



'Ohana Handbook Hi'ilei

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PART 1 - HISTORY

Ke Ala Nu‘ukia (Mission Statement)

Advancing indigenous education.

Founding History

Kūlaniākea is a non-profit educational organization. The founding group is composed of Native Hawaiian and indigenous early childhood educators, secondary educators, college professors, entrepreneurs and parents.

Educational Goals and Philosophy

The keiki’s intellectual and emotional development through culture-based learning is a priority. We believe that education is a partnership between the keiki, ‘ohana, school and community. When keiki are allowed to develop freely within a prepared environment and experience aloha ‘āina, it will help them acquire inner guidance and an understanding of who they are and the world around them. Our goal is to nurture the foundation of cultural identity and natural curiosity and wonder of keiki to inspire a love for learning.

Program Overview

Following the Kūlaniākea Hawaiian culture-based curriculum and using Montessori methodology, Kūlaniākea keiki participate in activities based in six areas: ‘Ōlelo Hawai‘i (Language), Makemakika (Math), Lonoa (Sensorial), Mākau Ola (Practical life), ‘Ōnaeao (Cosmic studies geography, arts, sciences) and Hana no‘eau (Arts). Keiki receive both individual and small-group lessons in the classroom and outdoors. While the preschool keiki are napping, afternoons are devoted to more advanced lessons in reading, writing, math and Hawaiian cultural practices for the kindergarten aged keiki. Assessments for the preschool years include monitoring for developmental milestones, Hawaiian language use and understanding and early academic skills. This is accomplished through daily observations and record keeping. Assessments of kindergarten aged keiki also include core skills in mathematics, and early reading, in Hawaiian first, then in English. Traditional assessment of Hō‘ike (performance based assessment), the Hawai‘i Early Learning Profile (HELP) assessment and a Hawaiian language assessment (Ana ‘Ōlelo) for keiki and parents is also used for grant purposes and monitoring general progress.

The program emphasizes the development of psychomotor and perceptual skills, social and cognitive abilities. The culture-based curriculum is kinesthetic; learning through whole body experiences rather than only hands on experiences. Starting at this level, keiki are presented lessons in Lonoa (Sensorial), Makemakika (Math), ‘Ōlelo Hawai‘i (Language Arts), ‘Ōnaeao (geography, history, zoology, botany), Mākau Ola (Practical Life), and Hana no‘eau (Arts). Polynesian voyaging, navigation, exploration, and Kumulipo is integrated in all areas of the environment. The environment aims to instill a sense of order and independence and also to combine coordination of movement with concentration.

School Affiliation

- National Early Childhood Program Accreditation (NECPA)
- Licensed by the Department of Human Services (DHS)
- Hawai‘i Council of Private Schools (HCPS), the licensing branch of Hawai‘i Association of Independent Schools (HAIS)

PART 2 - ENROLLMENT

School Observation and Tours

Referrals from currently enrolled parents, for prospective ‘ohana are encouraged to observe classrooms and tour the school. School visits are arranged on a case-by-case basis; please contact the school.

Admission

Kūlaniākea offers programs for keiki ages 18 months to six years of age. Kūlaniākea does not discriminate on the basis of race, religion, national origin, or political belief. Each application for admission is assessed individually, pursuant to the enrollment criteria for the programs and curriculum of Kūlaniākea.

The environment can adapt to students of varying academic ability and diverse learning styles. Keiki with exceptional needs (behavioral/emotional, development, learning differences) are accepted at Kūlaniākea if the Administrator, Kumu Alaka‘i, and the parents feel the keiki’s needs will be met within the Kūlaniākea setting. We will limit the number of students who require additional staff resources to ensure that all students fairly receive appropriate instruction and attention. In order for Kūlaniākea to ensure fairness in appropriate instruction and attention, students must be walking (without the assistance of a kumu). The school makes every reasonable attempt to guide the keiki to success in the program. Nevertheless, all new students are admitted with a 60 - day onboarding status, assuring that the kula is a good fit and is able to support the keiki and ‘ohana.

Enrollment Criteria

Applications from families outside Kūlaniākea are received throughout the year. Regardless of the date of application, prospective students are not considered for enrollment until one month following the Kūlaniākea re-enrollment deadline for current families. Date of application will be taken into consideration when all other factors are equal. Once the school year has commenced, entrance into the program will be considered on an individual basis.

Student Placement

The Executive Director reviews applications of all new and returning students. When a keiki is placed in one of our programs and classrooms, the following is considered: boy/girl ratio, ability level, Hawaiian language experience, prior school experience, age, classroom size, and special needs. A well-balanced classroom is critical for the success of both new and returning students.

