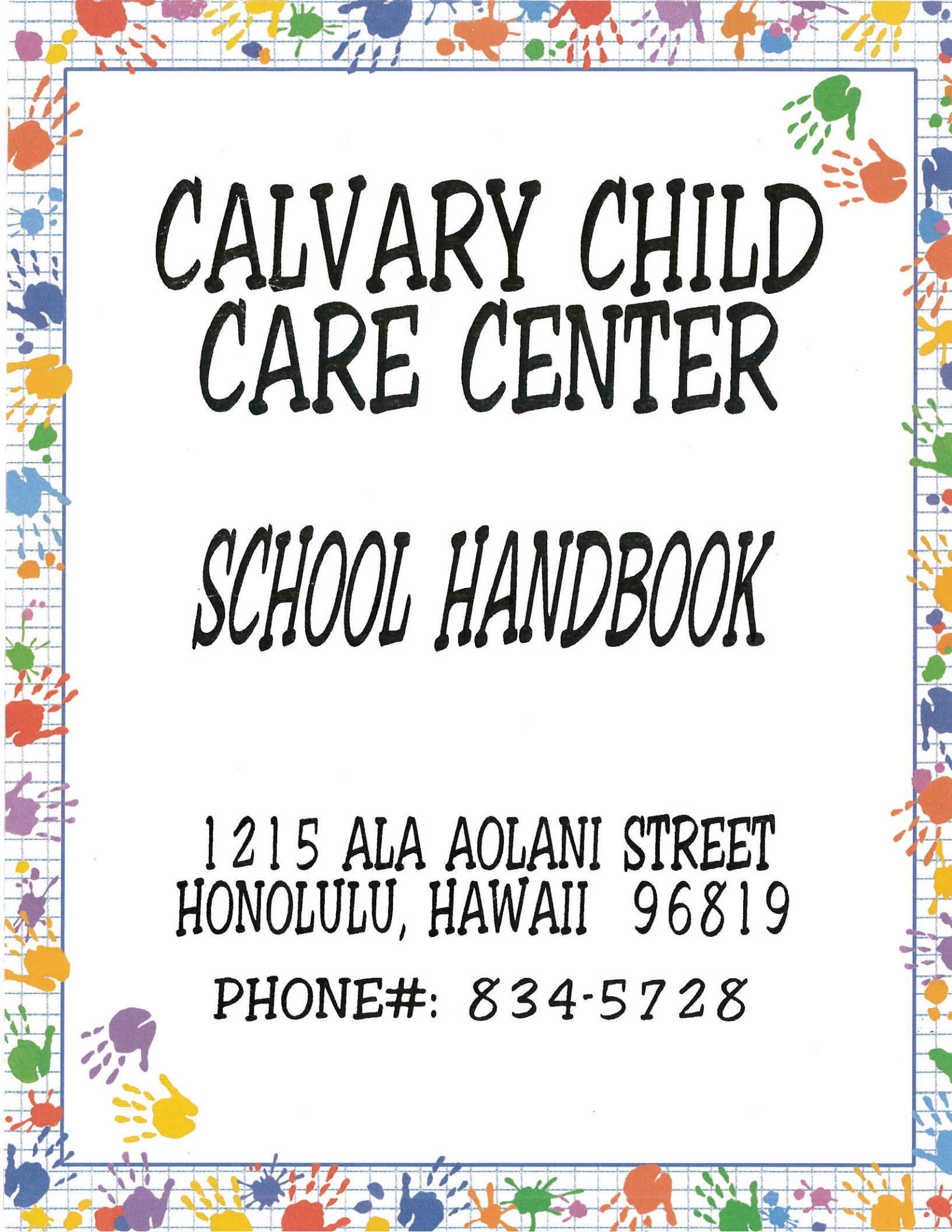




CALVARY CHILD CARE CENTER

SCHOOL HANDBOOK

1215 ALA AOLANI STREET
HONOLULU, HAWAII 96819

PHONE#: 834-5728

CALVARY CHILD CARE CENTER HANDBOOK

Calvary Child Care Center (CCCC) exists as an outreach of Calvary United Pentecostal Church. We are licensed by the state of Hawaii to provide childcare for a maximum of 49 children. We are committed to providing quality Christian education to children, over 2 years of age and under 6 years of age.

MISSION STATEMENT

Calvary Child Care Center (CCCC) firmly believes that children need to grow spiritually, emotionally, socially, intellectually and physically. We strive to provide quality early childhood education for children in a safe and nurturing environment. CCCC recognizes that each child is unique and we promote developmentally appropriate activities to allow children to learn, explore and create.

