



**NEWHOPE**  
CHRISTIAN SCHOOL

# **PRESCHOOL HANDBOOK**

*\*Re-opening plans provide updated COVID-19  
guidelines\**

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# OUR MISSION & VISION

## OUR MISSION

To provide a Christ-centered education that inspires students to become life-long learners and effective communicators who will impact the world for Jesus Christ.

## OUR VISION

To partner in the spiritual transformation of Hawaii through the Gospel of Jesus Christ by providing an affordable, high quality, and Christian education.

# PHILOSOPHY

The entire process of education is seen as a means used by God to bring each student into a growing relationship with the Lord, to develop a Christian mindset and Godly living so that each student can fulfill God's purpose for his/her life.

# STATEMENT OF FAITH

The Statement of Faith for our school aligns with the Declaration of Faith of the International Church of the Foursquare Gospel.

- 1. The Holy Scriptures:** We believe that the Bible is the true and unchangeable Word of the living God, inspired by the Holy Spirit to guide the lost to Jesus and by whose standards all men and nations shall be tested. (Psalm 119:89; 119:105, 2 Timothy 3:16-17, 2 Peter 1:19-21)
- 2. The Eternal God:** We believe in one true and living God who is the maker of heaven and earth and all things. We believe that God is a three person being: the Father, Son, and Holy Spirit. We believe that God is holy, all powerful, full of grace and love and that he deserves all glory and praise. (Isaiah 43:11; 44:8, John 1:1-3, 1 John 5:7)
- 3. The Fall of Man:** We believe humans were created in the image of God but fell from perfection and a perfect relationship with God through voluntary disobedience (Genesis 1:27, Romans 5:12, Isaiah 53:6, Ephesians 2:3)
- 4. The Plan of Redemption:** We believe that while we were still sinners, Christ died taking the punishment of our sins, past, present, and future, for all those

who believe and call upon him. We believe that through His action those who believe are made pure. (Isaiah 1:18; 53:5; 55:7, Titus 2:14, Hebrews 7:25)

**5. Salvation through Grace:** We believe that salvation of sinners is freely given only through God's grace and our belief in Christ, not through any works of our own hands. (Ephesians 2:8; 2:13, Romans 3:10; 3:23; 6:23, Isaiah 64:6, John. 6:47)

**6. Repentance and Acceptance:** We believe that with a sincere confession and turning away from our sins, along with a true acceptance of Jesus as our Lord and Savior, those who call upon Jesus are free from condemnation and may receive the peace of Christ. (1 John 1:9, Romans 5:1-2; 8:1, John 6:37)

**7. The New Birth:** We believe that each person who receives Christ is reborn and made entirely new, having been given the Spirit of Christ and with that new desires, interests and perspectives on life focused on serving God. (2 Corinthians 5:17, Galatians 2:20, Romans 3:24-25, Psalm 1:1-2)

**8. Daily Christian Life:** We believe that because Christians have been cleansed through the blood of Christ and have been given the Holy Spirit, they will seek to obey God and continue to grow in faith, power, prayer, love and service becoming more and more a reflection of Christ. (1 Thessalonians 4:3; 5:23, 2 Corinthians 7:1, Proverbs 4:18, Hebrews 6:1, Romans 8:5)

**9. Water Baptism:** We believe that water baptism is an outward sign of an inward work to publicly announce that we have died to our old self and are made new through Christ. (Matthew 28:19, Romans 6:4, Acts 2:41)

**10. The Lord's Supper/Communion:** We believe that Christians should remember Christ's sacrifice and the breaking of bread and drinking of grape juice. We believe this time should be used for self-examination and reflection. (1 Corinthians 11:28, 2 Corinthians 13:5)

**11. The Baptism of the Holy Spirit:** We believe that the baptism of the Holy Spirit is the giving of the great comforter to live within us and guide, strengthen and develop us as followers of Christ for kingdom purposes. (John 14:16-17, Acts 1:5-8; 2:4; 8:17; 10:44-46, I Corinthians 3:16)

**12. The Spirit-Filled Life:** We believe it is God's will that Christians live and walk being led by the Spirit, being patient, loving, truthful, prayerful and thankful in service to God. (Ephesians 4:30-32; 6:18, Romans 12:1-2, 1 John 2:6, Galatians 5:16-25, 1 Corinthians 3:17)

**13. The Gifts and Fruit of the Spirit:** We believe that the Holy Spirit has a variety of gifts to give to Christians to be used for benefit of the church. (1 Corinthians 12:1; 12:11; 12:31; 14:12, Romans 11:29; 12:6-8, John 15:8, Luke 3:9)

14. **Moderation:** We believe that Christians should seek to be moderate, thoughtful, balanced, mindful, humble and self-sacrificing. (Philippians 4:5, Ephesians 4:14-15, 1 Corinthians 13:5, Colossians 3:12-13)

15. **Divine Healing:** We believe that Jesus has the power to heal the sick in answer to prayers of faith in accordance to God's will. (Matthew 8:17; 9:5, Mark 16:17-18, Acts. 4:29-30, James 5:14-16)

16. **The Second Coming of Christ:** We believe that the second coming of Christ is personal and will definitely occur, though at a time that is unknown to men. We believe that the dead shall first rise with Christ and then the redeemed that are living shall be caught up with them to meet the Lord. (1 Thessalonians 4:16-17, Titus 2:12-13, Mark 24:36; 42:44, Hebrews 9:28, Luke 12: 35-37; 19:13)

17. **Church Relationship:** We believe that Christians who have accepted Christ are now born into the body of Christ and shall attend a church to serve, worship and build each other up in Christ. (Psalm 111:1, Hebrews 10:24-25, Acts 2:47; 16:5, Romans 12.5-8, Malachi 13:16-17)

18. **Civil Government:** We believe that government leaders are appointed by God and that they should be prayed for, obeyed and upheld at all times except when they do things that oppose the will of Christ. (Romans 13:1-3, Acts 5:29. Matthew 10:28; 23:10, Revelation 19:16)

19. **Judgment:** We believe that everyone will stand before God and be judged to receive either eternal life or eternal death. (2 Corinthians 5:10, Matthew 13:41-43)

20. **Heaven:** We believe that heaven is the indescribably beautiful and glorious home of the Living God where angels continually sing his praises and where believers will one day join them for eternity. (1 Corinthians 2:9, John 14:2, Revelations 7:15-17; 21:4; 22:5)

21. **Hell:** We believe Hell is a place of outer darkness, sorrow, and eternal torment created as a punishment for the Devil, his angels and all those who reject Christ as their Lord and Savior. (Matthew 13:41-42; 25:41, Revelation 14:10-11; 20:10-15, Mark 9:43-44)