Tuition and Fees

Parents are required to make tuition payments through the school business office. Tuition payments are due on the first business day of the month. Payments received after the first

business day of the month will be automatically assessed a late fee of \$25 unless arrangements are made with the school office in advance. Kūlaniākea accepts cash, and checks only. If paying by cash, please bring the exact amount. Kūlaniākea also assesses a \$25 fee on any payment, declined or returned by financial institutions.

Additional Fees:

- *Annual Registration Fee*
- *One time Tuition Deposit that will be applied to your final and last month of enrollment with a letter of withdrawal from our school received 30 days prior to the effective withdrawal date. (See Student Withdrawals below)*
- *Late Pick-Up Fee (charges)*

Student Withdrawals

In the event a student withdraws from Kūlaniākea, the parent and/or guardian must provide written notice at least 30 days prior to the effective withdrawal date. With this written notice, Kūlaniākea will return the last month's deposit if the last month's tuition balance is paid in full. If a 30 day written notice is not made, the last month's deposit will be forfeited. In the event of an early withdrawal, tuition will not be prorated. No tuition is refunded for temporary withdrawals (illness, vacations, or other reasons). An exit interview will be scheduled for all withdrawals.

Attendance Policy and Procedures

Beginning the school day on time allows your keiki to participate in morning protocol with classmates and learning opportunities they may otherwise miss. Being on time reflects respect to our kula, kumu and classmates. Consistent attendance is critical to the learning process and academic success of keiki, regardless if it is at school or Papahana Kuaola.

Arriving on time helps keiki to know what to expect from the kumu and the classroom. Morning circle time is a crucial part of the school day. During the morning circle, keiki greet each other and learn new activities. The kumu and the keiki discuss what will happen in class that day, as well as what has happened in the past.

At Kūlaniākea, your keiki is expected to arrive and be in class, or when we have Papahana days, at 7:45 a.m. in preparation for piko. Arriving at 7:45 allows your keiki sufficient time to aloha aku i nā kumu (greet all kumu), hele i ka lua (use the restroom), center and prepare themselves for protocol. Keiki benefit greatly with a set daily routine and a predictable schedule.

Arriving Late

Late arrival is disruptive and inconsiderate to the rest of the class, regardless if it is at school or for Papahana days, and nothing can be more detrimental to a keiki's education than irregular

attendance. If unforeseen circumstances cause you to arrive late, or your keiki will be absent, please contact the kula (808) 247-3300 as soon as possible.

Late arrival at kula procedure:

1. If you and your keiki arrive **after piko has started, both you and your keiki must wait and stay in Ho‘okipa for the duration of piko**
2. The papa sign-in/out sheet will be brought to you for your documentation
3. Only after you’ve signed-in your keiki, will you be able to leave for work
4. Administration will accompany your keiki to the papa

Late arrival at Papahana Kuaola procedure:

1. Late arrival at Papahana Kuaola will require a phone call to the kula as soon as possible (808) 247-3300
2. Upon arrival to the outdoor site, if piko is in process, you are required to wait with your keiki at the hale pe‘a (tent) until a kumu is able to walk over to greet you and your keiki
3. While waiting, you may sign-in your keiki and store their ‘eke
4. When a kumu arrives to greet you, makua and keiki are expected to ‘Oli Kahea; to ask permission to enter the papa
5. Kumu will ‘Oli Komo in return; welcoming your keiki to the papa
Mākua may not leave keiki unattended at any outdoor site under any circumstances

Late arrival at Papahan Ka‘ihekauila:

Paphana Ka‘ihekauila requires that kula transport the keiki with rented vans; together the keiki leave and return together as part of their Papahana Ka‘ihekauila classroom experience.

For this reason, we ask that ‘ohana arrive to kula early in the morning to kōkua packing ‘eke (life vests, equipment, keiki car seats etc.)

If you are unable to arrive in time to prepare the vans for loading keiki and the necessary ‘eke, please plan on making other arrangements for child care on this day.

Contact the kula immediately (808) 247-3300 to let us know your keiki will be unable to attend. The kula will not be able to accommodate late and unexpected arrivals due to the packing and planning of of equipment.

Late arrivals for both kula and Papahana Kuaola will be documented as tardy; late pick-up will be documented and late fee charges will be applied; absences will be noted as either excused or unexcused.

School Hours and Attendance

Operating Hours: 7:00 a.m. – 3:30 p.m.

Program Hours: 7:45 a.m. - 2:30 p.m.

Release of Keiki

Keiki are expected to be picked up at their scheduled time by parents/guardians and authorized persons who are listed on the Emergency Release Form. Exceptions must be made in writing in advance. A photo ID will be required at pick up. It is understandable that unplanned situations arise and last minute arrangements may need to be made regarding the pick up of keiki. In these cases, please call the office and provide a detailed description of the person who will be picking up your keiki, followed by an email. Parents/guardians are responsible for notifying the office in writing of any special custody arrangements. Parents/guardians will be asked to provide evidence of any legal action, which curtails the non-custodial parent's rights. Persons picking-up keiki must be 18 years of age. Keiki will never be released to under aged persons, including siblings.