APPLICATION / ENROLLMENT

Enrollment is conducted on a first-come first-served basis. Applications are accepted throughout the year until classes are filled. If full, you may ask to be placed on our waiting list.

Enrollment is open to all students whose needs can be accommodated without altering the programs/services typically provided by the school and staff. However, we do welcome outside agencies to use our facilities to work with children in need of additional support services. (Ex: speech or occupational therapy, IEP meetings, etc.) Scheduling should be done through the director.

It is our 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. (Addendum 11/12/14)

Parents must disclose any health or educational needs that their child may have which require special considerations and accommodations. This includes, but is not limited to, Autism, ADD (Attention Deficit Disorder) or ADHD (Attention Deficit Hyperactivity Disorder), developmental delays, processing disorders, hearing or vision impairments and medical conditions which may or may not be communicable through incidental contact which occurs normally in a school setting.

Calvary Child Care Center (CCCC) does not deny admission to any child because of race, religion, color, national or ethnic origin.

PRIOR TO YOUR CHILD'S FIRST DAY OF SCHOOL, THE FOLLOWING IS REQUIRED:

- Copy of birth certificate
- Form 14 (health record) from child's physician- including physical (within 1 year of start) and immunizations –(shot record)
- Early childhood Pre-K health record supplement- filled out by Dr. (attached to registration packet)

- Tuberculosis (TB) Clearance (a signed risk assessment form from your Dr. will be allowed- ONLY in addition to having at least 1 actual T.B. screening/shot on record)
- Completion of Registration packet and all appropriate forms / signed and dated
- Payment of Non-refundable \$40 registration fee (to be turned in with forms above)
- Payment of 1st months tuition (on or before child's first day of school)
- Photo release form

3 WEEKS PRIOR TO YOUR CHILD'S START DATE

- **Payment of Non-refundable deposit = one (1) months tuition. (The deposit is applied to child's last month of school- with one (1) month prior written & verbal notice)**

TUITION

Tuition is based on a twelve (12) payment plan (paid monthly) for each school year and includes holidays & breaks. Tuition is as follows:

- Two (2-3) year old program :
current payment of \$710 per month
- Three (3-4), Four (4-5) year old program:
current payment of \$665 per month

No refunds and/or credits are given for absences, vacations, emergency closures or holidays. Parents wanting to take their child out of school for vacations/sibling breaks are still responsible to pay for tuition for the time they are away to hold their space.

If you are a member of Calvary United Pentecostal Church, your child may qualify to receive a discount on tuition. Please speak to the director to find out more.

TUITION PAYMENT PLANS & LATE FEES:

- **For full/1x a month payments:**

Tuition is due and expected to be paid on the 1st of the month. A \$15 late fee will be added for tuition paid after the 1st.

- **For split/2xs a month payments:**

Tuition is due and expected to be paid on the 1st and the 15th of each month. A \$15 late fee will be added for tuition paid after the 1st and 15th.

IF A DUE DATE FALLS ON A WEEKEND OR A HOLIDAY, YOU MUST MAKE PAYMENT THE DAY BEFORE, OR YOU WILL BE CHARGED A \$15 LATE FEE.

Tuition and fees not paid by the last school day of the month, including any late fees, may result in immediate dismissal and loss of deposit. Re-enrollment will be on a space available

basis only after all past due amounts have been paid. Any past-due amount not paid after 30 days, will be sent to a collection agency.

ACCEPTED FORMS OF PAYMENT:

- ***CASH WILL NOT BE ACCEPTED for tuition.*** Money orders, cashier's checks or personal checks only.
- ***\$25.00 fee will be charged for returned checks. Payment of the defaulted amount must be by cashier's check, money order or other guaranteed non-cash form of payment.***

Personal checks will no longer be accepted after two (2) returned checks.

Receipts for payments made will be placed on our receipt board in the front room. Parents are responsible to check for and remove receipts monthly. Lost receipts and/or replaced receipts will be charged a \$2 cash fee per copy per receipt.