22. **Evangelism:** We believe that Christians should work diligently to spread the message of the Bible to the entire world. (2 Timothy 4:1-2, James 5:20, Mark 16:15, John 4:35-37, Matthew 9:38)

23. **Tithing and Offerings:** We believe that God calls all Christians to tithe a portion of their resources in order to meet the needs of the church to spread the gospel of Christ and raise the spiritual morale of God's people. (1 Corinthians 16:1-2)

# OUR BELIEFS & CORE VALUES

Our Beliefs align with our church, New Hope Leeward:

**1. We believe that every person, Christian and non-Christian alike, is valuable to God and to His Kingdom** because people are eternally valuable to God, they are to us as well. Responsible evangelism will always be our cause and ongoing discipleship will always be the core of the ministry. (Matthew 18:14; 25:45, 2 Peter 3:9)

**2. We believe that “doing church as a team” is God’s design for effective ministry.** A Spirit-empowered serving with the willing hearted involvement of every person is vital to God’s plan being accomplished. (Ecclesiastes 4:9-12, Psalm 133:1, Ephesians 4:11-16, 1 Peter 2:4-9)

**3. We believe that a simple presentation of Jesus Christ in creative ways will impact and transform lives.** Relating to our culture through redeeming the arts while remaining true to the Scriptures is a balance we will always keep. This allows us to present the Gospel in such a way that reaches the heart. (1 Corinthians 9:22-23, Acts 17:22-34)

**4. In keeping with the Great Commandment, we believe every member should commit to a lifestyle of consistent spiritual growth with honest accountability.** A genuine love for God is always the first priority. Every Christian should yearn for continual spiritual growth. Therefore, discipleship through small groups, accountability and open honesty is critical to maturing in our faith (Mark 12:29-31, Acts 2:44-47, 1 Peter 2:2, 1 Timothy 4:7-8, Proverbs 27:17)

**5. We believe that every member is a minister who has been given gifts to be discovered, developed, and deployed.** We are a gift-based, volunteer driven church. Each believer is created for ministry, gifted for ministry, authorized for ministry, and needed for ministry. (Mark 10:45, Ephesians 2:10, Romans 12:1, 1 Corinthians 12:14-20)

**6. We believe that God is worthy of our very best.** Therefore, a growing spirit of excellence should permeate every activity. Not perfection but excellence with consistent evaluation and a willingness to improve for the sake of the Kingdom of God are distinctive of growing ministries. (Psalm 78:72, Daniel 5:12, Colossians 3:17, Ecclesiastes 10:10)

**7. We believe that genuine love and caring relationships are key to the life of every endeavor.** Refusing to give audience to a spirit of complaining, we will instead be courageous in solving every problem in a way that honors God and builds biblical character. We value healthy relationships by protecting the unity of the Spirit in our church. (James 1:2, 1 Peter 3:8-9, 1 Corinthians 13:8, Romans 16:17, Ephesians 4:3)

**8. We believe that the most effective evangelism happens through people inviting people.** We believe that a life will reach a life. Each believer develops genuine relationships with friends and family and extends an invitation to them. (Proverbs 11:30, John 1:43-45; 4:28-30)

**9. We believe in identifying and training emerging leaders who are fully committed to Christ and who will reach their generation with that Gospel.** God is raising up men and women who will take the baton of godly character, authentic faith, and servant-hearted leadership into the next generation. (2 Timothy 2:2, 1 Timothy 3:1, Titus 1:5-9, Psalm 78:6-7)

## **OUR GOALS**

1. To lead children and their families to Christ.
2. To train children and families in the Bible.
3. To develop Christian character
4. To establish a firm foundation in the Word of God so that students are able to evaluate the present and make proper decisions for the future.

## **SCHOOL-WIDE CHARACTER GOALS**

At New Hope Christian School, we believe that Godly characteristics are important part of character building. Throughout the year, we focus on the sixteen character traits below and encourage our students to exemplify these character traits both at school and at home.

1. **WISDOM & OBEDIENCE** – Students will be acquainted with the value and helpfulness of wisdom and distinguish the effects of obedience and disobedience.

- “For wisdom is more precious than rubies and nothing you desire can compare with her.” Proverbs 8:11.
- “The wise in heart accepts commands, but the chattering fool comes to ruin.” Proverbs 10:8

2. **ATTENTIVENESS & FAITH** – Students will be aware of God’s attentiveness toward them and their need to be attentive to God and others. They will know of examples of God’s trustworthiness and place their faith in His care.

- “The eyes of the LORD are everywhere, keeping watch on the wicked and the good.” Proverbs 15:3
- “Believe in the Lord Jesus and you will be saved – you and your household.” Acts 16:31

3. **THANKFULNESS & ORDERLINESS** – Students will openly express thanks to God and others as well as know the benefits of orderliness.

- “We give thanks to You, O God, we give thanks, for Your Name is near; men tell of your wonderful deeds.” Psalms 75:1
- “I (wisdom) was there when He set the heavens in place, and he marked out the horizon on the face of the deep.” Proverbs 8:27

4. **MEEKNESS & LOYALTY** – Students will serve others and understand the pleasantness of loyalty.

- “Honor one another above yourself.” Romans 12:10
- “Never will I leave you, never will I forsake you.” Hebrews 13:5

5. **SELF-CONTROL & HONESTY** – Students will have control over the choices and speak the truth because it pleases God.

- “He who guards his mouth and his tongue will keep himself from calamity.” Proverbs 21:23
- “Do not lie.” Leviticus 19:11

6. **DILIGENCE & PATIENCE** – Students will practice diligence and patience and know the benefits of it.

- “Lazy hands make a man poor, but diligent hands bring wealth.” Proverbs 10:4
- “A man’s wisdom gives him patience.” Proverbs 19:11

7. **FORGIVENESS & FAIRNESS** – Students will know God’s fairness and know Him as the Great Forgiver.

- “Love your enemies, pray for those who persecute you.” Matthew 5:44
- “Do nothing out of favoritism.” I Timothy 5:21

8. **INITIATIVE & LOVE** – Students will show initiative and creativity when showing God’s love to others.

- “Whom shall I send? And who will go for us? And Isaiah said, here I am, send me.” Isaiah 6:8
- “If you love me, you will obey what I say.” John 14:15

## **TEACHERS**

New Hope Christian School places high emphasis on recruiting well-trained and experienced teachers who are highly knowledgeable in their subject areas. We expect our teachers to model the values of our school and church, share their love for God, be an example for God, and seek the best for themselves and their students.

All teachers and aides meet the Hawai'i state standards for their respective positions.