Late Pick-Up Fees and Contacts

There is no grace period. A \$1 per minute charge will be assessed. It is especially important for kumu to have access to work and cell phone numbers, so parents may be reached in an emergency. Please make sure the emergency form in your keiki's file is kept current. In the event that a keiki is not picked up by 3:30 p.m. and the teacher has not been notified by the parent of an emergency situation, individuals on the Emergency Form will be contacted to pick up the keiki. If neither you nor your listed pick-up persons cannot be reached, Child Protective Services may be called to pick-up the keiki.

Sign In/Out Sheet

A Sign In/Out Sheet is located inside the classroom and must be completed daily. Notation of time and parent/guardian initials are required. Keiki are not allowed to handle the clipboard or sheets at any time. These sheets are legal required documents for licensing and tuition subsidy review.

****Keiki must be supervised AT ALL TIMES when not in the direct care of kumu. This is particularly important during pick-up and drop-off times while on campus.*

PART 3 - OUR KEIKI

Keiki Assessment and Reports

Keiki enrolled in our program will be administered a Hawaii Early Learning Profile twice a year. This assessment is administered as a means to monitor program effectiveness for staff and grant reporting. These assessments will be shared with parents during their bi-annual parent/teacher conferences.

Student Reports

Parent/Teacher conferences will be scheduled after the first eight weeks of school in Fall, then again at the end of the school year. Personal development, academics, and concerns are discussed at each conference.

Student reports are intended to reflect the kumu's developmental assessment of your keiki. Students do not receive grades, but the narrative student report will indicate their level of social and emotional developmental progress, concepts and curriculum.

Parents who have a concern regarding his/her keiki are encouraged to schedule a conference at any time throughout the year with your keiki's kumu. In turn, the school may have concerns as well, and request a conference with you. Your keiki's education is a partnership between the parents and the school and fluid communication will strengthen this partnership.

Discipline Policy

The Kūlaniākea philosophy stresses self-discipline of the keiki. In an atmosphere of freedom within limits, the focus is placed on a sense of responsibility, respect for persons and materials, consideration of others and cooperation. Kūlaniākea discipline emphasizes non-punitive, positive methods that avoid personal humiliation. Discipline is in the form of logical consequences and will be appropriate to the keiki's developmental stage and level of understanding.

An incident report will be completed by a teacher and will need to be signed by makua. We will provide makua with a copy of the report.

Misbehavior

Although the functioning of the classroom promotes the acceptance of a wide variety of individual needs, at times a keiki's behavior may become disruptive to individuals, groups, or to the work cycle of the class. Recurrences of this behavior can have a substantial impact, not only on a keiki engaging in the behavior, and/or the keiki involved, but also on the class as a whole. When a kumu deems behavior to be negative and damaging to other keiki or the class environment, steps will be taken to protect the overall functioning of the class. Depending on the

nature of the problem and a keiki's history, the school will determine what will be in the best interest of the classroom community and Kūlaniākea.

On occasion outside professional help may be required. The professional may be asked to participate in the creation and monitoring of a behavioral plan. Kūlaniākea does not recommend specific professionals but has a list of people or organizations that may be used as a resource. It is the responsibility of parents to choose the professional, keeping in mind that it is important that the keiki, family and school are all able to work with whoever is selected. Tuition does not cover this situation.

Listed below are examples of misbehavior:

Assault – Assault or harassment, whether physical, sexual, or verbal, will not be tolerated. Any form of assault will be responded to with the possibility of suspension or expulsion.

Uncontrollable behavior – Including, but not limited to, screaming, escaping from the classroom, or running away from the teacher in a manner which could be dangerous to the keiki's safety.

Bullying – Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more keiki in the school, on school grounds, or at school activities or events. Bullying will not be tolerated at Kūlaniākea and depending on the severity of the action, a behavioral plan may be developed or expulsion may occur.

Disrespect – Disrespectful behavior is not tolerated at Kūlaniākea. Rude, negative, or hurtful comments, damaging or destructive actions, or a disregard for personal or school property is unacceptable. Property including books borrowed will need to be replaced if damaged. Depending on the severity of the action, a behavioral plan may be developed or expulsion may occur.

Biting - It is not uncommon for "some" young keiki. It is usually a temporary condition that is most common between keiki 13 and 24 months of age. It is not a sign that the keiki, the parents, or the school has failed. However, it is an indicator that the keiki, the parents, and the school must work together to provide the keiki with alternative coping techniques. Incidents of biting can be stressful and frightening for all keiki, parents and kumu involved. Kūlaniākea's goal is to help each keiki develop self control by redirecting the keiki and using natural and logical consequences. There are clearly defined steps one can take to help a keiki learn how to stop biting. Kūlaniākea staff will work with the family to learn tools and new habits to alter the coping behavior. While Kūlaniākea strives to keep all keiki safe and secure, biting does happen. Our response to biting will be to care for and help the keiki that is bitten and to help the biter to stop the behavior, as well as to examine the setting around the biting incident.

