



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

# THE PRESCHOOL

PARENT HANDBOOK

2018-19



*Strive for the Highest!*





## Statement of Accreditation and Licensure

St. Andrew's Schools has been accredited by the National Association for the Education of Young Children, Hawaii Association of Independent Schools and Western Association of Schools and Colleges Accrediting Commission for Schools and is licensed to operate as a private school by the Hawaii Council of Private Schools. Queen Emma Preschool is licensed by the Department of Human Services for 158 children 2-6 years of age. The low student/teacher ratio is of a higher standard than required by the State of Hawaii.

## 2018-2019 Queen Emma Preschool

### Parent-Student Handbook



Welcome to the 2018-2019 school year at St. Andrew's Schools.

We are looking forward to another year of joyful learning, inquiry and discovery. Our unique educational program is personalized and intentionally develops a child's curiosity, interests, academic skills, character, and confidence.

Honoring tradition and embracing innovation, St. Andrew's Schools actively engages and educates students in a culture of care, love, and service. In this special place, each child is known, challenged, understood, and empowered to achieve their personal best. Compassion, loving kindness, and respect for others serve as foundational values for all of our actions.

At St. Andrew's we create the learning conditions for a child to be successful in school and in life. Building on our strong academic and college preparatory curriculum we are equally purposeful in our cultivation of a child's emotional intelligence and resilience.

Now in our third year of implementing Yale University's approach to Social Emotional Learning (The Ruler Program) we are pleased with the progress our students are making in understanding their own emotions and the emotions of others. This learning is woven into the daily academic curriculum as the key to success is continued practice – as managing emotions can be quite challenging!

The faculty at St. Andrew's love to encourage questions, deep inquiry and exploration as they know that our graduates will need to stay curious about the world around them if they are to remain learners for life. In our fast-paced constantly changing world, it is critical that our students stay interested in learning as that will be the key to adapting to our changing workforce demands.

We especially want to extend a heartfelt welcome to faculty, staff, students and families who are new to St. Andrew's Schools this year. We are delighted that you are joining our kind and caring, innovative learning community.

During this coming year, we look forward to continuing to build an extraordinary place of learning. Thank you for your partnership in creating the conditions for our students to flourish and reach their full promise.

With my aloha and best wishes,

A handwritten signature in black ink that reads "Ruth R. Fletcher". The signature is written in a cursive style.

Ruth R. Fletcher, Ph.D.  
President and Head of School



# Table of Contents

Statement of Accreditation and Licensure	1
Vision	6
Mission	6
Our Core Values	7
Aims of a St. Andrew’s Schools Education	8
Educational Philosophy	9
About St. Andrew’s Schools	9
Queen Emma Kaleleonālani Na’ea Rooke	10
Spiritual Life	11
2018 - 2019 Calendar Overview	13
General Policies and Procedures	15
School Hours and Schedule	15
Holidays and Special Events	15
Personal Items Brought to School	16
Excursions and Transportation	17
Lost and Found	17
Morning Traffic Flow Plan	17
Absences and Late Fee Policy	18
Campus Safety, Security and Emergencies	19
Emergency Plan	20
Health and Wellness	23

## 2018-2019 Queen Emma Preschool

### Parent-Student Handbook

---

Health Requirements	23
Health Policy	23
Nutritional Guidelines	26
Snacks and Lunch	29
Educational Program	32
Educational Mission Statement	32
Educational Vision Statement	32
Queen Emma Preschool Educational Philosophy	32
Curriculum	33
Assessment	34
Support Services	35
Parent Participation and Involvement	36
Conferences	37
Conflict Resolution	37
QEP Parent Teacher Association (PTA)	37
Communications at St. Andrew's Schools	39
Follow Us on Social Media	39
Confidentiality Statement	39
The Media	39
Admission Procedures	41
Tuition Payment Guidelines	41
Supporting St. Andrew's Schools: Office of Institutional Advancement	41
Governance	43
Board of Trustees	43
Leadership Team	44

2018-2019 Queen Emma Preschool

---

Parent-Student Handbook

---

Statement of the Handbook	46
Non-Discrimination Policy	46
Appendices	47
Appendix I: Campus Directory	47
Appendix II: Faculty Credentials	49

## Vision

Our vision is to help children learn and grow – to be their personal best, engaged in the world and inspired to making it more humane and just.

## Mission

St. Andrew's Schools actively engage and educate students in a culture of care, love, and service. Every child is known, challenged, understood, and empowered to strive for the highest. Honoring our founder, Queen Emma Kaleleonālanī, and grounded firmly in our Hawaiian heritage and spiritual values, St. Andrew's fosters broad-minded awareness in every arena with a personalized curriculum that encourages children to discover their most expansive and courageous selves.



## **Our Core Values**

Our Hawaiian and Episcopal heritage is fundamental to our mission and vision. We celebrate and honor Queen Emma's life of love, hope, faith, and service and follow her example to Kūlia i ka Nu‘u or Strive for The Highest in all that we do.

### **Pono**

We promote goodness, integrity and a shared sense of responsibility for creating a more equitable and just world.

### **Ho‘omanawanui and Lokomaika‘i**

We strive to be a compassionate, kind, and loving community that respects the worth and dignity of every individual.

### **‘Imi Na‘auao**

We believe in the transformative power of an education that inspires each child to reach their promise and engage in purposeful work.

### **Aloha**

We foster meaningful relationships that allow members of our school community to experience and embrace the interconnectedness and diversity of our world.

We encourage loving kindness, compassion, independent thinking, inclusivity, diverse perspectives, collaboration and individuality.

### **Mālama**

We nurture the intellectual, emotional, physical and spiritual well-being of every member of our community.

## **Aims of a St. Andrew's Schools Education**

Our students will live a life full of integrity and service, drawing upon our foundational Hawaiian and Episcopal heritage.

Our students will have confident, strong voices and radiate thoughtfulness as they grow in their talents, pursue their interests, and contribute positively to the world.

Our students will lead with compassion, serve with empathy, advocate for self and others, and use their talents to make the world more humane and just.

Our students will successfully navigate change while continuing to learn, grow and thrive.

Our students will be healthy physically, spiritually and emotionally, secure in the wisdom that wellness is essential to being at their personal best.

Our students will have a global perspective, an appreciation of diversity, an understanding of our interconnectedness, and an ability to work individually and collaboratively within the global community.

## Educational Philosophy

Our values, beliefs, and traditions are deeply rooted and influenced by our Episcopal and Hawaiian heritage. We are dedicated to respecting the worth and dignity of each child and committed to honoring the unique talents and capacities that each child brings into the world.

We do this through a loving culture of care and challenge – calling each child to accomplish their personal best (our school motto is Kulia I Ka Nu’u or Strive for The Highest) and build a life of genuine meaning, purpose and service – to achieve justice and peace in the world.

We believe that all children can learn and that they need a teacher who

- loves, cares and believes in them,
- sets high expectations, and
- crafts the curriculum and instruction so students can be successful in their learning.

To accomplish this,

- We provide a coed, play-based learning environment, designed to meet the physical, intellectual, social, spiritual, and emotional needs of girls and boys of preschool age.
- We provide an engaging and challenging learning environment that is designed to meet the physical, intellectual, social, spiritual and emotional needs of girls and boys within a K-12 single-gender setting.
- We foster well-being in mind, body, and spirit to ensure a child’s healthy growth and development.
- We create personalized learning experiences, so students can uncover their individual talents and passions and have agency (voice and choice) in their school work. They learn how to set goals, honestly assess their progress, and be both inspired and motivated to persevere to completion.
- We cultivate a culture of thinking, learning, and doing that provides opportunities for deep inquiry, exploration, discovery, creation, and reflection that leads to attaining both knowledge and wisdom.
- We teach and model integrity, empathy, compassion, and loving-kindness.
- We empower students to lead with courage and conviction by creating opportunities to collaborate, create, and communicate as a member of the local, national, and global community.
- We are committed to lifelong learning and continued innovation in teaching and learning, exploring and thoughtfully incorporating research, based on the neuroscience of learning and effective instructional strategies.

## About St. Andrew’s Schools

For the past 151 years, we have been educating children to thrive by nurturing their special skills and talents and preparing them to become meaningful contributors to our community and society.

St. Andrew's Schools is a family of three schools, The Priory, The Prep and The Preschool, and is a place where each child is known, understood and celebrated for their unique talents. Since the founding of St. Andrew's Priory School for Girls in 1867, we have grown to include The Prep, for boys and Queen Emma Preschool.

Each school provides a nurturing learning environment for our students and builds a rich family community that represents a diverse range of religious, ethnic and socioeconomic backgrounds. A transformational thinker and leader, Queen Emma Kaleleonālani founded St. Andrew's Priory School for Girls (now The Priory) in 1867, making it the oldest all-girls school on O'ahu. The Priory continues to develop confident and creative thinkers and compassionate leaders through an innovative and personalized educational program for girls, grades K through 12.

Our boys school, The Prep, opened in the fall of 2014 and offers single-gender classes designed specifically for boys in grades K through 6. The Prep, located at Queen Emma Square, actively engages young boys in a learning environment that builds upon their strengths and interests.

Named after our founder Queen Emma Kaleleonālani, the Queen Emma Preschool nurtures a love of learning through joyful discovery and play for children ages 2 through 5. The beautiful Nu'uaniu campus provides a foundational and natural learning environment designed to nourish a child's innate sense of wonder and curiosity about the world.

## **Queen Emma Kaleleonālani Na'ea Rooke**

Born on January 2, 1836 in Honolulu, Queen Emma Kaleleonālani Na'ea Rooke's birth mother was Fanny Kekelaokalani Young (daughter of John Young, King Kamehameha I's advisor, and Ka'oana'eha, Kamehameha's niece). Her father, George Na'ea, was a high chief.

In accordance with Hawaiian custom, Emma was adopted (hānaied) at birth by her childless aunt, Chiefess Grace Kama'iku'i Young Rooke, and her husband, Dr. Thomas Rooke — a skilled surgeon and a physician to the royal court. Emma was educated in Honolulu at the Chief's Children's School with other ali'i children, now known as The Royal School. Emma grew up speaking both Hawaiian and English, and her parents raised her with both Hawaiian and British influences. Often referred to as our Renaissance Queen, Emma grew to be an accomplished and knowledgeable young woman, well-read and skilled at the piano, music, dancing, horse-riding, and gardening.