## **CHRIST-CENTERED CURRICULUM**

We are committed to fulfill the God-ordained role in carrying out the Christian education mandate found in Deuteronomy 6:7, Proverbs 22:6, and 2 Timothy 3:15-17.

New Hope Christian School uses curriculum from Bright Beginnings: Exploring God's World and Abeka. The developmentally appropriate curricula are presented through a variety of ways: through large and small group times, one-on-one time with the teacher, independent work, learning centers, field trips, guest speakers and outdoor play. All students participate in activities that will develop them spiritually, academically, socially and physically.

## **FAMILY INVOLVEMENT**

Families and schools represent the two main environments in which young children grow and develop. Because the family and the school have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. A child is the one who benefits most from a healthy relationship between the school and home.

### **NEW PARENT ORIENTATION**

A formal new parent-teacher orientation will be held prior to the start of each school year. This is an informational meeting geared to new families, however returning families are always welcomed. The goal of this meeting is to prepare new families for the new school year and all that needs to be done prior to the start of the school year.

### **PARENT WORKSHOPS**

At least once per semester, NHCS will hold parent workshops as a way to connect with parents, allow families to connect with each other, and bring in community speakers who will teach on topics relevant to families in our school.

### **PARENT VOLUNTEERS**

NHCS understands that each of you have gifts and talents that are invaluable to our school. As it says in Romans 12:6 “We have different gifts, according to the grace given to each of us.” Therefore we expect full support of our families through participation in our schools volunteer program. Each family must volunteer at least 3 hours a year in one of our major fundraisers, as well as in one of our community service projects. A parent volunteer survey form will be available at the start of each year.

To be a part of the Parent Volunteer Coordination Team, please email us at [info@nhcshi.org](mailto:info@nhcshi.org)

### **SCHOOL EVENTS & CELEBRATIONS**

Parents are encouraged to participate in the planning and execution of school events and celebrations. These events provide opportunities for parents to take an active role in their children’s education. Please look out for notices on the sign in clipboards and check your child’s communication folder every Wednesday for announcements.

### **FUNDRAISERS**

In order to provide quality education at an affordable price. NHCS requires full participation in school fundraisers each year. Notices will be provided at the start of each fundraiser including the requirements. To be a part of the Fundraiser Committee to plan these fundraisers, please email us at [info@nhcshi.org](mailto:info@nhcshi.org)

### **PRESCHOOL OPEN HOUSE**

A preschool open house will be held on the Thursday before the start of school. At open house students can bring their supplies, have the opportunity to get acquainted with their teachers and their classrooms. The open house starts at 4:30pm and should be no more than one hour.

## **COMMUNICATION**

### **PARENTS WEB (FACTS SIS)**

NHCS uses FACTS SIS (formally Renweb) as its information management system. FACTS SIS is the primary means of communication between home and NHCS teachers and administration. This site will be used to provide notices, announcements, forms, surveys, grades, newsletters, and etc. If you do not

have access to the internet, please let us know and we can provide alternate means of communication for your family.

### **QUARTERLY NEWSLETTERS**

A quarterly newsletter serves as a reminder of special days, upcoming events, items to be brought to class, schedule changes, and special projects. Please make an effort to read our quarterly newsletter.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held twice a year – one each semester. Sign-up sheets will be posted 2-3 weeks in advance. There will be NO SCHOOL on these days, please make necessary arrangements.

### **ASSESSMENT REPORTS**

Formal and informal assessments are completed throughout the year to monitor your child's progress. Assessments help staff to identify children's progress and needs. Regular assessments also allow for adapting and modifying curriculum. Teachers may also use this documentation if recommendations or outside referrals are needed. Parents will receive a progress report at the end of each quarter regarding their child's progress and are encouraged to be actively involved in the progression of their children's development.

### **PROGRAM EVALUATIONS**

Evaluation of the preschool program will be distributed at the end of the school year. Evaluations can be dropped off or mailed to the preschool office. Please take the opportunity to complete the evaluations, as your input is very important. All responses will remain anonymous.

### **CONFLICT RESOLUTION**

As we work together to nurture your children, conflicts may arise between school and home. We request that parents affirmatively support and cooperate with the school and expect our staff to communicate positively as well.

As a parent:

I agree to support the school with my prayers and positive attitude. Complaints or negative comments will be shared only with the teachers, administration or person(s) involved and not with my child(ren) or any other person.

Following the Matthew 18 principle:

If I have a concern or complaint about a staff member, I will contact that person directly to discuss the problem. Most problems can be easily resolved through a quick exchange of information. If I do not satisfactorily work through my concerns by talking with the staff member, I will request a meeting with the Principal.

If my concern is about school policies or procedures, I will ask to speak with the Principal.

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to withdraw my child(ren) from New Hope Christian School.

## **HOURS, TUITION, & ADMISSION**

### **SESSIONS, DATES, HOURS, & TUITION**

A detailed school calendar can be downloaded from our school website at [www.nhcshi.org](http://www.nhcshi.org)

### **PRESCHOOL**

Full-time Program	7:00am – 5:00pm	\$730/month includes morning & afternoon snack
Part-time Program A	7:00am – 5:00pm (M/W/F)	\$630/month includes morning & afternoon snack
Part-time Program B	7:00am – 5:00pm (T/W/Th)	\$630/month includes morning & afternoon snack
Half Day Program	7:00am – 12:00pm	\$630/month includes morning & afternoon snack

### **When Selecting Program Hours:**

To ensure adequate staffing and care of our full day students, we must insist that students are picked up no later than the end of their scheduled program hours. When selecting the program hours for your child, please consider what hours will best meet your needs. Picking up your child late will incur a late fee. For more information, refer to “late fees.”

### **REGISTRATION, DEPOSITS**

Upon enrollment, a deposit equal to one month’s tuition is required. Upon disenrollment, the deposit will:

- Applied to any outstanding balance owed to NHCS.
- Refunded to families whose account is current.

## **FACTS MANAGEMENT**

All monthly tuition and fees must be paid through FACTS. A FACTS account must be set up for your child prior to the start of the school year. FACTS allows the flexibility for parents to choose an account (checking, savings, or credit card) to pay for tuition. Parents may also select a day or days for withdrawal. There is an annual fee for each family account that is paid at the start of the school year.

*\*Late payments will no longer be paid to the school but instead will be paid to FACTS.*

*\*\*The only exception to FACTS is for those who choose to pay in full prior to the start of school. Families who pay tuition in full at the start of the year will receive 5% off their annual tuition.*

## **FOR TAX PURPOSES**

Receipts for all tuition payments can be downloaded each month through FACTS. You can also print your statements from FACTS.

