OCA uses student photos in the yearbook and social media such as Facebook, the OCA website, blogs and YouTube to showcase our community projects and promote enrollment. Permission slips will be sent home with the enrollment packet.

## SAFE SLEEP & REPORTING REQUIREMENT POLICIES.



### **Sleep Environment**

In providing a safe sleep environment for Pre-kindergarten children, Olelo Christian Academy has created the following policy regarding safe sleep practices for children and reporting requirements:

- The OCA childcare facility uses mats for children's nap time.
- Sleeping areas are kept ventilated and at a safe temperature.
- Bed sharing is not allowed.
- Sleeping children are physically monitored at all times.

### **Training**

- All employees of this childcare facility have completed CPR and First Aid training.
- All employees of this child care facility complete training in safe sleep practices that is approved by the Department of Human Services, upon hire, and on an annual basis.
- All employees of this childcare facility attend the American Association of Christian Schools Conference yearly.
- This childcare facility maintains a record of policy. All employees and volunteers are required to read, sign, and submit the following form:
  - The Code of Conduct Consent Form at the end of the Preschool Handbook

### **Reporting**

Olelo Christian Academy will report to the Department of Human Services, within one working day of occurrence, the death of a child or employee, and any illness or injury received at the childcare facility that results in a child's hospitalization, including emergency room admittance.

## OFFICE AND ADMINISTRATION



### School Hours

Campus hours are from 7:30 a.m. until 4:00 p.m. Students enrolled in our regular day preschool that need to remain at the school after 2:00 p.m. will be enrolled in our Extended day program. Regular preschool fee is \$850.00 and ends at 2:00 p.m. and Extended day preschool fee is \$1100.00 per month and ends at 4:00 p.m.

### Drop Off/Pick Up and Parking

We have limited OCA parking spaces. Please refer to the diagram of the OCA parking lot provided in your information or Admissions Package to become familiar with the parking procedure. If you need another copy of this diagram please contact the school office. Parents escorting their child onto the school grounds must park off campus.

### Visitors

ALL VISITORS during school hours, including parents, must sign in at the kitchen window. Visitors must comply with the OCA dress and conduct codes.

### Parent Service Hours & Volunteers

OCA depends on fundraising and family workdays to maintain low tuition rates & provide for extra costs entailed throughout the school year. Therefore, parents are highly encouraged to support the school in the following ways: 1) participation in fundraising activities, 2) Volunteer at the school to help watch students during events and daily lunches, 3) participation in specified work days at the school which may entail cleaning, painting, and minor maintenance.

**All OCA volunteers must complete and pass a background check.** Volunteers will also need to sign the Volunteer Agreement consent form, adhere to the OCA Dress Code & Code of Conduct. Opportunities to volunteer throughout the school

year include, but are not limited to, assisting teachers with grading, reading groups & supervision, cleaning, lunch/recess supervision, special event setting up/taking down, tutoring &/or sharing skills and professional skills with the students, and field trip coordinating/facilitating.

## SAFETY POLICIES AND PROCEDURES



### **General Safety Policies & Lockdown Procedures**

OCA believes in a safe and secure environment for your child. All OCA students will, at all times, show respect and care for the facility, each other, and any other properties used by OCA.

Teachers will assist each student throughout the day with his or her classroom schedule and room changes. Teachers will also monitor activity during times of changes.

In the event of an emergency, illness or other problem, parents will be called at work or at home. If the parents cannot be reached, the emergency contact indicated by the parent on your registration form will be called. Please let us know immediately if there are changes to your emergency numbers.

Lockdown and fire drills are held periodically. In the event of fire, the children will be directed away from the buildings. Specific lockdown procedures and parental instructions will be distributed at the beginning of the year.

### **Medication & Sick Policy**

If you have a special medication request for your child please see the OCA Director. Permission for office and school staff to administer over-the-counter medications (such as Benadryl, Robitussin, Tylenol, etc.) will be required and a Medical Emergency Release Form will be required prior to the start of the school year.

Students with head lice (Ukus) are not permitted to remain at school. Nits or head lice must be 100% eliminated before a student can return.

In the unfortunate event your child should become ill during the school year we will make every effort to contact you and prayerfully comfort and care for the child until you arrive. OCA takes the spread of germs seriously. ***If your child is sick with a fever please keep him or her home for the day.*** We want everyone to have a great year and curtailing the spread of germs when we are sick is a benefit for all.