### **Her Passion**

In 1856, Emma married her childhood friend, Alexander Liholiho, or King Kamehameha IV, in an Episcopalian wedding at Kawaiaha'o Church. During Kamehameha IV's reign, the Hawaiian people were dying rapidly from disease and facing extinction. Both Kamehameha IV and Queen Emma became impassioned with saving their people and decided to raise the funds needed to establish Queen's Hospital, now known as The Queen's Medical Center. They tirelessly went door to door to accomplish their mission, and within a month, raised over \$13,000 to open the hospital.

Two years later in 1858, Emma gave birth to a son, Albert Edward Kauikeaouli Leiopapa a Kamehameha. Prince Albert brought much happiness and joy to the King and Queen, and as the next heir to the throne, was beloved by the Hawaiian people. Tragically, Prince Albert died in

August 1862 of causes that we will never know for certain, given the lack of medical information. He was only four years old.

Only a year later, a grief-stricken Kamehameha IV, who blamed himself for the boy's death, also died. After losing both her beloved son and husband, Queen Emma took the name of Kaleleonālani, or "The flight of the heavenly chiefs," in remembrance of Kamehameha IV and Prince Albert. Her pain and remorse fueled her mission even more, and she actively raised funds with Queen Victoria of England to complete the establishment of The Cathedral of St. Andrew, and in 1867, recognizing the need for a quality education for Hawaiian girls, the St. Andrew's Priory School for Girls.

### **The People's Queen**

When King Lunalilo died in 1874, Queen Emma became a candidate for the royal throne. Known as "The People's Queen," she was loved for her humanitarian efforts throughout the Hawaiian Islands. She campaigned but was defeated by a vote at the legislature for King David Kalākaua.

Queen Emma died in April 1885 at the age of 49. She was given a royal funeral and was laid to rest in Mauna 'Ala, next to her husband and young son.

### **Her Legacy**

Queen Emma's foresight and understanding that Hawaiian girls needed to have access to a high-quality education was the underlying base for the development of St. Andrew's Priory School for Girls. Since the founding of The Priory 151 years ago, St. Andrew's Schools has grown to include The Priory Lower School for boys and Queen Emma Preschool. Today, the students of St. Andrew's Schools honor Queen Emma by perpetuating her legacy of compassion and leadership through her values of Aloha, Pono, 'Imi Na'auao, Ho'omanawanui, Mālama, and Lokomaika'i, which are woven into our school traditions and educational curriculum. St. Andrew's Schools develops children with strong habits of mind, body, and spirit by instilling confidence in their abilities and those of others. Students have the knowledge, skills, and character to navigate uncertainty, act compassionately, and thrive in an ever-changing world of innovation.

## **Spiritual Life**

St. Andrew's Schools is rooted in the Episcopal tradition. While the school is Christian in its foundation, St. Andrew's Schools strives to create an inclusive environment where children of all backgrounds and faith traditions are welcome and valued.

Queen Emma Preschool enables each student to develop and enhance his or her own understanding of the sacred through worship experiences in a weekly chapel. Chapel gives students the space to ask questions and explore themes relevant to their personal experience. Students participate in developmentally appropriate activities, including songs and stories. Chapel services are led by our school's full-time chaplain, The Rev. Annalise Pasalo. Our chaplain is available to the entire St. Andrew's Schools community. We encourage you to contact her for spiritual or personal support, questions, celebrations, milestones, major life events, and any other pastoral needs.

2018-2019 Queen Emma Preschool

Parent-Student Handbook

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## 2018-2019 Queen Emma Preschool

### Parent-Student Handbook

## 2018 - 2019 Calendar Overview

Monday, June 4- Friday, August 10, 2018	Summer Adventure Camp	4 yrs old-Gr. 8 students only
Monday, June 11, 2018	King Kamehameha Day	Holiday-School closed
Tuesday, June 12-Friday, July 20, 2018	K-12 Summer School	K-12 students
Wednesday, July 4, 2018	Independence Day	Holiday-School closed
Saturday, July 21, 2018	K-12 New Family Orientation	
Wednesday, August 15 - Wednesday, August 22, 2018	Preschool-12 Teacher Professional Days	Faculty and staff only
Friday, August 17, 2018	Admissions Day	Holiday-School closed
Thursday, August 23, 2018	K-12 First Day of School	
Friday, August 24, 2018	K-12 'Ohana BBQ	
Saturday, August 25, 2018	QEP Parent Orientation Meeting	
Monday, September 3, 2018	Labor Day	Holiday-School closed
Wednesday, September 12, 2018	K-5 Back to School Night	
Thursday, September 13, 2018	Upper School Back to School Night	
Friday, October 5, 2018	K-12 Fall Parent Teacher Conferences	K-12 faculty and staff only
Monday, October 8, 2018	Discoverers Day	Holiday-School closed
Tuesday, October 9, 2018	Preschool-12 Teacher Professional Day	Faculty and staff only
Saturday, October 27, 2018	QEP Fall Family Festival	
Monday, November 12, 2018	Veterans Day (Observed)	Holiday-School closed
Wednesday, November 21 - Friday, November 23, 2018	Thanksgiving Holiday	Holiday-School closed
Thursday, November 29, 2018	Home for the Holidays	
Friday, December 21, 2018	Preschool-12 Teacher Professional Day	Faculty and staff only
Friday, December 21, 2018 – Friday, January 4, 2019	<b>Christmas Break</b>	
Monday, December 24, 2018 – Tuesday, January 2, 2019	Christmas Holiday	Holiday-Offices closed
Tuesday, December 25, 2018	Christmas Day	Holiday-School closed
Wednesday, December 26-Friday, December 28, 2018	Winter Adventure Camp	4 yrs old-Gr. 5 students only
Tuesday, January 1, 2019	New Year's Day	Holiday-School closed
Wednesday January 2- Friday, January 4, 2019	Winter Adventure Camp	4 yrs old-Gr. 5 students only
Friday, January 4, 2019	QEP Teacher Professional Day	
Monday, January 7, 2019	Preschool-12 Classes Resume	Preschool-12 students return
Monday, January 21, 2019	Martin Luther King, Jr. Day	Holiday-School closed
Friday, February 15, 2019	K-12 Spring Parent Teacher Conferences	K-12 faculty and staff only
Monday, February 18, 2019	Presidents' Day	Holiday-School closed
Monday, March 11 – Tuesday, March 12, 2019	March Exams	Exams for Gr. 8-12 only
Monday, March 18 – Monday, April 1, 2019	<b>Preschool-12 Spring Break</b>	
Monday, March 18 – Friday, March 29, 2019	Spring Adventure Camp	4 yrs old-Gr. 5 students only; No camp on March 26, 2019
Tuesday, March 26, 2019	Prince Kuhio Day	Holiday-School closed
Monday, April 1, 2019	Preschool-12 Teacher Professional Day	Faculty and staff only
Tuesday, April 2, 2019	Classes Resume	Preschool-12 students return
Friday, April 19, 2019	Good Friday	Holiday-School closed
Friday, May 3, 2019	K-12 May Day	
Thursday, May 16, 2019	Ascension Day Celebration	Gr. 9-12 early dismissal
Friday, May 17, 2019	K-12 Head of School Holiday	K-12 Holiday-School closed
Monday, May 27, 2019	Memorial Day	Holiday-School closed
Tuesday, June 4, 2019	Seniors Last Day of School	
Wednesday, June 5, 2019	K-11 Last Day of School	
Thursday, June 6, 2019	<b>K-12 Summer Break Begins</b>	
Thursday, June 6 -Friday, June 7, 2019	K-12 Teacher Work Days	K-12 faculty and staff only
Sunday, June 9, 2019	Commencement	
Tuesday, June 11, 2019	King Kamehameha Day	Holiday-School closed
Wednesday, June 12, 2019	Summer Adventure Begins	4 yrs old-Gr. 8 students only
Monday, June 17, 2019	Summer School Begins	K-12 students

Dear parents,

I would like to extend a warm welcome as we begin a new school year together. I am excited that you have chosen Queen Emma Preschool as the right school for your child's early education experience and look forward to partnering with you in the education of your child.

We provide a safe and nurturing environment where your child can explore and experience their world. As we know children learn best through play, we will enrich and encourage your child's learning in all areas of development through active participation, manipulation of materials and equipment and discovery.

We are proud to be accredited by NAEYC, the National Association for the Education of Young Children. This accreditation represents earning the mark of quality and validates the work that we do.

We welcome your partnership in your child's education and offer many opportunities for you to participate in our program.

This Parent Handbook has been prepared for your use throughout the school year. This handbook contains valuable information regarding our policies and procedures and we hope it provides you with answers to any questions you may have regarding the preschool. Please read it thoroughly and if you have questions please don't hesitate to ask. We ask that you return the "Acknowledgement Receipt" to your child's teacher or the office.

Sincerely,  
Susan Okoga  
Director of Queen Emma Preschool

## General Policies and Procedures

### School Hours and Schedule

Queen Emma Preschool is open weekdays from 7:00 a.m. – 5:30 p.m.

#### Schedule

7:00 – 8:30 A.M.	Arrival time – Indoor activities
8:30 – 9:30	Snack time / Morning Circle
9:30 – 11:00	Activity time (details on class planning boards)
11:00 – 12:00 P.M.	Lunch and clean up
12:00 – 12:30	Tooth brushing, story time, prepare for nap
12:30 – 2:30	Nap time
2:30 – 3:30	Snack time / Story time
3:30 – 5:30	Indoor / Outdoor activities

#### Naptime

Naptime is from 12:30 – 2:30 p.m. daily. Children provide their own mat to place on the floor and a blanket to use as a cover. They may bring one security item such as a blanket, pillow, stuffed animal or snuggly that fits in cubby. The child's cubby must be taken home to be cleaned and laundered at the end of the week and returned at the beginning of the next week.

#### Chapel Services

The children attend chapel service every other week.

#### Orientation to School

The child's first school experience is a very special time. Parents are required to spend at least an hour with their child on two separate visits prior to the start date. This allows both of you to familiarize yourselves with the program. The first five days will then be half-days for all children and pick up would be by 12:30 p.m. Full day for your child may start on the sixth day.