**FEDERAL ID #26-0134096**

**GENERAL EXCISE TAX #137-599-3856-01**

# **REQUIREMENTS FOR ADMISSION**

## **EQUAL OPPORTUNITY**

NHCS accords all children the same rights, privileges, programs and activities. Applications for admission are accepted without regard to race, color, national or ethnic origin.

## **2 YEAR OLD PROGRAM**

Children must be 2 years old to enter NHCS. All children must be able to feed themselves and be able to communicate with our staff.

*\*Students entering our 2's program do not need to be potty trained. The school will partner with families in potty training*

## **3 YEAR OLD PROGRAM**

Children must be 2 years and 8 months, turning 3 on or before December 31 of that school year. Student's in our 3's program must be fully potty trained.

## **4 YEAR OLD PROGRAM**

Children must be at least 3 years and 8 months, turning 4 on or before December 31 of that school year. Students in our 4's program must be fully potty trained.

## **JUNIOR KINDERGARTEN (JK) PROGRAM**

Children must be at least 4 years and 8 months, turning 5 on or before

December 31 of that school year. Students in our JK program must be fully potty trained.

Applications are accepted on a first come, first served basis and enrollment is determined by date of application, payment of application processing fee, and space availability.

### **HEALTH RECORD**

The State of Hawaii requires all students enrolled to have a completed DHS (Form 908) and a Health Examination Record (Form 14); which includes updated (within 1 year from date of enrollment) immunization records, physical examination and TB skin test clearance. This form(s) must be turned in on or before the first day of school. YOUR CHILD WILL NOT BE ALLOWED TO START SCHOOL UNTIL THESE FORMS HAVE BEEN RECEIVED. DHS 908 Form must also be completed.

\*A physical and completed form 14 (shot record) is due no later than 30 days after the start of school. However, a TB clearance is required before a child can start school.

### **REQUIRED DOCUMENTS**

Once your child is accepted to our program the following documents must be submitted.

- Form 14 Medical Form
- Early Childhood Pre-K Health Form (Supplement form for ALL NEW Preschool students)
- Copy of your child's Birth Certificate
- TB Clearance
- Handbook Agreement Form

### **FACTS SIS FORMS**

Parents must populate the five forms in ParentWeb before the start of school:

- Custodial Parent Form, Emergency Contact, Student Demographic, Student Medical Form and Transportation Form

### **NOTICE OF CHANGE IN SERVICE/REQUEST FOR PAPERWORK**

If any changes are made in the child-care services provided by the preschool, we will make every effort to notify you of these changes. Notification will be made no later than 30 days before the date of the change and will be in writing.

If you wish to make a change in your child's service, please provide written notification 10 days prior to the change (i.e. Part-time to Full-time or addition of Early Care.) When requesting paper work (DHS forms, financial receipts, copy of students records, etc.) note that it could take up to 5 business days from date received.

## **CHANGE IN STUDENT FILE & INFORMATION**

You may change demographic information in your child's file at any time. Those changes can be made at any time on FACTS SIS. You do not need to notify the office of changes. FACTS SIS will automatically notify the school of any changes you make to ParentWeb.

## **STUDENT FILES**

Parents of current or former students have the right to see any student records related to their child(ren) which are maintained at our school. Any parent requesting to view a file must provide at least 2 days advanced notice and will be able to view the file in the presence of administrative staff.

## **PARENT CUSTODY & FAMILY ARRANGEMENTS**

NHCS must abide by the directives of the family court regarding custodial arrangements.

1. Parents must provide all court documents delineating custodial arrangements.
2. Parents should avoid involving school personnel in custody disputes.
3. The school is not responsible for the collection of tuition and fees from a second party.

## **WITHDRAWALS**

Each child is accepted with the understanding that he/she will remain in school for the entire school year. Notification of withdrawal before the first day of school is requested as soon as possible, preferably in writing. The deposit will be forfeited. However, in case of withdrawal after the first day of school, the following shall apply:

- No deposit will be refunded until the child has been enrolled for at least 90 days.
- After ninety days, a 30 day written notification of withdrawal from school is required. Notice of Withdrawal will be one month from the date the notice is received by the Principal and not necessarily by the date posted on the notice. Parent(s) shall be responsible for payment of the tuition increment due during that notice period.

# **FEES**

## **REGISTRATION FEE**

Applications are available online on our website. A \$55.00 one time, non-refundable fee is due when submitting your application. An application fee is not required for continuing students who are already enrolled at NHCS.

### **NEW STUDENT DEPOSIT**

In order to secure your child's space for the upcoming school year, a deposit equivalent to one month's tuition is required. Once the deposit and comprehensive fee are paid, your child is considered enrolled for the school year. *In the event the application is withdrawn, the deposit is forfeited. Deposits cannot be applied until after 90 days of enrollment.*

### **RETURNING STUDENTS**

Each spring returning families will have the option to re-enroll. Beginning in the spring of 2020, current NHCS families will be asked to complete the re-enrollment form and pay the comprehensive fee for the next school year in order to hold their child's spot for the following school year.

### **EXCURSION FEE**

Excursions are implemented in our program at least once a quarter. Excursion fees for the school year are included in the comprehensive fees. Special Event excursions may require an additional fee. You will be notified if an excursion falls under this category.

### **FEES ARE NON-REFUNDABLE**

No discounts or reimbursement of fees will be given for holidays, vacation periods, and/or absences resulting from illness, or personal/family vacations for both the school year and summer session. No refunds will be given once fees and/or tuition payments are made.

### **LATE PICK UP FEES**

An overtime fee will be charged for late pick up at the rate of **\$1.00 for every minute**, after 12:00pm (for half time students) and 5:00pm (for full time & part time students) respectively until the child is picked up. No grace period is provided. Please extend a courtesy call to our office if you are running late. You will be billed for late pick-ups. All payments must be made immediately upon receipt of the invoice.

### **CHANGE IN PROGRAM HOURS FEE**

Changes in program are allowed during the course of a session depending upon space availability. *For example, your child is enrolled in the Part-time program and you switch to the Full-time program.*

Fees: No fees for one time change. However, an administrative fee of \$25 may be assessed thereafter for each time you change your child's program hours in the course of the school year.

Changes require a written notice of request. Except under extenuating circumstances, changes will become effective no less than 10 business days from the date of the request. Changes may be freely made before the start of every session.