## **Toilet training policy**

A child will not be considered toilet trained for the preschool program if the child continues to consistently have toileting accidents. If a child has accidents three weeks in a row the child will be withdrawn from the preschool. The child can return to the preschool program when they are toilet trained if there is still a remaining spot available.

The three strike system:

### **Strike one**

If one or two accidents occur in one week, the parent(s) will be notified with a written incident report and reminded this is strike one. The understanding will be that the issue needs to be addressed and corrected.

### **Strike two**

If one or two accidents occur in the following week (week 2), the parent(s) will be notified with an incident report. They will also be notified that this is strike two and that if this pattern continues the following week that it will be strike three—resulting in the child being withdrawn from the preschool.

### **Strike three**

If one or two accidents occur in the following week (week 3), the parent(s) will be notified with an incident report and that it is the third strike. As a result the child will be withdrawn from the program with the understanding that they can return when toilet trained, if there is a spot still available.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time-consuming and this time the teacher spend attending to and cleaning accidents this time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at the Ōlelo Christian Academy preschool. We would like to work collaboratively with families to address the issue.

# Best Practices to Prevent the Spread of COVID-19

## Disinfecting and Cleansing

- High traffic areas will be disinfected before school starts each day, after recess and lunch, and after all students and at the end of the school day.
- All staff, students, volunteers, and visitors are to wash hands upon arrival to campus each day.
- Hand washing for staff and students will take place directly prior to and immediately following snack/recess and lunch recess.
- Teachers will monitor students to ensure proper hand washing.
- Outdoor tables will be disinfected prior to and following usage, including snacks, meals, and any other activities such as art/sensory activities.
- Best Practices signs and guidelines will be posted in classrooms, common areas, and bathrooms.
- Classrooms, bathrooms, and common areas will be disinfected with the approved disinfectant prior to students arriving on campus, during recess and lunch, at the end of the day, and any other time deemed appropriate by staff.
- Hand sanitizer will be available at the sign in sheet area.
- Teachers will be equipped with thermometers, thermometer covers, alcohol swabs (70% or greater), and gloves in the event they need to take a student's temperature or clean up any bodily fluids.
- Classrooms will have at least one bottle of hand sanitizer available for use.
- All toys, equipment, and hands-on materials will be disinfected after use, daily.
- Staff will discourage students and parents from bringing toys and personal belongings from home, and will put such items away, to be returned to parents at pick up.

## Sick Staff and Students

- Staff exhibiting symptoms associated with COVID-19 should be dismissed for the remainder of the day and will need a doctor's note to clear them before returning to campus.
- Students exhibiting symptoms associated with COVID-19 should be moved to an empty classroom, and sent home for the remainder of the day. A doctor's note is required prior to returning to campus.
- ***Parents must keep their children home if they are symptomatic!***

## Physical Distancing Measures

- Areas in the classroom including circle time area, common areas such as lunch tables and bathrooms will be marked to show the appropriate boundaries for staff and students. Staff may use place mats for students to designate where they should sit.
- Placemats/carpet squares should be either washed or disinfected on a regular basis.
- Parents should wear masks when dropping off and picking up their child(ren).
- Pick up and drop off times will be staggered to limit the amount of people on campus at any given time.

## Severe Weather Policy

OCA is not located in a tsunami inundation zone, so in case of a tsunami warning we are not required to evacuate. In the event of a tsunami or flash flood warning these procedures will be followed:

- If a warning is issued during the school day, the children will be cared for until parents can safely pick them up and released according to the reunification policy below.
- If a warning is issued before school begins, school may be closed for the day as Hawaii Civil Defense urges residents to stay off roads. Parents are urged to listen to local Civil Defense radio station (KONG 93.5FM).

Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Kauai in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning. Local Civil Defense radio station (KONG 93.5FM) will announce school closures.

## Earthquake Policy

Should an earthquake of significant magnitude occur on Kauai, we should anticipate considerable disruption to our roads. The children will be cared for until parents can safely pick them up and released according to the reunification policy below.

### **Earthquake Protocol: "Drop, Cover, and Hold On"**

During the Shake: Staff will lead children to immediately "Drop, Cover, and Hold On" under sturdy furniture, away from windows, heavy shelves, and mirrors.

If Outdoors: Move to an open area away from trees, power lines, and buildings.

After the Shake: Immediately check for injuries and structural damage (gas leaks, water leaks).

## Fire Policy

Fire drills will be conducted at least quarterly. When a fire alarm sounds:

- Students will proceed to designated areas at the teacher's direction.
- Rooms should be evacuated quickly and in an orderly fashion.
- Do not attempt to retrieve personal belongings.
- Students are expected to stay in line and refrain from talking, pushing, or running.
- Staff will conduct a headcount once at the designated assembly area
- Students and teachers will remain in the designated area and not re-enter the building until given the all clear.