### Holidays and Special Events

Labor Day	Monday	September 3
Discoverer's Day	Monday	October 8
Teacher Professional Day	Tuesday	October 9
Halloween Family Fun! Prep	Friday	October 26 (1 - 5:30 p.m.)
Veterans Day	Friday	November 12
Thanksgiving Break	Wed. – Fri.	November 21 – 23
Teacher Professional Day	Friday	December 21
Christmas Break	Fri. – Mon.	December 21 – January 4
Teacher Professional Day	Friday	January 4
Martin Luther King, Jr. Day	Monday	January 21
Presidents' Day	Monday	February 18
Spring Break	Mon. – Fri.	March 19 - April 1 (2 weeks)

## 2018-2019 Queen Emma Preschool

### Parent-Student Handbook

Prince Kuhio Day	Tuesday	March 26
Teacher Professional Day	Monday	April 1
Good Friday	Friday	April 19
Memorial Day	Monday	May 27
King Kamehameha Day	Tuesday	June 11
Independence Day	Thursday	July 4
Statehood Day	Friday	August 16

#### Special Events

Halloween Family Fun!	Saturday	October 27 (9 a.m. – 1 p.m.)
Picture Taking	Mon. – Fri.	January 28 – February 1 (8 - 11 a.m.)
	Monday (Leialoha), Tuesday (Aloha Kamalii & Menehune)	
	Wednesday (Kapiolani), Thursday (Lehua), Friday (Hokulele)	
Parents Appreciation Day	Wednesday	May 23 (7 - 9 a.m. and 4 - 6 p.m.)
Christmas Program	Saturday	December 8 (4 - 6 p.m.)
Graduation	Saturday	May 18 (4 - 6 p.m.)
Orientation Meeting	Saturday	August 24 (9 – 11 a.m.)

#### Personal Items Brought to School

##### Things To Bring:

- Plastic tub or basket to keep personal items in cubby
- Toothbrush with holder
- Small towel for water play
- Complete change of clothes
- Sweater or jacket
- Footwear – slippers or shoes
- Plastic cup for drinking
- Sleeping mat/blanket and blanket to cover
- Completed Form-14 Health Card and TB clearance from a doctor must be turned in prior to the first day of preschool.

##### Acceptable Item – One per child

- Items used for security – such as a blanket, pillow, stuffed animal, or snuggly which must fit in their cubby.
- Items to share with others – such as a book, tape, CD, DVD (G rated only)
- Jewelry, sunglasses, hat visor must be worn

Acceptable items must remain in the classroom.

##### Unacceptable Items

- Items that promote violence or aggression – firearms, weapons, action figures, costume, accessories

- Items that compromise health and safety – such as make-up, high heels, money, personal toothpaste (school provides toothpaste)

Unacceptable items will be confiscated and returned to the parent. After 3 violations, your child will not be allowed to bring items to school for a month.

Queen Emma Preschool is not responsible for any item that is lost or damaged at school.

## Excursions and Transportation

Excursion notices will be posted on classroom Family Boards, well in advance of the excursion date. Permission for your child to go on an excursion must be granted before each excursion by signing the posted Queen Emma Preschool Excursion Form.

Safety is always a priority; therefore, ample adult supervision is a requirement. We ask and welcome parents, grandparents, aunts, and uncles to join us on our excursions. We will cancel an excursion if there is not sufficient adult supervision. Teachers will take their cell phones and a first-aid kit in the event of an emergency.

Transportation for excursions is arranged with rented commercial bus companies. The bus companies will make alternate arrangements should a problem arise.

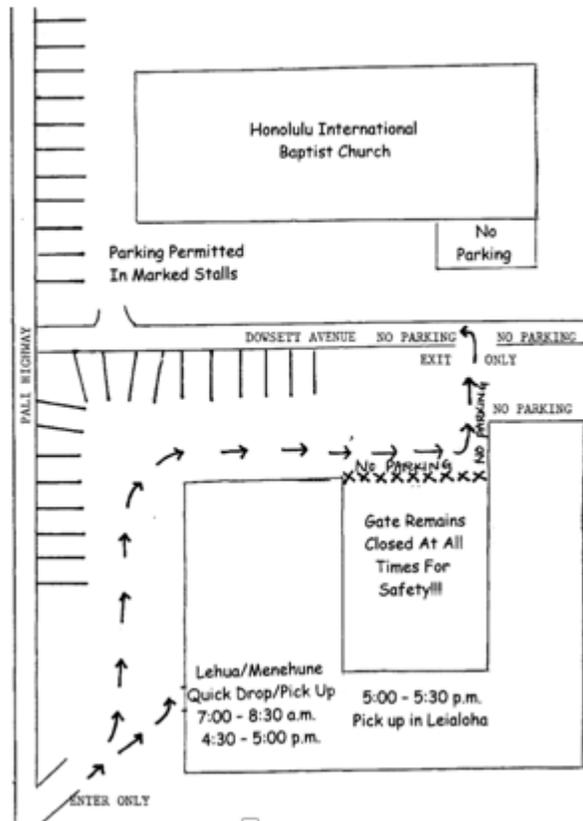
## Lost and Found

All belongings should be clearly marked with your child's name. The school does not accept responsibility for lost or stolen items. Toys, money, and food, should not be brought to school unless the teacher's permission has been given.

## Morning Traffic Flow Plan

### **Traffic Pattern**

The traffic flow at Queen Emma Preschool is to enter ONLY from Pali Highway and exit onto Dowsett Avenue. Please follow this pattern so we can maintain the highest level of safety for you and your children. Please study the traffic pattern below and share this with family and friends who will be picking up your child.



### Drop-Off and Pickup

Parents are to walk into the classroom for both dropping off and picking up their child. You must sign-in and note the time of arrival and departure and initial. A child is missing a significant part of the program if he arrives after 9:00 a.m. Children must be picked up promptly by 5:30 p.m. This is important both for the child waiting and the consideration of the teachers. We will release children only to the authorized persons indicated on the application form unless other arrangements have been made with the teacher by written note or telephone call. Telephone calls will be followed up with a return call to the parent to ensure it is the parent who is calling.

### Absences and Late Fee Policy

#### Absences

Please call the school and leave a message at 595-4686 if your child will be absent. Be sure to leave your child's name, group name, and the reason for the absence. The office will notify your child's teachers of their absence.

### **Late Fee Policy**

Hours of operation are from 7:00 – 5:30 p.m. For continuity and safety reasons, we maintain our regular staff during all hours of operation. One of your child’s teachers will be here from 7:00 – 5:00 p.m. At 5:00 p.m., the teacher will gather the children’s belongings and walk them to the Leialoha class. All remaining children will be supervised by two staff members till 5:30 p.m. For security reasons, no one will be allowed to return to the classrooms. If you must return, a teacher will escort you. Once you pick up your child, please depart quietly as the other children will be listening to stories. Everyone must leave the school property by 5:30 p.m.

The late fee schedule after 5:30 p.m. is as follows:

1 <sup>st</sup> offense	1 – 15 minutes late is \$5.00
2 <sup>nd</sup> offense	1 – 15 minutes late is \$10.00
3 <sup>rd</sup> offense	1 – 15 minutes late is \$15.00
4 <sup>th</sup> offense	1 – 15 minutes late is \$20.00 and so on.

Also, for every 15 minute interval after 5:45 p.m. there will be charges of increasing amounts as offenses increase.

1 - 3 offenses	\$5.00 for every 15 minute intervals
4 -6 offenses	\$10.00 for every 15 minute intervals
7 – 9 offenses	\$15.00 for every 15 minute intervals

There will be a charge of \$1.00 per minute after 6:00 p.m. Should siblings be late, the charge for the family will be based on the child with the higher number of offenses and not be charged separately. Late fees are due immediately and payable to the teacher on duty. Late fees apply to PTA Meetings and other school functions.

## **Campus Safety, Security and Emergencies**

### **Visitors on Campus**

All visitors on campus MUST first sign in at the office and receive a visitor’s badge before proceeding to the classroom.

### **Disorderly Conduct**

Physical aggression, fighting or attempting bodily harm to another, disorderly, immoral or indecent conduct or shouting on Queen Emma Preschool or St. Andrew’s Schools premises is prohibited. Participating in horseplay or practical jokes on Queen Emma Preschool or St. Andrew’s Schools premises is also prohibited. Use of profane or abusive language towards staff, parents, or children will not be tolerated. The violator will be asked to leave.

### **Reporting Child Abuse and Neglect**

Hawaii statutes require school personnel to report suspected child abuse or neglect to the Department of Social Services and Housing. The law also provides for immunity from any liability, civil or criminal for any person reporting child abuse or neglect that does so in good faith.

All Queen Emma Preschool teachers have both a legal and moral obligation to report instances of child abuse or neglect that come to their attention. It is not the responsibility or role of the teacher to investigate the possibility of abuse or neglect but to report it to the Director. The Director will file a report and the appropriate authorities will conduct the investigation.

### **Smoking, Drugs, and Alcohol**

Smoking, drugs, alcohol, and any other significant hazards that pose risks to children and adults are prohibited anywhere on the Preschool Campus.

### **Firearms**

Carrying firearms or any other dangerous weapons on the Preschool premises is prohibited unless job required.

### **Weather Alert**

Teachers are advised to keep the children indoors when there are reports or visible signs of high winds, rain or high levels of vog or other air pollutants. Teachers will proceed with plans for providing physical activities for children indoors.

### **Emergency Medical Statement**

If a child requires immediate attention, the child's physician and parent or guardian will be called. The child will be taken by ambulance to Kapiolani Children's Medical Center and the Director, acting Director, or teacher will accompany the child and will remain with the child until a parent or guardian arrives at the hospital. If the child's doctor cannot be reached, the emergency room doctor will examine the child (permission has been signed by the parent or guardian on the registration form).

### **Emergency Cards**

An emergency information card with phone numbers and alternative child care information must be on file in the classroom. Also listed must be the names and relationships of authorized persons who may pick up your child. No child will be released to anyone not listed on the emergency card. Appropriate additions to or deletions from the list may be made at any time. Parents are responsible for keeping Queen Emma Preschool informed of any changes.

## **Emergency Plan**

It is important that you are aware of the major hazards we might have to face and the procedures we will follow should one of them affect us.

I am providing this information, not to unduly alarm you, but to inform you that we are making necessary preparations for the safety and welfare of your children.