### **MONTHLY RECEIPT FEES**

Monthly receipts can be downloaded from FACTS at no additional charge

## **DAILY ROUTINES & OTHER PROCEDURES**

### **HOW TO REACH US**

If for any reason you need to reach the Director or one of the Administration staff, please call us at the Front Desk School Reception Line (808) 678-3776 from 8:30am-4:30pm. You may also reach the school via email at [info@nhcshi.org](mailto:info@nhcshi.org) or the Principal at: [mrs.cenos@nhcshi.org](mailto:mrs.cenos@nhcshi.org)

Please keep in mind that staff may be on duty or in class and may not be able to come to the phone. In which case, we ask that you please leave a message.

### **ARRIVALS**

To ensure the safety of your child, please follow these steps:

1. Upon arrival, please take your child(ren) to the bathroom to use the restroom and to wash hands.
2. Parent or an authorized person must SIGN IN on the attendance roster (please do not allow your child to sign in, these sign in sheets are considered official school attendance records.)
3. Walk your child into the Early Care area, Worship area or classroom, depending upon time of arrival.
4. Notify the teacher of your child's arrival. Never leave your child unattended or allow your child to run in or out of school door and classroom.
5. Please read notices and posted material at the sign in table and bulletin board.
6. Report any special concerns, injuries, etc. to the teacher on duty.

Every **Monday** (or on the first day of that week) parents must bring their child's cubby to school. Make sure your child's cubby always has:

1. Small blanket (sheet and small pillow are optional as well) (needs to fit in plastic bin)

2. Full change of clothes, including change of underwear and socks. (more than one change of clothes may be required for children with frequent accidents)
3. Diapers and wipes for those not fully potty trained.
4. Slippers (in a plastic bag)

***Water bottles are required daily. Please make sure water bottles are labeled and that they are taken home to be washed daily. Also, please ensure that WATER ONLY is placed into the water bottles. Milk, juice and other drinks will be emptied and replaced with water unless specific instructions from a doctor indicate a need for another drink. Milk is provided by the school as part of the breakfast, lunch and snack.***

### **SCHOOL SECURITY**

To ensure the safety and security of our students, the school is locked daily for most of the day and a staff person stationed near the door to open and close the door as needed.

### **SCHOOL VISITORS**

In order to ensure the security of the school, campus visitation is limited to the following:

1. Pre-arranged volunteer help
2. Pre-arranged meetings or classroom observations
3. Pre-arranged lunch times with children
4. Pre-arranged Church staff or Community Member visits
5. School events or special activities

Please note that all volunteers and visitors must sign in at the front desk and wear a visitor/volunteer badge while on campus.

### **AUTHORIZED PICK UP & SIGN IN/OUT AND PICK UP**

All children must be signed in and out on the sign-in clip boards at the front desk each day. Only individuals on the authorized pick-up list are able to sign children in/out. Those signing children out may be required to present a valid state ID upon sign out. Please ensure that all those dropping off and picking up have an ID on them at all times. Please note: Individuals picking up your child must be at least 16 years of age.

Reminder that anyone you indicate as **AN AUTHORIZED PERSON FOR PICK UP HAS PERMISSION TO PICK UP YOUR CHILD AT ANY TIME WITH OR**

**WITHOUT YOUR DIRECT CONSENT.** Complete address, phone number and relationship to child must be provided.

### **NAPS**

Each day children are given the opportunity to sleep or rest. All children will be requested to rest quietly on their cots for at least 45 minutes. After that time, children who do not fall asleep will be offered quiet alternative activities such as looking at a book.

### **DRESS CODE**

All children must wear clothing that requires little assistance to remove when using the restroom. Clothing should be comfortable and allow the child to play and move. Clothing with inappropriate language and pictures (e.g. skulls, guns, blood) are not allowed. Girls wearing dresses or skirts should wear shorts underneath if they are not attached to the inside of the dress/skirts. Covered shoes or slippers with a back strap must be worn at all times both indoors and outdoors. Only during naptime will children be allowed to remove shoes.

*\*Adults picking up or dropping off children should dress modestly*

### **DIAPERING AND TOILET TRAINING**

Toilet Training Expectations for the NHCS:

1. Children in the 2 year old classes will be assisted in the Toilet training process. New Hope Christian School assists families in the 2 year old classroom with the important step of Toilet training. To achieve this, Preschool staff and parent must work together and communicate about the progress.
2. Children in the 3-year old, 4-year-old, and Junior-K classrooms are expected to be fully toilet trained.

### **PARENT RESPONSIBILITIES**

1. Parents must provide diapers and wipes. They are kept in your child's cubby. Please check regularly to ensure that you have enough diapers and wipes for each day.
2. Clothing should be easily removable. Please avoid overalls, onesies, one piece outfits, belts or T shirts with snaps between the legs.
3. Parents should communicate with the teacher about using underwear or pull-ups. Children potty training should have at least 2-3 changes of clothing and an extra pair of shoes.
4. Children in the preschool must be Toilet-trained before they move into the 3-year old, 4-year-old, or Junior-K preschool classroom as the

program becomes more academic and the classroom is not equipped to accommodate diaper changes.

5. If your child is placed in the 3-year old, 4-year-old, or Junior-K classroom and consistently (on a weekly basis) has accidents, the Preschool has the right to request that the child be removed from the school.

### **STAFF RESPONSIBILITIES**

Staff will use diapers and wipes from child's cubby for diaper changes.

1. Staff in the 2-year-old Toilet training classroom is required to change diapers on a regular schedule and as needed.
2. Changing tables will be disinfected after each use.
3. Staff will wash hands before and after diapering, and wash the child's hands after diapering.
4. Staff of preschool classrooms are required to remind children to go to the restroom, assist them, and help them clean up/change a child in the event of an accident.
5. Staff will not leave a child unattended when the child is on the changing table.
6. Staff must wear gloves at all times while helping a child who has had an accident, changing a diaper, or helping them wipe.
7. Staff shall change the child's clothes if they become wet or dirty. Soiled clothes shall be removed in a sanitary manner, placed in a plastic bag, closed securely and placed in the child's cubby to be sent home.
8. CHILDREN'S PERSONAL ITEMS WILL NOT BE LAUNDERED AT THE SCHOOL. To limit the spread of communicable illness/disease, soiled underpants WILL NOT be rinsed or cleaned out before placing in a plastic bag.
9. Staff shall wash hands immediately after changing soiled clothing.

### **DEPARTURES**

Children will be dismissed as parents or authorized person arrive to pick-up their child. For safety reasons, children are instructed not to run to parents. Parents should notify teacher in charge before taking their child home for the day and sign out on the attendance roster. Parents should also check their child's mailbox for notices, clothing, or other personal items to take home.

Every Friday (or last day of that week), parents must take home their child's cubby to:

1. Wash all bedding.
2. Check to make sure additional set of clothing is available.
3. Remove any unnecessary personal items out of the cubby.