WITHDRAWAL FROM PRESCHOOL

- ***A written & verbal notice given one (1) month prior to a child's withdrawal is required and must be submitted to the director.***
- ***Upon notice, your paid deposit will be used toward your child's final month at CCCC. If there have been any changes in tuition fees since your child's enrollment, you will be responsible for payment of the balance due.***
- ***If notice is given less than (1) month prior to a child's withdrawal - the school will use the deposit toward the month lost. **NO REFUNDS!*****
- ***Children who are absent from the preschool for two weeks without prior notification will be dropped from the program. Tuition is due in full, the deposit will be used to cover payment.***
- ***Calvary Child Care Center reserves the right to dismiss or deny re-enrollment of any child.***

ABSENCES

- ***All children will be expected to attend school on a regular basis.***
- ***Parents / Caregivers will promptly notify the preschool, in person or by calling the school phone (PH# 834-5728) when their child/children are going to be absent. If a parent fails to notify the preschool of a prolonged absence the child will be dropped from the program after two (2) weeks.***
- ***Absences, holidays, school breaks and vacations will not be refunded, prorated or credited.***

A written statement from a physician must be obtained when a child has been absent for (2) or more days because of illness before returning to preschool.

PARENT/ TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled throughout the year as needed. Parents will receive periodic progress reports from teachers both verbally and/or by notes. If you desire a conference one can be scheduled. Conferences may also be scheduled by your child's teacher or director if there is a need to discuss behavior issues and challenges.

DISCLOSURE OF INFORMATION / CONFIDENTIALITY / CHILD ABUSE & NEGLECT

Unless we are ordered to do so by legal authorities (Ex. Department of Human Services, Department of Health, etc.), OR in case of emergency, no information regarding you or your child will be released to anyone outside of staff without the specific verbal and written consent of the parent/caregiver or legal guardian. In addition, if abuse or neglect is suspected, it will be reported to the proper authorities (Ex. Department of Social Services) as required by law in the State of Hawaii.

SIGN IN/ SIGN OUT

- A responsible adult (18 yrs or older) is required to bring the child into the preschool, sign him/her in and release child to staff before leaving.
- A responsible adult (18 yrs or older) is required to pick up the child, sign him/her out and notify the staff that the child is leaving.
- A child will be released to a person only if: Parent/caregiver informs us during drop off or by phone and authorizes it. They must have proper I.D. and must be on the authorized pick up list in child's file.
- If you would like someone who is not on your current list to pick up your child- you will need to alert the staff and add their information to your child's file.
- A copy of any court decision regarding your child must be given to director and put in file. The Director must be given current information/copies about custody, visitation schedules or legal matters pertaining to the child. (Ex. a copy of custody agreement (visitation rights), TRO-temporary restraining order, etc.) If NO custody agreement is available, until court documents are produced and custody is established, the parent that enrolls the child is considered the decision maker. They are responsible for tuition payments and any changes to drop off/pick up, authorized pick up, etc. and any decisions that need to be made concerning their child while attending CCCC. Once we receive final legal documentation CCCC will work with families to follow court orders.
- **No visitors** will be allowed without the consent of the child's parents/caregivers or legal guardians of child. Please keep staff informed of any concerns regarding unannounced visitors who may try to pick up or visit your child without consent.

All of the above measures are to ensure the safety and well being of your child and our staff.

TWO & EARLY THREE-YEAR OLD PROGRAM

Children must be two (2) years old to enroll. Your child does not need to be toilet trained, but should be in the process upon entering. You must provide "pull ups"/ underwear. **NO DIAPERS.** Staff will be working with you as a "team" to toilet train your child. It is important that you follow through at home; doing so will make the process easier on you, your child and our staff.

We also ask parents to bring water bottles/sipper cups to school. **NO nursing bottles or pacifiers.** Staff will be helping children learn to feed themselves during snack/lunch and to drink from a cup. We appreciate your cooperation as we transition your child from home care to school.

The ratio for this class is 1 staff member to 8 children.

THREE & EARLY FOUR YEAR OLD PROGRAM

Children must reach the age of four (4) years old by July 31 of that school year to enter class.

The ratio for this class is 1 staff member to 12 children.

OLDER FOUR & FIVE YEAR OLD PROGRAM (PRE-K) KINDERGARTEN PREP

Children must reach the age of (5) years old by July 31st of that school year before entering class. *The ratio for this class is 1 staff member to 14 children.*

CURRICULUM / ACTIVITIES

CCCC's curriculum (A-BEKA) and activities are Christian based and planned according to the developmental levels of the children enrolled. We provide worksheets as part of our curriculum to help to learn concepts in preparation for Kindergarten. As Early Childhood Educators, we know that children learn most by doing things "hands on" and through play, so we also provide a stimulating learning environment. Our front room and each classroom is set up into shared and rotated learning centers which include: dramatic play, discovery, reading, puzzles, art, blocks and manipulative toys.

Our curriculum includes experiences for literacy development, language, phonics, bible stories/scriptures, early number concepts, music, physical education (motor skills), arts/crafts, socialization, health/nutrition, and social studies (learning about their world).