For your information, the Oahu Civil Defense Agency has a number of preparedness brochures that explain in detail what we need to know and do. If you would like your own copy, please contact the Oahu Civil Defense Agency at 523-4121 and they will mail one to you.

When and if a disaster or emergency occurs, your assistance and cooperation in following our plan is of major importance.

First, while I am present at the school, I will direct all emergency actions that need to be taken. In my absence, Naomi DeLara, administrative assistant or Rene Kong, teacher, will be in charge.

Fire Drills: Will be held periodically. Children will leave our facility in an orderly fashion, under the teacher's supervision and rapidly (not running) walk to their designated areas. In the

event our facility is damaged by fire and not habitable, we will care for the children at the International Baptist Church across the street and call for you to pick up your child, as soon as possible.

**Tsunami:** A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor, anywhere in the Pacific Basin. Alerting for a Tsunami is accomplished by the issuance of TSUNAMI WATCHES and WARNINGS.

A TSUNAMI WATCH means an earthquake has occurred somewhere in the Pacific that could produce a Tsunami, but the presence of waves has not yet been confirmed. A TSUNAMI WATCH means prepare.

A TSUNAMI WARNING means that waves have been confirmed and all coastal areas of Oahu, identified on the maps in front of the telephone book, must be evacuated. I have adopted the following procedures in the event TSUNAMI WATCHES or WARNINGS are announced or a LOCAL TSUNAMI-PRODUCING EARTHQUAKE occurs:

Our facility is not in a tsunami evacuation zone, so we do not have to consider evacuation when a TSUNAMI WATCH or WARNING is issued. We will remain in place under either condition and there should be no significant change to our normal routine. Please, do not leave work or rush to the school if a WATCH or WARNING is announced. We will take care of your children until pickup can be safely accomplished. If you are in or can get to a safe area close to where you work, do so. It is recommended you remain in the safe area until the “All Clear” is announced. Delaying such unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

**Hurricane/Tropical Storm:** Hurricanes and Tropical Storms are intense weather systems, usually generated over warm Pacific waters from June through November, that are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of HURRICANE or TROPICAL STORM WATCHES AND WARNINGS.

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service about 36 hours prior to the arrival of hazardous storm effects on Oahu.

Hurricane or Tropical Storm WARNINGS are issued when the storm effects could affect Oahu in 24 hours or less.

When a WATCH is issued, I will monitor the storm and make decisions to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you, if you are at work.

The Hurricane/Tropical Storm public evacuation shelter closest to the School is at Nuuanu Elementary School. In the unlikely event we are faced with evacuation, we will evacuate the children by walking to the shelter. We will take with us clothes, blankets, first aid kits, food, and

other necessary supplies.

**Earthquakes:** Should an earthquake of significant magnitude occur on Oahu, we can anticipate possible damage to our facility, the loss of electrical power, telephone and water, and considerable disruption to the road networks around us. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under tables and supported doorways, etc. If outdoors, we will stay outdoors and away from electrical lines and tall trees. When the shaking stops, I will treat and care for anyone who is injured and then evaluate the condition of the School. If the facility is sound, we will remain in place and listen on our hand crank portable radio for Civil Defense instructions. We will sustain ourselves the best way we can.

If the facility is damaged or could sustain damage as the result of an aftershock, we will gather ourselves and our necessary supplies and attempt to move to Nuuanu Elementary School or an open area in the neighborhood. We will sustain ourselves the best way we can, for up to 72 hours, until assistance can be provided by Civil Defense authorities.

Public evacuation shelters will not be automatically opened until they have been inspected for structural integrity. Although such inspections have a high priority, because of damaged road systems or other hazards, delays can be expected. Shelter openings will be announced over the Emergency Broadcast System.

**Flooding:** Our School is not located in an identified flooding zone. However, during extremely heavy periods of rain, or under Tropical Storm or Hurricane conditions, flooding in our area is possible. In the event we are advised to evacuate, or should water begin to rise around our building, we plan to gather our survival kits and immediately evacuate to Nuuanu Elementary School.

In summary, please be assured that we will take good care of your children during any emergency or disaster. Several suggestions are appropriate:

A good rule of thumb for school closures: If it is announced over the radio or television that the public schools are closing, we will also, in all likelihood, be closing. Under no circumstance, however, will we close until all children have been picked up by their parents or designee. Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.

It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to 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. Such information can be obtained from the Oahu Civil Defense Agency at 523-4121.

### **Campus Lockdown**

In the event it becomes necessary to secure the entire school campus, all doors will be locked, and the children and adults will remain inside until considered safe.

### **Liability Insurance**

Queen Emma Preschool carries liability insurance. Please contact the Director or the St. Andrew's Schools Business Office for details.

## **Health and Wellness**

### **Health Requirements**

Hawaii State law requires all students to meet examination and immunization requirements before they may attend school. A physical exam and a Tuberculosis clearance must be completed within one year before first entrance into the Hawaii school system.

### **Health Policy**

When your child appears to be ill, has a cold, or a fever, please keep him/her at home. We do not have a nurse or the facility to care for sick children. This is for the protection of all children and staff and will help your child recover sooner.

If a child becomes ill at school, the child will be able to rest quietly away from the other children in the office until a parent is able to pick them up. Children with symptoms of fever, vomiting, or diarrhea will not be allowed to return to school the next day. Your child will be welcomed back to school after being symptom free for 24 hours.

A child absent with a communicable disease may return with their physician's written clearance attesting that such conditions are no longer contagious. Some examples of communicable diseases are:

Chickenpox	Scabies
Conjunctivitis (pink eye)	Strep throat
Hand, foot and mouth	Whooping cough
Impetigo	Other (determined by a doctor)
Ringworm	

### **Epinephrine Injection (EpiPen® / Auvi-Q®)**

If an epinephrine injection is administered, the school will call for an ambulance to take the child immediately to an emergency room.

### **Pediculosis (head lice)**

Children who are found to have pediculosis will be sent home for treatment. Children will be checked before admittance to school. Children with resistant or recurrent head lice will be referred to a doctor for clearance.

### **Wounds**

All open wounds must be covered. If your child gets a splinter or other foreign object imbedded in their skin, the area will be washed with soap and water then covered and a parent will be notified. If the object is able to be easily removed then a teacher will remove the object, wash the area with soap and water and cover it.

### **Soiled Clothing**

Clothing that is soiled by urine or feces will be placed in a plastic bag and sent home that day for laundering.

When in question, please keep your child at home. The preschool is not a place for sick children. Please report all absences by leaving a recorded message at 595-4686. The office will inform the teachers that your child will be absent.

### **Health Alert**

A Health Alert notice will be posted in each class when a parent reports that their child has a communicable disease. This will alert families to be on the watch for these symptoms and to help stop the spread of these diseases.

### **Medication Policy**

- Medicine must be prescribed by a physician.
- All medicine must be clearly labeled by the pharmacist with your child's name, medication, dosage, and instructions.
- No over-the-counter medication will be administered without a physician's prescription.
- Medicine must be in its original container with the pharmacy label
- Prescription medication will be administered only if prescribed for your child. No medicine with someone else's name will be administered.
- Medicine given ONLY at lunch time.
- Medicine needs to go home DAILY.
- Dosing cups will be provided.
- Parents must complete an Administering Medication Request Form for each new medication.
- Always give medication DIRECTLY to the teacher. Never leave medicine on the counter, in your child's cubby, or anywhere within the children's reach.
- A medication box is available in the refrigerator for medicine needing to be kept cold.
- Children are not allowed to get their medicine. Teachers will administer all medication.
- These policies are to ensure your child's safety and will be enforced.

### **Medication Procedures**

- Parents must complete the Administering Medication Form.
- Only TEACHERS may administer medication.
- Medication must always be in a locked cabinet or the refrigerator out of the reach of children.
- Read the label carefully to ensure proper storage & any special instructions.

- Medication must be in the original container with pharmacist label, child's name, dosage and instructions.

Medication will be administered in private.

Administering Procedures

\_\_\_ Wash your hands.

\_\_\_ Check the child's name.

\_\_\_ Verify by asking the child, "What is your name?"

\_\_\_ Mark the dosage on the medicine cup with a permanent marker.

\_\_\_ Dispense the correct amount.

\_\_\_ Recheck child's name, dosage and pharmacist instruction.

\_\_\_ Have another teacher verify & witness.

\_\_\_ Administer medication and be sure all medication is taken.

\_\_\_ Return medication to the appropriate storage location.

\_\_\_ Sign medication record with the date and time medication was administered.

\_\_\_ Witness must countersign to verify a true and accurate account.

\_\_\_ Wash your hands.

**Queen Emma Preschool  
Administering Medication Request Form**

Name of Child: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

Phone No. of Physician \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Strength of Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_  
 oral/inhale

Period from: \_\_\_\_\_ to \_\_\_\_\_  
 Date Date

Possible Side Effects: \_\_\_\_\_

I hereby give permission for Queen Emma Preschool to administer the above-named medication to my child.

\_\_\_\_\_  
 Signature of Parent / Guardian Date

Date Administered	Time	Teacher Signature	Teacher Signature	

## Nutritional Guidelines

Queen Emma Preschool permits food to be brought in for breakfast, lunch or for special occasions such as birthdays, holidays or your child's last day of school. To encourage healthier dietary and dental habits, we request that food be nutritious and not excessively sweet or salty.

If you would like to share food with your child's class, please consult with the teachers in advance to discuss the date, time, and item you will be bringing. Then complete the Special Snack/Lunch Request Form and submit it to the teachers at least (2) weeks prior to the event. This will prevent any unnecessary preparation of snacks or lunches by our staff.

The following are suggested and popular choices:

2018-2019 Queen Emma Preschool

Parent-Student Handbook

Ice cream with fruit  
 Fruited muffins  
 Kid's meal with milk  
 Frozen treat with fruit  
 Frozen yogurt with fruit  
 Cheese and crackers

Cake with fruit  
 Jello with fruit  
 Crackers with fruit  
 Cookies with fruit  
 Yogurt with fruit

\*\*\* Please do not include any nuts, peanuts, mochi type items or items on our unacceptable list.