### **PARKING LOT AND GATES**

The parking lot will be monitored during school hours by the shopping center personnel. Parking is limited to Church and School business and staff. Parking is strictly enforced. Unauthorized vehicles parked in the lot will be towed away at owner's and/or driver's own expense.

Drive carefully and slowly while in the parking lot. Watch out for pedestrians. Proceed carefully and slowly when exiting. **Once parked, turn ignition off.** Do not keep cars running or leave children unattended in cars while in parking lot. No loitering in the parking lot. Also, please hold your child's hand and instruct them not to run in the parking lot.

***Please keep our main entrance doors closed at all times.***

### **EARLY DISMISSALS**

Early dismissals or changes from your normal pick up routine for various reasons (i.e. doctor appointments, etc.) require prior notification to the office at (808) 678-3776. Please call or email us and let us know the pick-up time and reason for early pick-up.

### **LATE PICK-UPS**

Call school office at (808) 678-3776 if you will be picking up later than usual. PLEASE NOTE: continual late pick-ups will be grounds for dismissal. For fees, please see "late pick up fees"

### **ABSENCES AND VACATIONS**

Absences from school should be reported by 9:00am. Please call the school reception line at (808) 678-3776. Please notify the school in writing about vacations, trips, or extended periods of time when your child will be out of school. Please note that refunds will not be given for absences and vacations.

## **LICENSED BY THE STATE**

Our preschool is currently licensed by the State of Hawaii Department of Human Services. The license is posted in the school office.

# **ACCREDITED AND LICENSED BY ASSOCIATION OF CHRISTIAN SCHOOLS (ACSI)**

We are accredited by ACSI. For more information on this organization please see their website at [www.acsiglobal.org](http://www.acsiglobal.org)

ACSI Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is 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 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 (1 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 God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. 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 are we saved (John 3:16-19, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. 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)

## **TEACHER TO STUDENT RATIO**

The number of students in each class follows the ratios set by the Department of Human Services. Additional staff may be provided during academic times to provide a smaller ratio.

2 year olds: 1:8

3 year olds: 1:12

4 year olds: 1:16

Junior-Kindergarten: 1:16

## **DAILY SCHEDULE**

Daily classroom schedules will be given out at Open House and displayed on our informational bulletin board.

## **PERSONAL BELONGINGS**

Please label all personal belongings. Children are not allowed to bring toys AND other personal belongings to school except for show and tell and/or to provide comfort during times of transitions or during nap time.

### **LOST ITEMS**

All personal belongings brought to school MUST be labeled with your child's name (even initials help). Things that are expensive, hard to replace, borrowed, and not belonging to your child, or anything of value, should never be brought to school. *All personal belongings MUST be left within your child's cubby.* Items that do not fit inside the cubby must be take home immediately. Your child's belongings should never be left on top of the cubbies where it could easily be mistaken for another child's item. If items are misplaced or lost, please report this to the office as soon as possible. The school will not be held responsible for items lost, misplaced, or damaged at school.

We'd like to also remind you that we share this building with the church. The church has many activities during the week and uses the same classrooms in the evenings and on the weekends. If you think you may have forgotten something at school, please call us immediately.

Lost items that have been found will be held for 30 days from the date found at the front desk. If no one claims the item within the 30 days, the item will be donated or discarded.

### **SHARING DAYS**

We do want to allow your child to bring in something special to share on sharing days. However, please use your judgement on what may actually be appropriate for sharing days. We will not be held responsible for items lost, misplaced, or damaged at school; you or your child brings these things at your own risk.

## **SUPPLY LIST**

Supply lists are posted on our school website at [nhcshi.org](http://nhcshi.org). Please download a copy from our website. Supplies are due on the first day of school.

## **MEALS**

USDA standards will be met for all meals and snacks served by NHCS.

### **SNACKS**

The snack menu is tentative and subject to change. If your child is unable to consume items on the snack menu due to allergies or dietary restrictions, please provide a suitable substitute. ***Absolutely no snack brought from home will be served during snack time unless your child requires an alternate snack due to allergies or dietary restrictions.*** Alternative snacks for your child require a written notice. Otherwise it will NOT be served.

If you would like to provide an alternate snack for your child's class or entire school on special occasions, such as birthdays, it must be cleared with the principal three days in advance.

### **HOME LUNCH**

All home lunches should be packed in lunch boxes or coolers (paper bags are allowed only when requested on excursion days). Please prepare a nutritious

lunch, with all necessary utensils. Lunches should not need heating up, refrigeration, or additional preparations.

Please remember to label your child's lunch box and containers. Also, if bringing home-lunch the school will provide milk.

## **ALLERGIES & DIETARY RESTRICTIONS**

### **WE ARE A NUT-FREE SCHOOL**

Due to the increasing number of children that are allergic to nut products. New Hope Christian School will not allow any nut products on site.

If your child is allergic to, or for some reason cannot consume foods offered through the school or hot lunch program (i.e. milk or dairy products), please notify the school office and teacher in writing and make arrangements for nutritious substitute foods.

Please keep in mind that it is the parent's responsibility to review the snack and lunch menus and to remind the teacher of any food substitutes.

### **OTHER REMINDERS**

1. No gum may be brought or chewed in school
2. Candy, chocolate, all sugary snacks: cakes, pastries, jellied fruit roll up, etc., and Gatorade, carbonated drinks with caffeine (coffee or ice tea) are not allowed. *If included in a home lunch, these items may be thrown away.*
3. Food will not be forced upon the child; however, the child will be encouraged to try all foods.
4. Snacks will not be forced up the child. The child may decline snacks.
5. Breakfasts, lunch, or snacks will ***never be withheld*** for disciplinary reasons.

## **EXCURSION INFORMATION & POLICIES**

Excursions are planned and in order to broaden a child's learning environment.

### **EXCURSION FEES**

1. Excursion fees are included in the comprehensive fees except in the case of a special excursion days, which may require an additional fee.
2. Although excursions are optional, we highly encourage you to allow your child to participate.

### **GUIDELINES FOR EXCURSIONS**

On excursion days, your child should, unless otherwise stated:

1. Wear appropriate field trip attire, specified by teacher
2. If your child does not participate in the school's optional lunch program. Do not over pack your child's lunch. Left-over foods and containers are usually thrown away so pack accordingly. Also, include a cold drink (cartons or cans). No thermos or drink containers allowed. Sodas and other carbonated or caffeinated drinks are discouraged.
3. Wear athletic shoes with socks.
4. Eat a good breakfast and be in school well before departure time.