## **In the Event of an Actual Fire**

- Call 911 immediately.
- If the building is unsafe to return to, staff will relocate children to the designated secondary location and contact parents for early pickup according to the Disaster Reunification Policy

## **Lockdown Policy**

Schools are generally given short notice for a lockdown by the Kauai police department and parents will be notified by e-mail immediately.

Our prayer is that we would never need to use the Lockdown system in our school; but in today's world, it happens more frequently than we would wish upon our students. Please know that we will do whatever we must to keep your children safe!

There are two levels of lockdown: SOFT and HARD. The definitions and a brief explanation follow:

The status of a *Soft Lockdown* is a precautionary security procedure due to a potential threat in the immediate vicinity not directly related to the school. The security measure is usually short in duration, generally under an hour. Examples would be a high-risk search warrant at a nearby residence or a fleeing suspect in the general area of the school.

During a soft lockdown all students, faculty, and staff will be moved in-doors where classes will continue with doors and windows closed and locked. No one will be allowed in or out. Parents will be notified of the soft lockdown status as soon as students, faculty, and staff are indoors and accounted for. Students, faculty, and staff will remain at the school until the lockdown is lifted. Once it is lifted parents will receive an email announcing the end of the lockdown.

The status of a *Hard Lockdown* is the result of a life-threatening event occurring inside the school, on school grounds, or immediately adjacent to the school, that has a high probability of moving onto school grounds.

During a hard lockdown, all students, faculty, and staff will be moved in-doors. Classes and all activity will stop. All doors and windows will be locked. No one will be allowed in or out. Once students, faculty, and staff are all safe and accounted for, parents will then be emailed of the hard lockdown status and any updates as necessary. Parents will be able to pick up students only after the lockdown status has been cleared by the Kauai Police Department.

In either status, please direct all your inquiries through the office email [olelochristianacadmy@gmail.com](mailto:olelochristianacadmy@gmail.com). Please do not call the school or the teachers' cell phones as this could potentially put the safety of the school at risk. We understand

that you will want to know what is going on, and we will do our best to keep you informed via email, but the safety of our students is number one! We will be keeping kids safe before we send out status updates. As much as you want to come pick your child up from school, you must wait until the lockdown is lifted, for the safety of all involved. As soon as KPD lifts the lockdown we will let you know!

As always, PRAY! Pray that we would *never* need to use this. Pray that if we do need to, that we would be safe. Pray for wisdom and quick thinking. Pray! Thank you!

## **Disaster Reunification Policy**

Once it is safe to pick up your children, parents and emergency contacts will be notified via SMS, phone and/or email. Please do not rush to the school during an active warning as it may block evacuation routes. Children will only be released to parents or designated emergency contacts with a photo ID.

### **Alternate Pickup Site**

If the school facilities are unsafe after a disaster, the children will be relocated to Kalena Park across the street, next to the fire station, for pickup. Should that location also be inaccessible, the Kauai War Memorial Convention Hall will be used as an alternate site.

## **School Closing**

In accordance with the US Department of Education, OCA will adhere to the following policies in the event of school closing for an extended period of time.

- Prior to possible school closures, OCA administration will communicate frequently with families regarding specific procedures and policies as they develop. If a school closure is imminent, documentation on official school letterhead and an e-mail will be sent home as soon as the decision is made. If a decision is made to close the school during off hours (when school is not in session), an announcement will be made over the civil defense radio station (KONG 93.5).
- Administration will keep families informed of progress via school-wide e-mail. Individual concerns will be handled either by phone or e-mail in a timely manner. Administration will be available during school closures whenever possible.

If there is advance warning about school closure, teachers will send students home with all books required for the closure period. If advance notice is not available and school is closed without warning, steps will be taken to make all

the necessary materials available. Teachers will assign work and communicate with students and parents via e-mail.

## **Parent, Student & Teacher Commitment**

OCA exists to assist parents in educating your children and our teachers strive to keep parents informed of each student's behavioral and academic progress. We also encourage parents and guardians to inform us of any questions or concerns.

## **Admissions & Age Requirement**

Admission to Olelo Christian Academy is by application. The following forms and documents are needed in order for your application to be considered complete; Family Application Form, Students Application Form, Liability Release Form, Emergency Medical Form, Covid-19 Wavier, Pick-up Authorization Form, Photo & Video Release Form, Field Trip Form, Allergy Form, Code of Conduct Form, Volunteer Form, and T-shirt Order Form. We will also need a copy of the student's birth certificate, Immunization Records or signed Exemption Form, and TB Clearance.