LUNCH MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Hamburger steak with gravy (1 patty) Rice (1/2 cup) Green beans (1/2 cup) Pineapple chunks (1/2 cup)	Spaghetti (1 cup) Tossed salad (1/2 cup) Banana (1/2 fruit)	Beef broccoli (1/2 cup) Rice (1/2 cup) Orange wedges (1/2 fruit)	BBQ chicken (1 1/2 oz.) Rice (1/2 cup) Corn (1/2 cup) Apple wedges (1/2 fruit)	Chicken noodle soup (1 cup) Tuna sandwich (1/2 sandwich) Celery sticks (1/2 cup) Apple wedges (1/2 fruit) String cheese (1/2 stick)
WEEK 2	Pan sushi with tuna and scrambled eggs (1 cup) Celery sticks (1/2 cup) Fruit cocktail (1/2 cup)	Sloppy Joe on bun (1 bun) Carrot sticks (1/2 cup) Banana (1/2 fruit)	Saimin (1 cup) Teriyaki meat (1 1/2 oz.) Celery sticks (1/2 cup) Orange wedges (1/2 fruit)	Ham omelet (1/2 cup) Rice (1/2 cup) Celery sticks (1/2 cup) Apple wedges (1/2 fruit)	Miso soup with tofu (1 cup) Ham and Cheese sandwich (1/2 sandwich) Carrot sticks (1/2 cup) Apple wedges (1/2 fruit)
WEEK 3	Chili (1/2 cup) Rice (1/2 cup) Carrot sticks (1/2 cup) Pear slices (1/2 cup)	Burrito with hamburger & cheese (1/2 - 6" piece) Tossed salad (1/2 cup) Banana (1/2 fruit)	Ham & Cheese sandwich (1/2 sandwich) Celery sticks (1/2 cup) Apple wedges (1/2 fruit)	Hamburger stew (1 cup) Rice (1/2 cup) Apple wedges (1/2 fruit)	Chicken long rice (1 cup) Rice (1/2 cup) Celery sticks (1/2 cup) Orange wedges (1/2 fruit)
WEEK 4	Meat balls (4 pieces) Rice (1/2 cup) Celery sticks (1/2 cup) Pear slices (1/2 cup)	Hamburger & macaroni (1 cup) Carrot sticks (1/2 cup) Banana (1/2 fruit)	Hamburger on Bun (1 bun) Celery sticks (1/2 cup) Apple wedges (1/2 fruit)	Shoyu chicken (1 1/2 oz.) Rice (1/2 cup) Broccoli (1/2 cup) Pineapple chunks (1/2 cup)	Miso soup with tofu (1 cup) Tuna sandwich (1/2 sandwich) String cheese (1/2 stick) Carrot sticks (1/2 cup) Apple wedges (1/2 fruit)
WEEK 5	Taco Salad (1 cup) Crackers (4 pieces) Peach slices (1/2 cup)	Burrito with hamburger & cheese (1/2 - 6" piece) Celery sticks (1/2 cup) Banana (1/2 fruit)	Yakisoba (1/2 cup) Hot dog (1/2 sliced) Apple wedges (1/2 fruit)	Hamburger Curry stew (1/2 cup) Rice (1/2 cup) Orange wedges (1/2 fruit)	Vegetable soup with beef (1 cup) Ham and Cheese sandwich (1/2 sandwich) Apple wedges (1/2 fruit)

1% Milk served with all meals

Parents to bring in fortified milk substitute and/or fortified juice for milk sensitive children

Seasonal fruits may be substituted

Brown rice served on rice days

Menu reviewed by a licensed nutritionist

Revised 9/18/2015

Special Snack/Lunch Request Form

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_ Time served: \_\_\_ morning \_\_\_ lunch \_\_\_ afternoon

Snack/Lunch items(s): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Forms available on the Family Boards in your child's class \*\*\*

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Special Snack/Lunch Request Form

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_ Time served: \_\_\_ morning \_\_\_ lunch \_\_\_ afternoon

Snack/Lunch items(s): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Forms available on the Family Boards in your child's class \*\*\*

-----  
Special Snack/Lunch Request Form

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_ Time served: \_\_\_ morning \_\_\_ lunch \_\_\_ afternoon

Snack/Lunch items(s): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Forms available on the Family Boards in your child's class \*\*\*

**Allergy Awareness**

Some children are allergic to many products that we use every day. Their bodies will react to allergens, some with fatal consequences. They cannot come in contact with the oils and residues that the other children might inadvertently leave on surfaces.

Therefore, Queen Emma Preschool is a peanut butter free environment.

Peanut butter will not be allowed on campus or at school functions. If your child eats a peanut product before coming to school, please be sure they brush their teeth and wash their hands with soap and water before they touch anything at school. The oils that they leave on any surface may cause a severe reaction to a child allergic to peanuts.

Please follow these simple rules:

- Food must be eaten only by the child who brings it. No sharing.
- Uneaten food will be discarded and not left in a child's cubby.
- You may apply ointments (sunscreen, insect repellent) to your child ONLY.

## Snacks and Lunch

Snacks are prepared and served in the morning and afternoon. Lunch is prepared daily on site according to current Department of Human Services standards which includes milk. The lunch menu and snacks are reviewed twice a year by a nutritionist. See lunch menu on the next page.

### **Approved List**

Beverages:

100% fruit juices, ice cream or frozen yogurt based fruit smoothies, plain milk or water.

Breads:

Apple, apricot, bagels without seeds or nuts, banana, bread pudding, bread sticks, cinnamon, pumpkin, zucchini, unfrosted cinnamon rolls and cornbread, English muffins, French toast, garlic, guava, herbed, plain or fruited pancakes, Portuguese sweet, raisin, scones, sourdough, taro, plain or cinnamon toast, waffles.

Cakes/Cupcakes/Muffins (unfrosted):

Angel food cake, apple, apricot, banana, blueberry, butter, bran, carrot, cherry, pumpkin, cinnamon, corn, cranberry, zucchini; chiffon, guava, gingerbread, Jell-O cakes with fruit, lemon, lime, peach, pineapple, prune, spice, strawberry, vanilla, white, yellow.

Cereals:

All unfrosted cereals, except those that have marshmallow pieces, nuts in their ingredients and/or chocolate.

Cookies/Bars:

Plain almond flavored cookies (no nut), animal, apple, plain butter, cinnamon, cornflake, cranberry, date, fig, plain gingerbread, gingersnaps, Graham Bears (without chocolate), all varieties of granola bars except ones with nuts, peanut butter and chocolate, oatmeal with or without raisins, peach, prune, raspberry.

Crackers:

All brands of cheese sandwich crackers, all varieties of Cheezits, cream crackers, Wheat Thins, all varieties of Goldfish, cinnamon or regular graham crackers, oyster crackers, all varieties of rice crackers or cakes, except chocolate, & peanut butter, all varieties of Ritz except peanut

butter, soda crackers, all brands of wheat crackers.

**Ethnic Foods:**

Guacamole, latkes, manju, musubi, nachos, saimin, somen salad, mild salsas, vegetable/meat tempura, haupia. No shellfish or oyster sauce.

**Frozen Treats:**

Fruit juice bars and ice cakes, all varieties of ice cream, popsicles, sherbet, sorbet, Gogurt and yogurt except chocolate & coffee flavors.

**Fruits:**

All fresh, canned, frozen or dried fruits (without sulfites)- apples, apricots, bananas, blueberries, cantaloupe, pitted cherries cut in half, cranberries, dates, figs, seedless grapes (must be cut in half), guavas, honeydew melon, jabon, kiwi, lychee, mango, mountain apples, nectarines, oranges, papayas, peaches, pears, pineapple, prunes, raisins (non-sulfite), raspberries, starfruit, strawberries, tangerines, or watermelon.

**Gelatin/Pudding:**

100% fruit juice based gelatin squares, all flavors of Jell-O accompanied with fruits. All flavors of pudding except chocolate and pistachio.

**Lunches (take-out):**

Eateries such as Burger King, Jack-in-the-Box, McDonald's, Taco Bell, Wendy's, or pizza restaurants. Substitute milk for the fruit punch. Exclude chocolate, peanut products, and ethnic foods with shellfish (including oyster sauce) which may be used in foods such as won ton, gaugee, lumpia, mandoo, or sushi.

**Pies:**

All-fruit and all-vegetable pies and custard pie. No cream, chocolate, and peanut butter pies.

**Vegetables and Dips:**

All vegetables such as artichokes, asparagus, beans, beets, bell peppers, broccoli, cabbage, carrots (sliced thin), cauliflower, celery, corn, lettuce, cucumbers, mushrooms, pitted olives, onions, pickles, potatoes, pumpkin, radishes, spinach, sprouts, squash, tomatoes, turnips, and zucchini served with or without yogurt, sour cream or mayonnaise-based dips; tuna, cream cheese or other spreads.

**Miscellaneous:**

All varieties of soft, spreadable, and hard cheese, trail mix without nuts or peanut butter, and party cereal mix.

**Unacceptable List:**

1. Peanut butter or nuts of any kind at all school functions
2. Chocolate or anything resembling chocolate

3. Frosting and sprinkles or anything resembling sprinkles, whipped topping
4. Candy, popcorn, pretzels, dried fruits with sulfites, chips
5. Seafood, shellfish, oyster sauce (noodles, gau gee, wonton, etc.)
6. Fruit roll ups, fun fruits, or anything resembling gummy snacks
7. Hot dogs (whole or sliced into rounds), raw peas, chunks of raw carrots, meat (larger than 1/2" pieces).
8. Mochi type items (mochi, gau, kulolo, bibinga, etc.)
9. Latex balloons
10. Toys smaller than 1 1/2" in diameter

Items considered unacceptable will be returned to you and not distributed or served.

Queen Emma Preschool is a peanut free environment!

**Food and Beverages Brought from Home**

All food and beverages brought from home must be labeled with your child's name and the date. If it must be kept cool, bring it in a bag with cold pack or place it in the refrigerator. Staff will supplement food prepared at school with food brought from home if necessary.

## Educational Program

### Educational Mission Statement

Queen Emma Preschool will provide a high-quality, developmentally appropriate curriculum with knowledgeable staff that offers quality adult/child interactions in a safe and nurturing environment.

### Educational Vision Statement

Queen Emma Preschool strives to:

- Provide a safe and nurturing environment;
- Offer high quality adult/child interactions;
- Honor and respect children;
- Provide a curriculum that is developmentally and age appropriate and provides a strong foundation for learning with equal emphasis on academic, social, emotional, physical, language, and creative development.
- Provide a rich environment for learning;
- Develop the child's positive self-concept and joy of learning;
- Encourage & welcome parent and family involvement;
- Nurture and support teachers in their teaching;
- Nurture and support teachers in their pursuit of professional excellence.