### **PARENT CHAPERONES**

1. Parental involvement is always encouraged on excursion days. A sign-up sheet is usually available for each excursion. All adult fees must be paid in advance.
2. Parents are asked to abide by the rules set by New Hope Christian School and/or respective excursion sites.
3. Parents are asked to "partner" up with their own child and may also be asked to chaperone one or more children.
4. The staff appreciates and THANK YOU IN ADVANCE for any help you can give us in supervising/playing with the children, transporting lunches and equipment as well as clean up during excursions.

### **RULES AND EXPECTATIONS**

It is important for your child's teacher and the school to keep an accurate count of all children at all times.

1. Refrain from bringing siblings or other children not enrolled in the school to any excursions.

2. When possible, ride the bus to and from the field trip location so you are able to chaperone your children on the bus ride as well as at the location.

**3. Always stay with your child's class and teachers.** Do not stray from the group.

4. If you must deviate from the group for any reason, **inform your group's teacher** before the excursion, and then when you are leaving the group.

5. No running, **children should always be in close proximity of you and holding hands.** Children should be encouraged to walk so please refrain from carrying your child.

6. Listen to what the teacher or guide is saying and pass on the information to your child and any children in your care. **Get involved.** You make the difference and can make any excursion more exciting and meaningful for your child.

7. Please **refrain from the purchase** of toys and other gift items and/or the **consumption of foods**, drinks while on excursion in fairness to all the children present.

8. Please refrain from using your phone for texting or making phone calls while on an excursion.

9. Please refrain from posting videos of children other than your own on social media as some children may have restrictions on being photographed.

10. For the safety and welfare of all the children during an excursion, **we cannot stress the importance of your cooperation!** Thank you for your cooperation.

### **SUNSCREEN AND BUG SPRAY**

Please apply sunscreen (UVB and UVA SPF 15 min), and/or bug spray (such as Botanical Off or Skin So Soft type product, or other topical product that is 30% DEET max) before bringing your child to school. New Hope Christian School staff do not administer these products at school.

### **TRANSPORTATION**

New Hope Christian School does not provide transportation to and from school. During excursions, the school will arrange transportation through a charter bus company.

# SCHOOL PROGRAMS

## **CHAPEL/WORSHIP**

Chapel is held once a month with a staff pastor, the school principal or preschool staff member.

Our main emphasis is to expose children to the Bible, Bible stories, songs, etc. and to engage them in an application study of the Bible.

Worship and prayer are also a daily part of our activities and curriculum.

## **OTHER EVENTS AND PROGRAMS**

Parents and family are invited to attend and/or participate in other events that occur in the course of the school year.

- September/October      Culture Week, Spirit Week, Talent Show
- November                Parent Teacher Conference
- December                Christmas Program
- March/April              Easter Program, Parent Teacher Conference
- May                         End of year progress Report and Graduation

## **BIRTHDAYS**

Birthdays are special days. If you would like to celebrate your child's birthday at school, please notify your child's teacher at least three days in advance so that proper schedule changes can be made. Please note that we will try our best to accommodate you on the day of your child's birthday.

As we strive for a healthy environment for your child, may we suggest the following as "treats" to celebrate your child's birthday:

1. A new book to add to the classroom/school library.
2. Art supplies such as glue, paint, and construction paper.
3. Healthy snacks

***Reminder: We are a nut free school.***

## **FUNDRAISERS**

New Hope Christian School conducts two major fundraisers each year. Parent participation is **required**. Other small fundraisers are optional.

# ILLNESS POLICY

## **HEALTH CONSULTANT**

NHCS maintains a doctor as a health consultant who we contact throughout the year in regards to health related concerns at the school. She also reviews changes in school policies related to health issues before they are implemented. Finally, our health consultant provides training to the school staff on health related issues as requested.

## **ILLNESS AND INJURY**

For the following health reasons, you will be asked to:

1. **Pick up your child** – immediately or within the hour if possible.
2. **Keep your child home** – for symptoms/illness that have persisted over the last 24 hours:

- Fever of 100 degrees or higher
- Vomiting
- Constant coughing/sneezing
- Cloudy or green nasal discharge
- Head lice
- Diarrhea
- Injuries requiring immediate care of a physician or injuries that will not allow the child to function reasonably or participate in regular school activities.
- Is unusually fussy, cranky, and generally not him/herself.
- Is unusually tired. (Rest at such time may prevent the development of a serious illness.)
- Has symptoms of a possible communicable disease (sniffles, red eyes, sore throat, headache, abdominal pain, and/or fever etc.)

**IMPORTANT: If you suspect your child may have been exposed to a communicable disease and/or if your child's physician confirms a possible case of a communicable disease, please notify the school office at once.**

Your child may return to school:

- After recovering from or having been free of symptoms for the last 24 hours without use of medication.
- Cold is over but is left with a minor nasal drip

- Recovered reasonably for any injuries that would allow your child to function normally in class.
- If you suspect your child may have contracted a communicable disease as a precaution have kept your child home for the duration of the incubation period. Your child may return to school after being free of any symptom for the duration of the incubation period.
- If your child is home with a communicable disease, your child may only return to school with a signed re-admission slip from your physician.

### **MEDICATION**

If your child requires medication for the treatment of an illness, it is recommended that you keep your child at home. Medication may be administered by the staff member of the preschool ONLY if the medication is:

- Provided by a parent; AND
- In its original container with prescription label attached; AND does not require special training to administer it; AND
- Released directly to the teacher by signing an Authorization for the Administration of Medication Form, which has the specific time and dosage listed.

Medication is administered as a courtesy service to you. Please keep in mind that we do not have an official school nurse trained in administering medication. It is the parents' responsibility to ensure that medication is administered to your child. The staff will do their best to honor your request to administer the medication at the time and dose indicated. However, if the medication is missed, you agree not to hold the staff of New Hope Christian School responsible.

*New Hope Christian School has the right to refuse to administer medication at any time.*

### **CHILDREN WITH SPECIAL NEEDS**

Admission of children with special needs and/or children presenting some developmental delays will be determined on an individual basis. Interviews and consultations will be completed and a student may be dismissed based upon the school's ability to provide for the specific needs of the child.

### **EMERGENCY AND MEDICAL CARE**

Every precaution will be taken to ensure the well-being and safety of each child. In case of an emergency when medical or surgical care is deemed necessary, the school will make every effort to contact the parents. If it is impossible to locate

either parent, the child may be taken to the nearest emergency center with prior written consent from parent. From there, parents may make their own arrangements to have their child transferred to the hospital of their choice.

Accidents of a non-serious nature will be reported to the parent through an Incident Report.