Kumu and parent communication is critical when dealing with biting behavior. Kūlaniākea requires that if a keiki bites another keiki, a call will be made to parents of both keiki announcing the incident.

Kūlaniākea staff will report all biting incidents to the Administration.

Kūlaniākea reserves the right to dismiss a keiki when the school believes it necessary for the protection of others in the classroom community and if his/her placement is not in the best interest of that keiki, another keiki, or the school environment.

Mohala: Transitioning from Hi‘ilei to Kamali‘i

All Hi‘ilei toddlers will mohala, or transition from Hi‘ilei to Kamali‘i as they approach the age of three years. Preparation for this transition will be led by your keiki’s kumu to discuss social & emotional readiness as well as toilet learning. As with any other time in Hi‘ilei, your keiki’s mohala will include consistent, sometimes daily communication as we help to prepare your keiki for Kamali‘i.

PART 4 – HEALTH AND SAFETY POLICIES

Illness

Please inform the office by calling if your keiki will be absent due to illness. Keiki should be kept home if they are exhibiting one or more of these symptoms:

- .99+ degree temperature, runny nose/eyes, coughing, intestinal upset, diarrhea and/or vomiting

A keiki who has vomited, had a fever, or diarrhea, must wait 24 hours and be symptom free (without fever-reducing medication) during this time before returning to school. If your keiki has been absent from kula for 3 days or more, a **HARD COPY** doctor's note must be obtained, clearing your child of illness and ready to return to school. Electronic copies will not be accepted.

All communicable diseases must be reported to the office immediately. Communicable diseases include but are not limited to the following:

- Chicken pox, measles, mumps, streptococcal infections, scabies, conjunctivitis (pinkeye), impetigo, head lice, ringworm, pinworms and Covid - 19.

All parents will be notified of the existence of a communicable disease at school. If a keiki is exhibiting symptoms, contact your doctor immediately and keep your keiki at home. A doctor's **HARD COPY** written release will be required before admission to school. Electronic copies will not be accepted.

Keiki who become ill during school hours will be separated from the other keiki and will be made comfortable in the office or another area of the classroom. Parents will be contacted to pick up their keiki immediately.

Medication

A medication permission form completed and signed by the parents must be submitted to the school office prior to a kumu dispensing any medication. Only staff who are trained and approved by the Medication Administration Training will be dispensing medications to students. The form must include the following information: type of medication to be given, method of administration, dosage, time(s) to be given, starting/ending dates. The medication must be in its original container with the prescription label affixed with the keiki's name. This is also true for over the counter medications as well as prescription medications (including inhalers and epinephrine pens). All medications must be given to the keiki's kumu and may not be stored in lunch boxes. All medication needing refrigeration must be stored in a sealed plastic bag clearly labeled with the keiki's name. Medications will not be dispensed without the keiki name (not siblings medication).

Nut Allergies

If your keiki has peanut or general nut allergies and has been prescribed an epinephrine injection (epipen), please send two for the classroom. Each epipen should be sealed in a plastic bag labeled with your keiki's name and the prescription label with the expiration date. Staff trained in CPR and First Aid are also trained in administering epipens. If a keiki's epipen prescription expires, parents will be notified to bring current epipens to school. As it is vitally important to be prepared in case of accidental exposure to peanuts/nuts, Kūlaniākea will not admit a keiki who has peanut/nut allergies unless the school has a current prescription for that keiki.

Kūlaniākea is a nut free environment- ALL NUT FREE.

Sanitation Practices

Hand washing is required by all staff, volunteers, and keiki to reduce the risk of transmission of infectious diseases to themselves and to others. Staff assist keiki with hand washing as needed to successfully complete the task. Keiki wash either independently or with staff assistance. Proper hand-washing procedures are followed by adults and keiki and include using liquid soap and running water, rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g. by using a paper towel to turn off water). Classroom materials and shelves are sanitized at least once a week or as needed.

Safe Sleep Policies

All teaching staff are annually required and trained on infant Safe Sleep. Infants are always placed on their backs in a well-ventilated area, on a snug-fitted for sleep, and checked periodically. We do not allow bed-sharing.

Handling of Diapers

Soiled disposable diapers will be placed and disposed of in a lined receptacle. Cloth diapers will not be washed at the school; any excess stool will be emptied into the toilet and cloth diaper will be placed in a sealed plastic bag to be picked up by the child's parent at the end of the day. This procedure applies to soiled sheets and clothing with blood, body fluids or waste - it will be handled as little as possible to prevent contamination of the area, staff and other keiki.