### Queen Emma Preschool Educational Philosophy

Queen Emma Preschool's philosophy is based on the developmental approach to learning. We feel that all areas of development are important in developing the "TOTAL CHILD." We focus our program on building a strong foundation for learning in all areas of development. Cognitive skills are very important, but they are so intertwined with the physical, social, and emotional skills.

Research shows that young children learn best through manipulation of materials and hands-on experiences which are planned by knowledgeable teachers. This learning may look like play, but it is play with a purpose.

In Early Childhood courses, we learned that playing is the work of children and that is how they learn. It is referred to as "PLERKING." Play is an active form of learning that unites the mind, body, and spirit. Play provides many opportunities to develop cognitive, social-emotional, and physical skills. Children learn best not by being told what to do but when their whole self is involved.

Through play children can see how new experiences are related to previous learning. Much of what we learn cannot be taught directly but must be put together in our own way through our own experiences (active rather than passive). Play encourages an attitude towards inventiveness

that contributes to being able to think up many ideas, new ways of doing things, and ways to solve problems.

Play allows children to develop skills for seeing something from another person's point of view, cooperating, helping and sharing, as well as for solving problems. They develop both leading and following behaviors, both of which they need to get along in the world.

Play enables children to learn about learning – through curiosity, invention, staying with a task, and so much more. Children's attention spans are amazingly long when they are interested. Children become interested in learning when they learn through play. They learn to like learning and become life-long learners.

Play provides many opportunities for acquiring these skills. Through play children learn to cooperate, learn vocabulary, concepts, self-confidence, motivation, and an awareness of the needs of others. These are just as important in learning to read as the ability to recognize letters and sounds.

At Queen Emma Preschool academic learning is playful and exploratory. Children contribute their own ideas, use their own problem-solving strategies and often pursue their own interests. Teachers are able to weave academic goals and objectives as they build on what children can do and challenge them to try new things.

Teachers know that high standards are important and that using play to build success is what is best for preschooler's. Therefore, play is the foundation for children's healthy development.

Both parents and teachers have an important role in fostering that development by how we interact and purposefully structure the environment for play to be a learning experience.

We respect children's "PLERKING" because we know how important it is in developing the "TOTAL CHILD." When school is a fun place and children are surrounded by caring, supportive, and knowledgeable adults the learning will happen!!! This is just the beginning of many years of learning.

## Curriculum

Recognizing the preschool years as the most significant time of your child's life, we focus our program on building a strong foundation for learning, rather than short term achievements such as by rote learning or memorization. Long term attitudes, values, and skills are forming through the child's experiences. Therefore, our greatest concern is the development of a positive self-concept and a joy of learning.

Queen Emma Preschool is open to all children. We do not screen them by test or interview. We accept each child at their own level of development then through an effective assessment process will progress from that point. Consequently, there may be a wide range of abilities in each classroom. This requires teachers to relate to children as individuals, so they may guide and encourage each child's growth to their greatest capacity.

In these early years children are not in competition with one another and comparisons made concerning their progress are often invalid. Academics are an important part of our program ranking equally with social, emotional, and physical development. A child's own interest is

often an indication of readiness for new challenges. Persistent encouragement and patience are essential from adults as well as recognizing when “not to push.”

Queen Emma Preschool seeks to prepare children to the fullest extent possible for their elementary school years. Children at Queen Emma Preschool may continue their education at St. Andrew’s Schools which offers a K-12 program for girls and a K-5 program for boys. Our graduates have gone on to do well in a wide variety of public and private schools, many with highly challenging and competitive programs. It is consistently reported that these children are well-rounded in their preparation for kindergarten, have confidence in themselves, and are eager to learn. Their experiences from Queen Emma Preschool have helped them make the adjustment to larger and more demanding environments.

St. Andrew’s Schools sets high academic standards from the first day of kindergarten, while providing a learning experience that focuses on the whole child. With caring, nurturing relationships as our cornerstone, students thrive in a safe environment that promotes the intellectual curiosity, social, emotional, physical and moral growth of each child. Through the guidance of our excellent faculty, our students are continually encouraged to “Strive for the Highest.”

A detailed description of the Lower School educational program is available in The Priory Lower School Curriculum Guide.

## Assessment

The assessment is an ongoing process, administered over time that evaluates the child’s intellectual, physical, social and emotional development. It is meant to be a natural extension of the classroom, evaluating the child’s real knowledge in the process of completing real activities. The purpose of the assessment is to collect the information necessary to make informed decisions about the child’s developmental and educational needs and use the information to set individual goals. An initial assessment is made within 3 months of the child’s entry into the program. A mid-year assessment is made to check the progress towards the goals set for each child.

Teachers may use informal assessments such as observational and work sampling techniques, anecdotal assessments which provide objective accounts of events or behaviors, and checklists which list skills or behaviors arranged by developmental domains. Families are also an integral part of the assessment process. Families are encouraged to share observations from home on an ongoing basis to provide teachers with a better understanding of a child’s development especially regarding behaviors not observed in the classroom setting.

Should it be necessary, the assessments also help teachers make informed decisions regarding arranging for developmental screening and referrals for diagnostic assessment.

A written assessment is recorded and shared with parents/guardians at two conferences held during the year. All assessment results are strictly confidential and are shared only with appropriate teaching staff and by written consent.

## Support Services

Queen Emma Preschool has retained the services of a psychologist to be available for testing, observing children and counseling parents and staff. His fees are included in the tuition. Other community services and resources may also be available.

## **Expectations of Behavior**

### **Guidance**

We provide a variety of interesting learning environments with plenty of opportunities for the children to make choices of what they would like to do and who they would like to play with. Our learning environments allow for experimenting, physical and quiet activities, opportunities to play alone or with a group of children and learning in all areas of development. This recognizes and respects the uniqueness of each individual child.

We set appropriate regular routines, are consistent with expectations, provide many choices, and give reminders and advance warnings before making transitions.

We are respectful of children by getting down to their eye level, making eye contact, and speaking softly when addressing them. We use positive words expressing what we want to see happen instead of describing negative behaviors such as, “We walk inside” or “We use gentle hands with our friends.” When dealing with conflicts we try to be fair and listen to both sides of those involved. We offer solutions that address the problem, but also offer a way for the child to find a comfortable solution. We might offer solutions like, “You can find a quiet space to calm down or I can choose one for you.”

If a child is unable to control his behavior, a brief time-out is given for the child to regain control and to think about his behavior. Time-out occurs only after other measures fail and is not used for punishment.

If a child is unable to gain control and requires more individual attention, a visit to the office with the director may be needed. If more individual time is needed, we may contact a parent.

## **Parent Participation and Involvement**

### **School Visits**

Visitors are welcome. If there is a special activity you would like to share with the children, please talk to your child’s teacher to schedule the activity. This invitation includes parents, grandparents, aunts, uncles, and all interested people. We welcome and encourage your participation. All visitors on campus MUST first sign in at the office and receive a visitor’s badge before proceeding to the classroom.

### **Volunteers**

Parents and others interested in supporting Queen Emma Preschool are encouraged to volunteer and participate. Orientation and specialized training will be provided. Those wishing to volunteer on a regular basis will be asked to complete a background clearance check.

Volunteers who work with children more than 40 hours per month will need a health assessment (not more than a year old) from a licensed health professional which includes:

- capacities and limitations for fulfilling the job
- TB clearance
- annual documentation from those who have increased risk of TB
- health assessment updated every two years

## Conferences

During the initial visits the parents, the child, and the teacher have an opportunity to get acquainted. Parents/guardians have a chance to ask the teachers questions. The parents will be able to share with the school information about their child and family by completing the “Getting to Know Your Child and Family” questionnaire. This information will be placed in the child’s file and used to enhance the environment and curriculum with respect to the families we serve.

Two additional conferences are also held during the year. A written assessment of the child’s intellectual, physical, social, and emotional development is recorded and shared with the parents during these conferences. All records are kept in a secure location.

## Conflict Resolution

When concerns or differences occur, you should go directly to the person, whether it is a teacher, director, or another parent to discuss the issue. The issue should be clarified in a way that shows respect for diversity among people and those involved should attempt to solve the matter. It is not proper or acceptable to discuss the issue with persons not directly involved.

If conversation with the person directly does not bring resolution, the concern should be discussed with the Director. If the conversation with the Director does not bring resolution, the concern should be discussed with the Head of School of St. Andrew’s Schools. The Head of St. Andrew’s Schools may arrange a meeting of all persons involved to discuss the issue

## QEP Parent Teacher Association (PTA)

The QEP Parent Teacher Association is open to parents, families, and staff of Queen Emma Preschool. Its purpose is to assist Queen Emma Preschool in fundraising events, building improvements, school maintenance, and special projects that are not curriculum related or are not otherwise covered by St. Andrew’s Schools.

### QEP PTA Events

1<sup>st</sup> General Meeting

2<sup>nd</sup> General Meeting

Snow Day

Family Fun Day

Campus Beautification

Teacher Appreciation Week

Yearbook Distribution

The purpose of the Parent-Teacher Fellowship (PTF) shall be to foster and promote the welfare of the school, students, and teachers. The PTF shall promote activities that will maintain and further develop team spirit and communication among members of the St. Andrew’s ‘ohana – which includes students, parents, faculty, administrators, and friends. The PTF will cooperate with the school by promoting excellence in education, fundraising, and involvement in community service. Current information on the PTF may be found on the school’s website.

2018-2019 Queen Emma Preschool

Parent-Student Handbook

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## Communications at St. Andrew's Schools

Clear communication and keeping our parents well informed is one of our top priorities. There are many ways to stay connected to St. Andrew's Schools and stay up to date about school news and activities. We have face-to-face, telephones in the office and in each classroom, by fax (595-3806), notices placed in your child's pocket or are posted on the Family Bulletin Boards, and Parent Communication Boxes in each class. It is especially important to check for notices daily, so you can keep abreast of all information and your child won't miss any activity or special event.