Financial information is provided in the Financial Policies Section below.

Preschool children should be age appropriate by July 31, although exceptions may be made on a case-by-case basis. Preschool children must be potty trained including nap time. No pull-ups are permitted. We are currently accepting 2.8 through 4 year old children.

## **Americans with Disabilities Act (ADA)**

OCA is not set-up to serve children with disabilities. However, children with special needs may be considered on a case-by-case basis when special equipment or specialized teacher training is not required.

## **Disclosure of information on the Child**

Information pertaining to an individual child or parents/guardian of the child shall not be disclosed to persons other than the facility personnel and the Department of Human Services unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.

## Attendance & Tardy Policy

Regular attendance is recommended for the child's best academic success in school. Therefore, students are expected to attend school every day and to arrive on time for every class. This is consistent with Olelo Christian Academy's philosophy of education: a complete education includes training in individual responsibility, dependability, and punctuality.

***Please e-mail or call the teacher or school if an absence is necessary.***

Appointments during school hours are discouraged. When an early departure is necessary, the parent/guardian must notify the school in writing and the student must be signed out. Verbal permission will not be accepted. Upon returning, the student must be signed in. **A student will not be released to anyone without proper written authorization by a parent/guardian.**

## Discipline

### **Child/Parent Relationship:**

- Respond to parents' comments and concerns with sensitivity, interest, and respect while maintaining a confidentiality between the two parties.
- Develop a relationship of trust and continuity with the children in your care, which will enhance each child's development of a positive self-image.
- Communicate *verbally* and in writing with parents regarding the development and specific activities of the children in their primary care.
- Maintain accurate records to document student performances as far as inappropriate *behavior*.

### **\*Discipline Guidelines are as follows:**

1. Positive reinforcement
2. Redirecting the child to a more appropriate activity
3. Giving a *verbal* indication of the inappropriate behavior
4. "Time Out" in the classroom
5. Withdrawal of privileges
6. Removal from the classroom for a brief time by the Director (Note sent home by the teacher)
7. If a problem becomes *severe* or persists the teacher and the Director will call a meeting with the parents
8. Removal from the program if serious misbehavior cannot be modified

- The preschool teacher will plan and facilitate parent conferences to discuss transitions and developmental goal for each child.
- In the *event* an accident occurs, an incident report will be filled out immediately. A copy will be sent home and the other will be sent to the director's office.

## **Suspension Policy**

### **Immediate Suspension**

A child may be temporarily suspended immediately if their behavior presents an imminent danger to themselves or others. In such cases:

- A staff member will supervise the child in a safe space while arrangements are made.
- The parent/guardian will be contacted promptly to pick up the child.
- The teacher/director will document the incident, including what safety risks were present and actions taken.

### **Parent/Guardian Conference**

Within one business day, the director will schedule a conference with the child's parent/guardian to:

- Review the behavior and safety concerns.
- Explore prior supports attempted and resources available.
- Develop a plan to support the child's positive behavior.

### **Behavioral Support Plan**

If behaviors are ongoing but not immediately dangerous, the preschool will work with the family to develop a behavioral intervention plan. This plan may include:

- Specific behavior goals
- Classroom supports
- Family collaboration
- Referral to outside services, as appropriate

### **Duration of Suspension**

Temporary suspensions shall be as brief as possible and only for the time necessary to ensure safety or to revise support strategies. A child may not be suspended longer than necessary to accomplish safety planning and to engage family/guardian cooperation.

## **Documentation & Record-Keeping**

For each suspension, the preschool will maintain:

- Written incident report including behavior observed and safety risk
- Summary of interventions attempted prior to suspension
- Plan for re-engagement and support
- Communications with family

These records support compliance with licensing expectations and continuous quality improvement.

## **Unlawful or Sexual Harassment**

OCA is committed to providing a wholesome school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability or any other legally protected characteristic will not be tolerated.

OCA will take prompt action to prevent any unlawful or unfair harassment. Anyone who experiences or witnesses sexual or other unlawful harassment at OCA is required to report it immediately to a teacher or staff member. All allegations of unlawful or sexual harassment will be quickly and discreetly investigated.