Toileting

Keiki need to develop control over their bowel and bladder before toilet learning can begin. This training is also an important partnership between school and parents (including other caregivers at home), providing consistency, support and communication throughout the process.

School Accidents

An Accident Report will be provided to parents in case of minor accidents at school. In case of any kind of head injury from the neck up, parents will be immediately contacted by telephone. In rare situations where immediate medical attention is required, the school will phone 911 and contact the parents. If it is necessary to transport a keiki to a hospital, one of the keiki's teachers will accompany and stay with him/her until the parents arrive.

Sun Protection

Given our climate, it is important for parents to apply sunscreen to keiki prior to arriving at school in the morning. The kula will reapply when necessary, sunscreen https://www.amazon.com/Thinkbaby-Sunscreen-Safe-Baby-Plus/dp/B01LY10VWC/ref=sr_1_16?keywords=Think+Baby+SPF+50+sunscreen&qid=1691695730&sr=8-16 and mosquito spray <https://www.melaleuca.com/productstore/medicines-and-treatments/natural-insect-repellent>.

Please provide your keiki with a hat to keep at kula when working outdoors.

Child Abuse

Kūlaniākea complies with the Child Protection Act of 1987 and the mandatory reporting requirements under that Act. Any employee of Kūlaniākea who has reasonable cause to know or suspect that a keiki has been subjected to abuse or neglect or who has observed a keiki being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made to Hawai'i Child Protective Services. If the employee is uncertain as to whether reasonable cause to suspect keiki abuse or neglect exists, the employee should report according to the law and this policy and allow the Hawai'i CPS to determine whether an investigation is warranted.

Emergency and Release Form

An updated Emergency and Release Form must be submitted to the office - changes to your emergency forms, especially changes in phone numbers is critical. It is essential that names and phone numbers of persons outside the immediate family be provided and kept updated.

When a request is made for the release of a student during the day, or when a student is seriously injured during school hours, the student's Emergency and Release Form will provide the necessary information, including parent/guardian signature to provide medical treatment from the hospital. Please plan ahead and see Programs Director in Ho'okipa to provide you with your form so you may make changes to phone numbers and/or listed persons. Changes will not be accepted over the phone or via email. This information is critical in contacting you in case of an emergency, and for the safety of your child. If there is a serious accident or illness, and if no hospital preference is stated on your emergency card, your keiki will be taken to Queen's Medical Center.

PART 5 – DISASTER PREPAREDNESS/ EMERGENCY EVACUATION PLAN

Kūlaniākea reassures all families that keiki will be cared for during any emergency or disaster during school hours. The following are a few suggestions for parents: if the media has announced that schools in the area are closing, we in all likelihood will be closing as well. Please do not call the school so that we may keep the phone lines open and available for immediate and urgent needs.

Establish individual and family plans for all emergency disasters. These plans should include location of shelters, how you will get there should evacuation become necessary, separation of family members, supplies needed, etc.

In the event that inclement weather, natural disaster, lockdown or any other serious situation occurs during school hours or is a factor as to whether the school will be open on any given day, families will be notified by phone, text and email.

Fire Drills

Fire drills are held monthly. Keiki will walk to a meeting place away from the school structure. In the event our facility is damaged by fire, we will care for the keiki until parents arrive. You will be notified through phone, text and email.

Tsunami Warning

Kūlaniākea does not fall in a Tsunami inundation zone. In the event of a Tsunami warning, administration and teachers will remain with the keiki until parents have arrived. It is recommended you remain in a safe area until the ALL CLEAR signal is given. You will be notified through phone, text and email.

Hurricane/ Tropical Storm

Hurricane or Tropical Storm Watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. WARNINGS are issued when it could affect Oahu within 24 hours. When a WATCH is issued, we will monitor the storm and make a decision to close the school before a WARNING is issued. You will be notified through phone, text and email. Do not call the school as all open lines will be needed to maintain contact with the authorities.

Flood

Kūlanīākea does not fall in a flood inundation zone. However, if water begins to rise around our facilities, or we are advised to evacuate, we will move the keiki to an evacuation facility designated by the Oahu Civil Defense. You will be notified through phone, text and email.

Earthquake

In the event of an earthquake, you can possibly anticipate damaged facilities and disruption to our road networks, you may not be able to get to your children immediately. Please listen to the radio for further information. Should an earthquake occur, we will care for your keiki until parents safely arrive. You will be notified through phone, text and email. Do not call the school as all open lines will be needed to maintain contact with the authorities.