Several other communication opportunities are available. Please take advantage of these means of communicating with your child's teachers and staying informed of events:

- E-Newsletter (via email)
- Parent-Teacher Fellowship (PTF)
- Individual Notes
- School website at <http://www.standrewsschools.org>
- Online calendar

### Follow Us on Social Media

Below are some of the ways you can expect to hear from us throughout the year:

- The weekly Parent eNews - sent every Thursday while school is in session.
- Facebook—like us at [facebook.com/thinkstandrews](https://www.facebook.com/thinkstandrews)
- Twitter— follow us @thinkstandrews, @pioripride
- Instagram—follow us at [instagram.com/thinkstandrews](https://www.instagram.com/thinkstandrews)
- YouTube—watch us on <https://www.youtube.com/channel/UCFfMZIqfLNdMS87VmSwYgug>

## Confidentiality Statement

All information regarding your child is confidential, including assessment results and will be shared only with the child's parent, legal guardian, program personnel, or regulatory authorities. No information regarding a child will be released to anyone outside of the program without the specific written request of the parent or guardian (except in cases of abuse or neglect or an emergency arises).

### Photo Release

Parents will be asked to authorize the use and/or reproduction of photographs or videos taken by QEP staff and professionals. The pictures are used for school purposes only.

### The Media

All media inquiries should be directed to the Head of School and Director of Marketing and Communications. If any parent wishes to make a public statement, engage in an interview, or in any way communicate with the media in any manner having to do with, or referring to St.

Andrew's Schools, whether at the parent's or the media's instigation, all requests are to be referred to the Director of Marketing and Communications.

## Admission Procedures

Admission to St. Andrew's is based upon academic promise, achievement, and personal character. The online admission application can be found on our website at [www.standrewsschools.org/apply](http://www.standrewsschools.org/apply). For more information, contact the Admissions Office at 536-6102; the office is located on the first floor of Transfiguration Hall. Admissions inquiries are welcome throughout the year, but early application is recommended.

A \$50 non-refundable fee is required for each application. When notice of admission is given, a deposit is due that will be applied to the final month your child is enrolled at Queen Emma Preschool. If there is any increase in tuition, the balance owed would also be due the final month of enrollment. Upon date of entrance, the first month's tuition is due.

### Withdrawal from School

60 days advance notice must be given by parents prior to withdrawing of a child from the program.

The following academic and personal documentation is required of all applicants:

- Online admission application
- Birth certificate OR photo page of passport
- Parent Interview
- Tour of Queen Emma Preschool campus - bring applicant child

## Tuition Payment Guidelines

The \$970 tuition is to be paid on the 10<sup>th</sup> day of each month by Direct Payment. No refunds or deductions will be given for holidays, other school closures, or vacations. Children will not be admitted to the program after the 10<sup>th</sup> of the month if there are outstanding tuition fees due.

We appreciate that the vast majority of our families pay their tuition and other charges on a timely basis. This saves St. Andrew's Schools (The School) time and money that can be applied more beneficially to maintaining a quality education for our students. Should you have a situation which may cause you to pay your tuition late, please let the business office know as soon as possible. Accounting Manager, Roane Abe, can be reached at 808-536-6106.

## Supporting St. Andrew's Schools: Office of Institutional Advancement

The Office of Institutional Advancement at St. Andrew's Schools supports the school's mission and vision by establishing meaningful and long-lasting relationships with alumnae, parents, students, donors, stakeholders, and community members. The Advancement Office is

responsible for coordinating fundraising activities and community outreach to secure external resources from donors, private foundations, grants, special events, and other opportunities. In the Fall, the Office of Institutional Advancement asks the school's constituencies to consider making a donation to the Queen Emma Annual Fund, which supports the Schools' most urgent needs and to build excellence in the classrooms. Private donations to St. Andrew's Schools are essential because tuition only covers about 78% of the actual cost to educate each student, and the difference is covered by philanthropic support and partnerships. Gifts to the Queen Emma Annual Fund make it possible for St. Andrew's Schools' to continue to provide high-quality, personalized education, extracurricular activities and opportunities, financial aid/scholarships for merit and need, major facility improvements, and other contingencies.

Parents are an integral part of the school's philanthropic culture and are encouraged to make a gift to the Queen Emma Annual Fund, no matter the amount, to help the school achieve 100% giving participation. A high percentage giving rate allows the school to be eligible for private grants and gifts that it may not otherwise be able to receive. To be involved in the life of the school and witness the impact of their giving, parents are highly recommended to volunteer at school activities or special events throughout the year.

The Office of Institutional Advancement works closely in partnership with the Parent Teacher Fellowship (PTF) to promote a sense of 'ohana and community with the faculty, students, parents, and alumnae through a variety of activities and events. There are many ways to get involved and give back to St. Andrew's Schools throughout the year. Please see below, some of the opportunities to participate in doing good for our school:

#### **Queen Emma Annual Fund**

The Queen Emma Annual Fund is St. Andrew's Schools' top annual fundraising priority. Each year, all members of our community (parents, faculty, staff, trustees, alumnae, grandparents, and friends) are asked to make a gift to the Queen Emma Annual Fund, which is 100% tax deductible! Revenues raised through the Queen Emma Annual Fund ensure our school has all of the necessary resources to provide your child with an exceptional St. Andrew's education.

\*Please support St. Andrew's Schools by making a gift online at:

[www.standrewsschools.org/giving](http://www.standrewsschools.org/giving).

#### **Give Aloha – September 1 – 30**

Stretch your gift! Consider making your annual fund gift, or a portion of it, through the Foodland Give Aloha program. Foodland and Western Union will help stretch your dollar by matching a portion of your gift. During the month of September, you can make a gift to St Andrew's at any Foodland, Foodland Farms, or Sack N Save store. Use St. Andrew's Schools code: **77130** to donate. Be sure to submit your receipt to the Advancement Office to receive a tax-deductible letter for your gift.

#### **Home for the Holidays**

A festive fundraiser for St. Andrew's Schools is "Home for the Holidays." Guests enjoy an evening of holiday shopping, dining and music at an exclusive private residence. Vendors curate a variety of gift items for unique holiday shopping and handcrafted wreaths and decorated tabletop Christmas trees are also available. Mahalo to the Priory/Prep Dads and students who volunteer their talents to this event each year!

### **Queen Emma Ball**

Join us in honoring our past, celebrating our present, and aspiring toward our future with a wonderful evening of dining, entertainment, and aloha at our school's annual fundraising gala – the Queen Emma Ball. You can make a difference by volunteering or attending this highly anticipated annual fundraising event! Please contact the Advancement Office at (808) 532-2454 for information.

### **Volunteer for Special Events / Activities**

You can also support the school by giving of your valuable time. We greatly appreciate our volunteers to help with our annual special events, such as the Queen Emma Ball and Home for the Holidays. Please contact the Advancement Office at (808) 532-2454 for information on how to get involved.

### **Online Affiliate Programs**

Hawaiian Airlines – Earn HawaiianMiles for yourself and St. Andrew's Schools and **receive a 5% discount** on ticket purchases! This special offer is good on flights between Hawai'i and the mainland. In order to attain the discount and miles, go to [www.hawaiianair.com/affiliate](http://www.hawaiianair.com/affiliate) and enter **STANDREWS** to log in. This will take you to the Fare Discount page; among the discounts listed is the 5% discount on flights between Hawai'i and the mainland. Click "Book Now" to begin the booking process. You will be able to enter your HawaiianMiles account number during the booking process. St. Andrew's Schools will earn 1 mile for every \$1 booked through the affiliate site.

### **Priory Alumnae**

The Priory's alumnae support the school through participation in various school activities and special events, such as Ascension Day's Pa'ina Lunch, the Alumnae Pau Hana and Commencement. In addition, the Alumnae provide generous contributions of volunteer time and financial support to the school. For more information regarding Priory alumnae, please contact the Alumnae Office at (808) 532-2463 or at [alumnae@standrewsschools.org](mailto:alumnae@standrewsschools.org).

The Office of Institutional Advancement welcomes visitors between 7:30 am - 4:30 pm, Monday through Friday, in Centennial Hall 100. If you would like to make a difference at St. Andrew's Schools, please contact Jennifer Burke, Director of Institutional Advancement, at (808) 532-2441 or [jburke@standrewsschools.org](mailto:jburke@standrewsschools.org).

## **Governance**

### **Board of Trustees**

Chairperson, Ms. Patty Foley

St. Andrew's Schools is an independent organization and, as such, is governed by a Board of Trustees. The Diocesan Council of the Episcopal Church in Hawai'i elects the Board members. The Priory is incorporated under the laws of the State of Hawai'i as a 501(c)3 non-profit corporation.

**The responsibilities of the Board of Trustees include the following:**

- Establishing policies consistent with The Schools' mission

- Acting as a steward of The Schools' resources
- Serving as fiduciary of The Schools
- Selecting and supporting the Head of School

**The basic principles that apply to the Board's role as a governing authority:**

- The Board sets policy; the administration implements policy.
- The Board acts as a whole; individual trustees do not become involved in management, personnel, or curriculum issues.
- The Board actively supports and communicates the mission of the Schools to the community.

**Members of the Board of Trustees may include the following:**

- Friends of the Schools
- Past and current parents
- Alumnae

## Leadership Team

### **Head of School, Dr. Ruth R. Fletcher**

The Head of School is selected by the Board of Trustees and is the professional, institutional, and educational leader of The Schools. The Head of School is authorized to oversee all administrators, faculty, and staff of The Schools, and may delegate elements of authority and responsibility to other administrators.

### **Chief Financial Officer, Mr. Mike Curtis**

The Chief Financial Officer is responsible for the non-academic administrative and operational management of the Schools, including budgeting, fiscal and accounting matters, facilities planning and maintenance, and direct supervision of the business office personnel.

### **Director of Admissions, Mrs. Stephanie Jones**

The Director of Admissions is responsible for planning and coordinating recruitment, selection, retention, and admissions activities at the Schools; and works with the Chief Financial Officer, Head of School, and Board of Trustees to determine enrollment and financial aid policies and procedures. The Director coordinates financial aid and merit scholarship programs and works closely with the Director of Marketing and Communications on advertising.

### **Director of Institutional Advancement and Community Relations, Ms. Jennifer Burke**

The Director of Institutional Advancement coordinates the development activities and alumnae programs of the Office of Institutional Advancement. Development activities include the annual fund campaign, special events fundraising, planned giving programs, endowments, corporate and foundation giving, and grant requests. Alumnae programs include class reunions and other group events.