## **Nondiscrimination Policy**

OCA does not discriminate on the basis of race, color, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## **Filing a Grievance**

If you have concerns about the care your child is receiving or believe that licensing regulations are not being followed, you have the right to file a grievance with the Hawaii Department of Human Services, Child Care Licensing Program. The licensing office

investigates complaints regarding the health, safety, and welfare of children in licensed childcare facilities. All complaints are kept confidential.

**Department of Human Services**

Child Care Licensing  
3059 Umi Street, Suite 104  
Lihue, HI 96766

**Phone:** (808) 241-3679

**Email:** [bessd.southkauaiftw@dhs.hawaii.gov](mailto:bessd.southkauaiftw@dhs.hawaii.gov)

# FINANCIAL POLICIES



## Tuition

OCA's primary operating expenses are met through tuition. For current rates please refer to the current Tuition and Fees schedule located below. Tuition is a fixed yearly rate that may be paid monthly, semi-annually or annually. Payments may be made either by check or by debit/credit card on the OCA website on-line payment link.

## Enrollment Fee

The one time yearly enrollment fee is due for new and returning students upon acceptance, and is required before a student is officially enrolled at OCA. This is a non-refundable fee.

## Tuition Schedule

### Monthly Tuition Fee:

Extended Day Preschool - <b>\$1100.00</b> (7:30 a.m. to 4:00 p.m.)	Preschool - <b>\$850.00</b> (7:30 a.m. to 2:00 p.m.)	K-6 <b>\$800</b>
For sibling in K-6 a discounted rate of <b>\$750</b> will be applied to the second child and <b>\$700</b> for the third and any additional siblings.(2nd child in preschool discounted		
<i>Payments are made from August through May of each academic year. Payments are due form the 1<sup>st</sup> – 10<sup>th</sup> of each month. Late payments will be assessed a \$25 late fee. Yearly payment option results in a 3% discount.</i>		

### Annual Enrollment Fee:

<i>By April 30<sup>th</sup></i>	<i>After April 30<sup>th</sup></i>
Preschool - <b>\$450</b>	Preschool - <b>\$550</b>
K-6 - <b>\$550</b>	K-6 - <b>\$650</b>
Enrollment fee must be paid to reserve your child's spot. <i>The non-refundable enrollment fee is a one-time fee per school year that covers the cost of books, supplies, and year-end testing.</i>	

Other fees:

**School Uniforms:** T-shirts may be ordered after application is complete.

**Graduations Fees:** Preschool & Kindergarten \$25

## Late Payment

To help us operate on a consistent budget we must have each months' tuition no later than the 10<sup>th</sup> day of each month.

A late fee of \$25.00 will be required if payment is not made by this date unless a prior arrangement has been made.

If payment is not made by the last day of the month in which the tuition is due and no written agreement has been made by the principal and the family, the student will not be admitted to school on the first day of the following month.

Re-admittance will be contingent solely on board approval.

## Withdrawal

Withdrawal from Olelo Christian Academy requires written notification to the school. Parents must notify the school 30 days prior to withdrawal and will be required to pay the full months tuition for the month following the students withdrawal. (For example, if your child's last day of attendance is in March, you will be required to pay April's tuition also.)

All outstanding accounts owed to OCA must be paid before any records will be released or student can return to the school.

If a child needs to be dismissed or permanently removed from the class, there will be no refund of any expenses paid and all withdrawal rules apply.

## CODE OF CONDUCT

I do solemnly resolve before God to take full responsibility for the following:

- ✓ I Will Do My Very Best Each and Every Day.
- ✓ I Will Do All Things to the Glory of God.
- ✓ I Desire to Grow Academically, in Character, & Community.

*As for me and my house, we will serve the Lord. - Joshua 24:15*

### Parental Conduct & Consent Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby agree and commit to OCA Preschool's Parent/Student Handbook. I have read and reviewed the material and prayerfully believe Olelo is the very best educational partner for our family. I also give my consent for my child/student to be transported in connection with a school-sanctioned activity. I further give my permission for the appropriate school staff or their designees to render emergency treatment or authorize medical treatment by a hospital and/or doctor associated with an injury. I agree to hold the School Board of Directors, employees, and volunteers harmless in the administration of such emergency assistance. I will abide by the OCA Resolution, this handbook and Code of Conduct, rules and regulations as well as guidelines provided by the Olelo Staff. You have my ohana's full support and assistance!

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent / Guardian Printed Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent / Guardian Printed Name

**IT IS GOING TO BE A GREAT YEAR  
BECAUSE YOU ARE WITH US! THANK  
YOU FOR YOUR PRAYERS, LOVE AND  
SUPPORT!**