Campus Emergency

When a physical threat is imminent due to a bomb scare, active shooter, national or local warnings of terrorist activity or similar situations, information and status will be immediately conveyed to staff and a LOCK DOWN status will be in effect. LOCK DOWN signals a lock down of all rooms, requiring staff and students to remain indoors and silent. The office will immediately contact local authorities to identify the LOCK DOWN status and/or request further instructions. The office will NOT contact parents/guardians until such time as the facilities are deemed to be secure. This will assure the phone lines are kept open for the first 15 minutes of the status. While in this status, parents/guardians will NOT be permitted to pick-up their children unless deemed safe by the Executive Director. Our first priority is the safety of the children. Do not call the school as all open lines will be needed to maintain contact with the authorities.

Lock Down

In the event of a LOCK DOWN, students will be moved and locked into the nearest classroom. Doors will be locked, windows covered and students moved to an area of the room out of visibility, remaining quiet until the ALL CLEAR signal is given. After the Executive Director deems it safe an ALL CLEAR signal will be given. Only then will parents/guardians be contacted to pick up their children at the site. Please listen to the radio for further information. Do not call the school as all open lines will be needed to maintain contact with the authorities.

Bomb Threat

In the event of a bomb threat, students will be evacuated from the campus. Students will walk to a designated safe area where they will remain until parents/guardians can safely pick them up.

Active Shooter

In the event of an active shooter, the office will activate a school LOCK DOWN. Students will be moved and locked into the nearest classroom. Doors will be locked, windows covered and students moved to an area of the room out of visibility, remaining quiet until the ALL CLEAR signal is given by the Executive Director.

Authorities will be notified of the school status and await instructions. Only when the ALL CLEAR signal is given, will parents/guardians be contacted to pick up their children at the site. Please listen to the radio for further information. Do not call the school as all open lines will be needed to maintain contact with the authorities.

Pandemic Outbreak

In the event of a pandemic outbreak alert, the school will follow the directives from the Hawaii State Department of Health (see Covid-19 Policies & Procedures on the Makua Portal).

Hawaii Civil Defense

On the first business day of each month at 11:45 a.m., the Civil Defense tests the emergency warning systems by sounding sirens statewide.

Parents are encouraged to prepare a family emergency plan and practice it with their children should a crisis occur at home. Children should be familiar with the State Civil Defense sirens sound and what to do in a crisis situation.

For more information, contact the Hawaii State Civil Defense website:

<https://dod.hawaii.gov/hiema/get-ready/>

Lost or Missing Child

The school will immediately contact and notify the parents of the missing child, to include:

- Checking the Attendance Sheet for time child was dropped off and by whom
- Time child was last seen at school
- Description of clothing child was wearing
- Immediate notification to local law enforcement (photo of child provided, physical description, birthmarks, etc.) and procedures completed by the school in reporting the missing child.
- Ask for a contact person who will be assigned this case, provide the school contact person for communication.
- School contact person will keep a notebook on their person to take conspicuous notes, thoughts, and questions regarding the missing student.
- Provide law enforcement any additional information regarding out of routine pick-up of family, relatives or friends.

Death in the Family, Child or School Staff

The passing of a family member, child or school staff can be very impactful for everyone involved. The school staff wants our families to know that we are here to support your keiki and ‘ohana in every way possible.

In notifying our school families of a death, we are extremely sensitive to the your wishes and confidentiality, and will work closely with you in regards to how the passing of a loved one will be shared with your child, we will keep you closely informed of any changes and/or needs observed in your child while in school. The same will apply to the passing of an enrolled student.

Regarding the passing of a school staff member, notifications will be sent out immediately to all immediate family members. We will keep you informed as to how this will be shared with the keiki. The teachers are very well aware and sensitive to your child’s developmental abilities to absorb change and trauma, as well as their ability to comprehend topics such as death.

If you have any questions regarding our policy on this topic, please contact the office at (808) 247-3300.

PART 6 – PARENT AND STAFF RELATIONS

Parent Communication

Kūlaniākea welcomes thoughtful, responsible comments from parents. It is essential that faculty, staff and parents communicate openly, respectfully and with a high degree of trust. The following is provided to help facilitate appropriate communication between parents and school:

- Questions regarding curriculum in the classroom, please contact your keiki’s teacher
- Questions regarding registration, school records, financial matters, general information, questions regarding school policies, or safety considerations, please contact the Administrative Office

Parent and Kūlaniākea Partnership

Open, honest, and respectful communication between parents, faculty and staff are essential to a strong partnership to benefit our keiki.

Working together, parents and Kūlaniākea faculty, staff and administration, have a strong influence on the emotional, social, academic, and spiritual development of our keiki. By modeling adult working relationships based upon respect and openness, we also help keiki to grow and mature in their relationships with others. Trust and mutual respect are the two most important factors between parents and Kūlaniākea.

Parent involvement and support is critical to the success of Kūlaniākea. Staying informed about important school events, reading written communication, volunteering, attending pertinent meetings and communicating concerns openly and constructively to faculty and staff closest to an issue, all help to build a foundation for a successful partnership. Kūlaniākea is committed to open and timely communication regarding pertinent information.