### **Director of Marketing and Communications, Ms. Mercedes Maskalik**

The Director of Marketing and Communications is responsible for the planning, development and implementation of all of the School's marketing strategies, communications, and public

relations activities, both external and internal. The Director coordinates with the admissions, advancement, and the academic offices on the editorial direction, design, production and distribution of all School's publications and messaging at both the strategic and tactical level.

**Director of Educational Programs, Ms. Sophie Halliday**

The Director of Educational Programs oversees the overall educational programs of the school, collaborating with the principals to ensure that the mission and vision of St Andrew's Schools is lived daily in our student life and academic programs.

**Director of Queen Emma Preschool, Mrs. Susan Okoga**

The Director of Queen Emma Preschool is responsible for the overall operation of the preschool, and also directs its admissions, finances, facilities, staffing and personnel matters, and parent and community relations in accordance with the policies and plans established by the Board of Trustees.

**Lower School Principal, Mrs. Ka'ipolani Bailey-Walsh**

The Lower School Principal is a visible presence of the Lower School, responsible for its day-to-day operations. She ensures the quality of the curriculum and instruction of the Lower School, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

**Upper School Principal, Ms. Nichole Fields**

The Upper School Principal is a visible presence of the Middle and High School, responsible for the day-to-day operations of the Upper School. She ensures the quality of the curriculum and instruction of the Upper School, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

**Principal of The Prep, Dr. Winston Sakurai**

The Principal of The Prep is a visible presence of the School, responsible for its day-to-day operations. He ensures the quality of the curriculum and instruction of The Prep, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

## **Statement of the Handbook**

This handbook provides parents and students with information regarding St. Andrew's Schools policies and services. This handbook supersedes any previously issued handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and St. Andrew's schools, nor do they create or confer any legal rights. St. Andrew's Schools needs to be flexible in order to keep pace with the changing laws and requirements affecting and applicable to the goals and operations of St. Andrew's Schools. Therefore, this handbook may be modified, suspended, or revoked at any time without notice and without taking into consideration custom or prior practices. Parents and guardians are encouraged to consult with the school's administration or faculty if they have any questions about this handbook, need an update, or need further clarification about a specific policy or rule. Please read through it carefully for its content and spirit. Please be familiar with all information contained in the handbook. The safety and well-being of your child on our campus is very important.

### **Non-Discrimination Policy**

Except for The Priory, which is open only to female students, and The Prep, which is open only to male students, St. Andrew's Schools does not discriminate on the basis of race, color, creed, nationality, or ethnic origin, gender, age, physical disabilities, or sexual orientation in its admissions policies, school programs, or employment practices.

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

It is this center's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

## Appendices

### Appendix I: Campus Directory

OFFICE	PHONE NUMBER
Main Switchboard	536-6102
Attendance/Health Office	532-2403
Security (will connect to Director or On-Duty Guards)	440-7411
Dennis Uniforms	396-9318
<b>Head of School's Office</b>	532-2414
<b>Educational Programs Office</b>	536-6104
Athletic Director	532-2461
Chaplain	532-2460
Director of College Counseling	532-2420
Director of Educational Programs	536-6104
Principal of The Prep	532-2444
Principal of The Priory Lower School	532-2444
Principal of The Priory Upper School	532-2444
Queen Emma Preschool	595-4686
Registrar	532-2416
Lower School Library	532-2434
Queen Emma Library	532-2430
Technology Help Desk	524-3234
<b>Ancillary Programs</b>	

2018-2019 Queen Emma Preschool

Parent-Student Handbook

<b>After School Program</b> After School Care/Lion's Den	Registration: 532-2464 Drop-In's: 532-2444 After School Program Director: 532-2421
Camps and Summer Programs	532-2464
<b>Business Office</b>	
Accounts Receivable/Tuition	536-6106
Chief Financial Officer	532-2406
<b>Admissions Office</b>	536-6102
<b>Institutional Advancement &amp; Community Relations Office</b>	532-2454
Director of Institutional Advancement & Community Relations	532-2441
Alumnae Office	532-2463
<b>Marketing and Communications Office</b>	532-2458

## Appendix II: Faculty Credentials

<b>Last Name</b>	<b>First Name</b>	<b>Education</b>
Yamasaki	Faye	<b>BE, Elementary Education</b> University of Hawaii <b>MLS, Library &amp; Information Science</b> University of Hawaii
Matsumoto	Misha	<b>BA, History</b> Hawaii Pacific University <b>MA, American History</b> University of Hawaii <b>MEd, HAIS Private School Leadership</b> University of Hawaii ( <i>Expected 07/19</i> )
Hirasuna	Ai	<b>BS, Biology</b> <b>English Minor</b> University of California, Los Angeles <b>MA, Teaching Secondary Education, Science</b> Chaminade University <b>Hawaii State Teaching License</b>
Schick	Marlene	<b>BE, Elementary Education</b> University of Hawaii <b>MEd, Early Childhood Education</b> University of Hawaii
Lum	Heather	<b>BA, Russia</b> Middlebury College <b>MA, Russia</b> Middlebury College
McInerney	Daniel	<b>BS, Natural Science</b> Loyola Marymount University <b>State Teaching Credential</b>
Koseki	Judy	<b>BA, Child Psychology</b>

2018-2019 Queen Emma Preschool

Parent-Student Handbook

Claremont Colleges: Pitzer

**MEd, Elementary Education**

Chaminade University

Mary Ellen Williams **BA, Studio Art**  
Smith College  
**MBA, Business**  
Simmons College Graduate School of Management

Fletcher Ruth **BS, Biology and Geology**  
University of Delaware  
**MS, Geology and Paleontology**  
University of Delaware  
**Ph.D., Geology, Paleoceanography**  
**MEd, Education**  
University of Hawaii

Kilbey Missy **K-12 Kinesiology and Physical Education Specialist**  
Buena Vista University  
**Certified Athletic Administrator**

Zane Michele **BE, Elementary Education K-6**  
University of Hawaii  
**MEd, Curriculum**  
University of Hawaii

Asai Maya **Secondary Education Specializing in Japanese**  
University of Hawaii

Wyrick Todd **BA, History**  
Pacific University  
**MDiv, Theology**  
The Iliff School of Theology  
**Certificate in TEOSL**

Santiago-Cordero Nydia **BA, Spanish**

		University of Science and Arts of Oklahoma <b>MA, European Languages and Literature-Spanish</b> University of Hawaii <b>MEd, Educational Foundations Private School Leadership</b> University of Hawaii
Watson	Caitlin	<b>BA, Psychology</b> Howard University <b>MEd, School Counseling</b> City University of Seattle
Behrendt	Julia	<b>BS, Elementary Education</b> University of Wisconsin Stevens Point
Wengronowitz	Tara	<b>BA, English and Communications</b> Boston College <b>MEd, Educational Foundations (<i>Expected Spring 2019</i>)</b> University of Hawaii
Turano	Brian	<b>BS, Microbiology</b> University of Rhode Island <b>Ph. D., Genetics and Molecular Biology</b> University of Hawaii
Oyama-Haugen	Nora	<b>BA, Music</b> Whitman College <b>Professional Diploma, Secondary Music Education</b> University of Hawaii <b>Professional Diploma in Elementary Education</b> University of Hawaii
Pasalo	Annalise	<b>BA, Asian Studies</b> University of Hawaii <b>Master of Divinity</b> Virginia Theological Seminary
Hamura	Jay	<b>BEd, Secondary Biology</b>

2018-2019 Queen Emma Preschool

Parent-Student Handbook

University of Hawaii

Saban	Yasmin	<b>BA, Pure and Applied Mathematics</b> Concordia University <b>MEd, Educational Technology</b> University of Hawaii <b>Ph. D., Educational Technology</b> University of Hawaii
Cabalo	Lanaly	<b>BA, Journalism</b> University of Hawaii <b>MEd, Special Education</b> University of Hawaii <b>Hawaii State Teaching License</b>
Uyehara	Chad	<b>BMus, Violin Performance</b> University of Hawaii <b>BA, French (History Minor)</b> University of Hawaii <b>MMus, Viola Performance</b> Northwestern University <b>MMus, Music Education</b> Northwestern University
Kusunoki	Aggy	<b>BA, Anthropology</b> Miami University <b>MA, Anthropology</b> University of Hawaii <b>Hawaiian Language Certificate</b> University of Hawaii
Luong	Mai	<b>BS, Molecular Biology and Biochemistry</b> Middlebury College <b>Ph.D., Cell Biology</b> University of Massachusetts Graduate School of Biomedical Sciences
Hudson	Stephanie	<b>BS, English and Secondary Education</b> Boston University

2018-2019 Queen Emma Preschool

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Parent-Student Handbook

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Mochizuki	Elizabeth	<b>BA, Business</b> Chaminade University <b>MEd, Leadership in Instructional Education</b> Chaminade University
Devine-Sherman	Deborah	<b>BS, Nursing</b> George Mason University
Shintaku	Debbie	<b>BEd, Elementary Education and Language Arts</b> University of Hawaii <b>MEd, Curriculum Studies</b> University of Hawaii <b>Professional Designation in Systems Analysis</b> UCLA Extension
Donathan	Alethia	<b>BSBA, Marketing</b> Hawaii Pacific University <b>Master Lampworker</b> Abate Zanetti Murano School of Glass
Zane	Michele	<b>BEd, Elementary Education</b> University of Hawaii <b>MEd, Curriculum Studies</b> University of Hawaii
Halliday	Sophie	<b>BA, Political Sciences and Economics</b> University of Washington <b>MA, Politics</b> Princeton University <b>Certificate in Instructional Design</b> Chaminade University
Rickman II	Michael	<b>BA, Sign Language Interpreting and American Sign Language Deaf Studies</b> Maryville College <b>MA, Education of the Deaf and Hard of Hearing</b>

2018-2019 Queen Emma Preschool

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Parent-Student Handbook

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University of Tennessee-Knoxville

**MEd, Elementary Education**

Hawaii Pacific University

*As of July 2018*





# ST ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

224 Queen Emma Square  
Honolulu, Hawai'i 96813  
P: 808 536 6102

[info@StAndrewsSchools.org](mailto:info@StAndrewsSchools.org)

[StAndrewsSchools.org](http://StAndrewsSchools.org)