## **CLASSROOM MANAGEMENT PROCEDURES**

### **BEHAVIOR MANAGEMENT POLICY**

Understanding that each child is loved by God, made in His image, and redeemed for His service, NHCS views discipline as a process of developing appropriate behaviors. Positive reinforcements for “appropriate” behavior in a loving, supportive environment promotes the child’s self-confidence and leads to increased desirable behaviors. An engaging environment that allows explorations, learning, physical activity and quiet times prevents boredom and promotes good behavior.

We also use direct guidance techniques:

1. We use affirmative statements: “We use walking feet indoors” rather than “Don’t run” OR “Use your words to tell us you are angry” rather than “Don’t hit!”
2. We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
3. We try very hard to be fair: We examine our expectations to make sure they are age appropriate.
4. We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem. “You can choose a quiet place to calm down or I can choose one for you.”
5. We pray for and with children asking Jesus to help them make good choices, etc., as well as help them pray for friends with whom they may have experienced conflict.

At New Hope Christian School, the discipline goal is educating and redirecting children. It emphasizes cooperation. If a child is unable to demonstrate self-controlling behavior, a brief “Quiet Time” in a thinking chair or quiet space results for the child to regain control. “Quiet Time” occurs only when other measures fail, and is used as an opportunity to the child to regroup, not as a punishment.

The steps followed are:

1. Warning
2. Quiet time
3. Conflict resolution
4. Prayer
5. Follow through

Any form of physical discipline **is not permitted** at NHCS, even if parents request such discipline.

If a child is unable to gain control and requires more individual attention that cannot be given within the child-to-staff ratios, we may need to contact a parent. Repeated uncontrollable behavior may lead to termination of enrollment.

### **WHEN A CHILD MAY BE ASKED TO LEAVE THE FACILITY**

Parents are expected to follow the policies and procedures outlined in the Parent Handbook given to all parents at the start of the school year or immediately after their child's enrollment. Parents receive notice of changes in policies and procedures through memos and through newsletters. Repeated failure to follow center policies and/or to cooperate with NHCS staff may result in a child being withdrawn from the center. Children whose behavior endangers the safety of other children, despite attempts to assist or correct behavior, may be asked to leave the program.

### **DEALING WITH INAPPROPRIATE BEHAVIOR**

When a child persists in inappropriate behavior that is excessive and beyond age expected behavior, the classroom teacher will observe the child's classroom interactions and document behavior. Parents will receive written documentation to include the actions taken by the teacher/director to correct or replace the behavior with one more acceptable. If the child's negative behavior continues despite teacher intervention, a meeting between the Lead Teacher and parent will take place in an effort to explore options to assist the child learn new acceptable behaviors. Once a strategy has been decided upon by both parent(s) and teaching staff, it will be implemented immediately. If parents are uncooperative or appear inconsistent and the behavior of the child continues or escalates, a meeting with the parents, Lead Teacher, and Director will occur. A plan will be drawn up and referrals will be made if necessary. All documentation will be discussed and the plan of action will be re-emphasized. If the behavior of the child is so severe that the child is creating a major disturbance in the classroom, creating an unsafe atmosphere where the child or other children could be harmed, or hitting, kicking, biting or harming assigned teachers in any way, the center administration may make one of the following recommendations:

# MISCELLANEOUS

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

School staff are REQUIRED by Hawaii State Law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.

## **DISCLOSURE OF INFORMATION**

All information on students and their families shall remain confidential. Viewing of information to individuals other than NHCS staff members is only permitted only upon written consent from a parent or legal guardian.

## **ACCIDENT & LIABILITY INSURANCE**

For accident and liability insurance, the preschool is covered under the International Church of the Four Square Gospel.

## **SMOKING IS PROHIBITED**

In accordance with State law, smoking is prohibited “in all child care facilities...during their hours of operation.” Smoking must be done at least 20 feet from any entrance to the school. This includes our campus and all school activities off campus. Parent and volunteers are to refrain from smoking on campus or in the presence of students during off campus events.

## **POSITIVE LANGUAGE ENVIRONMENT**

NHCS is a positive language environment. Therefore parents, student, visitors and volunteers are to use positive language and refrain from vulgar or coarse words while on campus or in the presence of students during off campus events.

## **PARENT INTERACTION WITH STUDENTS ON CAMPUS**

No parent or unauthorized person is to speak to, touch or discipline, students in any area of the school grounds, in an attempt to correct the behavior of a child other than their own. All issues of concern should be brought to the attention of assigned school staff.

# EMERGENCY DISASTER PLAN

If and when an emergency or disaster occurs, your assistance in ensuring that your child understands the need for purposeful behavior and cooperation under such circumstances is of major importance.

The following procedures recommended by the Oahu Civil Defense Agency will be taken in the event of a major disaster.

### **FIRE**

1. Fire drills will be held monthly
2. Under the supervision of teachers, children will leave their classroom in an orderly fashion, and rapidly walk (not run) single file to a designated meeting place West of the building.
3. In the even our facilities were to be damaged by fire and uninhabitable, we will call for you to pick up your child as soon as possible.

### **TSUNAMI**

Our school is not in a tsunami inundation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a Tsunami Warning:

1. If a WARNING is issued while school is in session, our teachers will remain with the children, feed, and take care of them, until you can safely pick them up. You need not leave work or rush to school. If you are or can get to a safe area close to where you are, it is recommended that you remain there until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.
2. If a WARNING is issued before school begins, the school will be closed. See the “rule of thumb” comment at the end of this handbook.

### **HURRICANE/TROPICAL STORM**

1. Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.
2. When the WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal day and should not inconvenience you.
3. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less.
4. If a WARNING is issued before school begins, the school will be closed.

### **EARTHQUAKE**

1. Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption of our road networks. If you children are at school, you may not be able to get them even though you live close by. Please be assured that we will take care of the children until you can safely pick them up.
2. We will conduct earthquake drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks and tables, supported doorways, etc. If outdoors, we will

stay outdoors and move toward an open area, away from the electrical lines. We will not practice evacuation during these drills.

### **LOCKDOWN**

1. School facility will be locked down.
2. All children will be accounted for and kept in the classrooms.
3. Entering and exiting the school facility will not be permitted for the duration of lockdown.
4. Facility will remain locked down until the all clear has been received.

### **OTHER REMINDERS**

1. A good rule of thumb for school closures. If it is announced over the radio or television that the public schools are closing, in all likelihood, we will also be closing. Under no circumstances will we close until parents or designee has picked up all children.
2. Usually announcements will be made of The Fish (FM 99.5) as well as on the TV.
3. Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs
4. It is essential that you establish individual and family plans for Tsunami, Hurricane, Earthquake, and flooding. These plans should include where shelters are located and how you will travel with them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Please contact the Oahu Civil Defense Agency for a brochure that explains in detail all you need to know and do.