Parent Participation Policy

The Parent Participation Policy provides parents and extended family members the opportunity to get involved with and support Kūlaniākea. Each family is required to sign the Makua Agreement Form and participate in all school sanctioned events and programs as assigned by the kula as well as community support for Kāne‘ohe Congregational Church and dry dock work on wa‘a. Please check with your keiki’s kumu for a list of parent participation opportunities.

Parent Language Support and Assessment

Parent support in your keiki’s language at home is important and has been documented in the acquisition of ‘ōlelo Hawai‘i. Language that continues to be supported at home, as well as school is proven to expedite a keiki’s language and literacy development. The kula will continue to support makua language learning through language classes and resources on our website and Google Classroom, “Mamala & Hua ‘Ōlelo.”

PART 7 – CLASSROOM

School Attire

Keiki should be dressed DAILY in BLUE school t-shirts. A keiki should wear bottoms and footwear he/she can begin to manage on their own. We recommend slippers or CROCS so keiki can go from the classroom to the restroom with ease, and to avoid accidents and tears. Covered shoes or strappy sandals/shoes, boots, etc. will not be allowed in kula. Jewelry, watches and other personal belongings are not allowed.

The kula will not be the only proponent in supporting school attire/personal belongings. It is not the kumu's kuleana to tell your keiki what is appropriate footwear, no toys, etc. Keiki should leave your home "mākaukau" to be at school - uniform, shorts, footwear and hair tied back.

***A neat appearance with minimum stains on School shirts is required. Please do not cut or embellish makua or keiki shirts.*

***Footwear of any kind - both mākua & keiki, is not allowed in the classroom. Your keiki work and nap on the classroom floors. Be respectful of the keiki's classroom by removing your footwear before entering the classroom.*

ALL ITEMS BROUGHT OR WORN TO SCHOOL WILL BE LABELED WITH YOUR KEIKI'S NAME. This includes underwear and footwear! THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY ITEMS NOT LABELED.

Lost and Found

Unclaimed/unlabeled items are kept in a bin inside the school office. All unclaimed contents of this bin are donated to Goodwill on a quarterly basis.

Toys, Jewelry & Other Personal Belongings

Toys, jewelry and other personal belongings are not allowed, since they are often distracting. As a makua, you will be asked to explain this rule to your keiki, and remove the item to take home. If the item is discovered later in the school day, it will be removed at the discretion of the kumu. Please do not bring toys to school.

Snacks

Snacks are not provided by Kūlaniākea. Parents are asked to provide a nutritious morning and afternoon snack for their keiki daily.

Lunch

Lunch is an important learning and social experience for the keiki. Typically, keiki do not drink enough water to prevent dehydration. We know through research that brain functions rely heavily on an ample water supply. Kula will serve the keiki water at lunch.

When preparing your keiki's home lunch, please send a balanced meal; candy, sugary sweets, and chocolate in any form are not allowed.

Snacks of obvious high sugar/fat content will be returned home. Be sure the foods you send can be opened independently and eaten easily as well as appropriate and functioning utensils to eat their meal. Uneaten portions will remain in the lunch bag. The uneaten food is sent home so that you may adjust your keiki's portions accordingly.

Refrigeration or heating of food is not provided. You may wish to include a cold pack in your keiki's lunch. A soft sided or cloth lunch bag is recommended. Due to limited storage space, please refrain from oversized boxes. Your keiki's name must be prominently and permanently marked on the outside.

Napping

All keiki are offered an afternoon nap or rest period. By law, all keiki are required to rest for a minimum of 20 minutes per day. Parents are required to bring in a padded vinyl mat for their keiki and a crib sheet to cover the mat. You may bring a small lightweight blanket and a very small stuffed animal. Your keiki's waihona space is very limited.

Physical Activity

Children ages three to six need to be active throughout the day. Although this may seem like a lot, young children are already moving about in their classrooms, transitioning from one activity to another, or out and about on a community walk or using their gross motor skills on the playground. Research has shown that children who are afforded the time and space to move about throughout their day, support all of the neuro growth for brain development and physical cognitive skills.

Messages

All messages regarding your keiki should be in written form or emailed. Written notes enable our Kumu and office staff to efficiently organize and disseminate the considerable amount of communication received daily. It is important that any communication be in writing regarding observations, concerns, schedule changes, instructions, etc. Kumu will not be available to speak on the phone during class time. Kumu will be available to return calls during their break. In the event of an emergency, please speak with our office staff.

Pahu Leka

Each family has been assigned a pahu leka (mailbox) in which notes from the Office and Kumu may be placed. These message boxes are located at the entrance to the classroom. Parents are responsible to check their pahu leka daily. Pahu leka are for school communication only. Pahu leka are strictly forbidden for personal use such as party invitations, or commercial use.

PAHU LEKA ARE RESTRICTED TO MAKUA ONLY.

Please read the bulletin board posted at your keiki's classroom. Posted notices are of a timely nature which include notification of contagious illnesses, reminders of field trips or meetings, etc.

Field Trips

Occasional field trips are scheduled throughout the year. Transportation for most of these trips is arranged through licensed bus companies or the keiki will walk to their destination. On occasion, we will ask for volunteer drivers. Volunteer drivers must have adequate auto liability insurance. The volunteer is liable in the event of an accident, injury or death resulting from use of his/her vehicle. Specific guidelines will be provided to drivers prior to the field trip.

At the start of each school year, all families are required to complete a parental permission form for field trips and related activities outside the school during regular school hours.

Keiki should wear their Kūlaniākea BLUE t-shirt and designated footwear, unless otherwise directed. Parents are required to provide all necessary items for keiki i.e. extra set of clothing, water bottle, home lunch, etc.

**Safety Alert! Makua and Keiki will need to practice the appropriate pane (response) when keiki are called. When keiki are called by their name, keiki stops, turns to look at makua and responds with "EŌ". When we are out on huaka'i, if keiki don't respond appropriately, for their safety and the safety of all, that keiki may not be allowed to attend the next huaka'i.*

Transportation

Kūlaniākea does not provide transportation to or from school.

PART 8 – GENERAL INFORMATION

Makua Orientation

ALL Kūlaniākea ‘ohana are required to attend an orientation before the start of the new school year. General school policies are reviewed and discussed. New families will have the opportunity to meet their keiki’s teacher and school ‘ohana.

Fundraising

Kūlaniākea faculty, staff and families participate in fundraisers throughout the year. Fundraisers are approved by the School Administration to ensure that keiki, faculty and staff are not exploited in activities that would be detrimental to keiki or the program.

Maximum Number of Keiki Permitted by License

18 months up to 6 years of age

Kamali‘i- 24 keiki, Hi‘ilei- 8 keiki

Liability Insurance Coverage

The school is covered for general liability insurance.

Discrimination Disclosure

Kūlaniākea is committed to making sure that the school is safe, inclusive and respectful for all students by eliminating all discrimination, harassment and bullying and providing a non-discriminatory learning environment that provides equal access to education for all students and embraces the values of dignity and respect for one another.

Hawai‘i State ADA Law

Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Smoking & Alcohol

Kūlaniākea prohibits the use of alcohol and smoking on school premises and all school sanctioned events.

Changes in Policy

The State Licensing Division of the Department of Human Services as well as the parents and guardians of enrolled keiki at Kūlaniākea will be notified in writing of any changes in services no later than thirty days before the date of change.

Confidentiality

Disclosure of Information

Information pertaining to an individual keiki or his/her family will not be disclosed to persons other than the parents or school staff directly involved with the keiki unless the parent's written permission has been granted or an emergency arises. In circumstances that involve the reputation of the school, staff or keiki, the Executive Director will use his/her discretion in releasing information.

Celebrations and Holidays

At Kūlaniākea, holidays are celebrated from a cultural perspective reflecting the diversity of the school and island community. Our focus is the enhancement of our culture-based curriculum. We highlight ceremonies, clothing, arts and crafts, and underlying lessons of cultural values.

Keiki are encouraged to share items from home that reflect the particular holiday. A parent's choice to absent their keiki from any celebration will be accommodated by the kula. If the keiki is not kept at home, he/she will be made comfortable in the office.

Birthdays

A keiki's birthday is unique and special, and we enjoy sharing this important occasion.

Your kumu will provide a palapala lā hānau that should be completed and returned to your keiki's teacher prior to the birthday celebration. The keiki participate in a Kūlaniākea birthday celebration called "Huaka'i ka'apuni o ka lā" (Journey around the sun). A birthday candle is lit to represent the sun. The keiki holds a globe and walks around the sun symbolizing a year in their life, while the teacher reads your keiki's biography for each year he/she has gone around the sun.

We welcome you to bring a special snack for the birthday celebration. Portions should be small for the keiki and carefully selected, as many of our young keiki have not been exposed to many mea 'ai.

Mea 'ai Lā Hānau or Other Holidays

Suggestions:

'Āpala, ipu wai, 'alani (Cuties), 'uala, mai'a, 100% fruit squeeze pouches.

Candy, sugary treats, and chocolate are NOT allowed.

Goodie Bags Throughout the School Year: (Birthdays, Halloween, Christmas, Easter)

Are not allowed in kula. While goodie bags may seem like a small purchase, it may not be the case for all of our ‘ohana kula. Please be respectful of all ‘ohana - no goodie bags ke ‘olu‘olu.

- If invitations are being sent out for a home birthday party, the parent must use the U.S. Mail or personal email.
- Gifts must be handled between parents; they may not be brought onto school campus.