In ALL three classes, homework is sent home twice a week. Parents are encouraged to sit with your child as they complete short assignments, which usually will include a review of the letter or number of the week, or a new concept we are learning in class.

There is a class hands on curriculum / book fee charge for each class.

Two (2) year old program \$30

Three (3) year old program \$40

Four (4) year old program \$50

FUNDRAISING

CCCC may hold at least one annual fundraiser campaign during the school year. However it will not be a financial hardship on families.

HOURS OF OPERATION / HOLIDAYS

CCCC's hours of operation are from 6:30 am to 5:30 pm, Monday through Friday. Please see our attached list of holidays, breaks and closures. This is a tentative schedule which is subject to change. Parents/Caregivers will be notified of any changes or additional dates.

LATE PICK-UP FEES

For any child who remains after 5:30 pm, parents will be charged \$1.00 per minute. Please make sure you or your designated pick up person are prompt. If you know you will be late, contact the school immediately to let staff know you are on your way or to authorize a pick up person to pick up in your place. Payment is due in cash upon pick up or no later than the next day. Payments not made on time or will be subject to additional late charges. Chronic tardiness may result in suspension or dismissal. If we cannot contact you after several attempts, CPS will be called.

PHONE CALLS

If you need to contact us for any reason, Calvary Child Care Center's (CCCC's) phone number is **834-5728**. If there is no answer and immediate attention is needed or in an emergency, do not leave a message- please call again. If we can get back to you later, when the service picks up, please leave your name, your child's name, your message and your contact phone number. We will return your call as soon as possible.

TRANSPORTATION

We do not provide daily transportation to and from the school. For field trips ONLY, we will use a chartered bus service from the school to the location and back.

FIELD TRIPS / IN TRIPS & ACTIVITY DAYS

Field trips/In trips and activity days are scheduled for @ two (2) times each month. A field trip permission and liability statement form must be signed to authorize your child's participation and will cover all field trips/activities while your child is enrolled. This is a tentative schedule subject to change without notice.

A non-refundable comprehensive fee of:

\$100 is required for school months (Sept.-May) due by the last week of August each year

\$0 is required for summer months (June, July & August). We have scheduled water play days in Our playground usually every other week, weather permitting.

- Notices and reminders of upcoming field trips/activities/events will be given @ 1-2 weeks prior. Notices will be written in our Calvary Cares monthly newsletter, posted on the white board/info board in the front room and clipped to your child's sign- in/sign- out box/clipboard. Please make sure you check these areas daily. If your child is absent, please call the school to make sure an event is not scheduled upon your child's return. Thank you.
- **For your child's safety, a school T-shirt and covered shoes are required.** For safety reasons children without above items will not be allowed to participate on the field trip. T-shirts are available for purchase from the Director for \$12 each preorder in Aug or for new students. If you should forget or lose your T-shirt during the year we will have a few extras available at regular price of \$15. **(2) shirts should be ordered during our preorder for back up.**
- Parents will need to bring their child to the preschool prior to the announced departure time. If your child arrives late they will not be allowed to stay at the preschool. The school will be closed- all staff will be on the field trip.
- Unless otherwise notified, students will need to bring a sack lunch with a drink included from home on field trip days, which means everything needs to be disposable. No personal water bottles/hydroflasks will be taken on trips.
- It is not mandatory for your child to attend all field trips/activities; therefore if you choose not to have your child attend or participate you will have to assume the responsibility and cost of making other arrangements for your child's care that day.

We welcome Parents/Caregivers along on field trips to spend a fun day with your child and to help us keep a watchful eye on the children. If you would like to join us, a week or so prior, sign up sheets will be posted in the front room. Depending on the field trip, there may be a limited amount of chaperones allowed to join us. In general 12 spots will be available per trip.

In order to participate on field trips, the State requires that a current copy of your TB clearance be on file with the school. **We are sorry but, siblings and/or other children are not allowed on field trips.** Parents will be responsible for any bus and/or admission fees and they should be paid no later than the day prior to field trip. Exact change is appreciated!

DISCIPLINE PROBLEMS

Students enrolled at CCCC are in their early stages of development. It is the school's expectation that its students learn to interact properly with others. For many children, CCCC is their first exposure to a structured environment with other children. The staff will work with students in acquiring proper behavior and to correct inappropriate behavior. Classroom rules are reviewed with students at the start of school and reinforced throughout the year.

Staff is instructed to inform parents of students who exhibit behavior problems in the classroom, verbally and/or by note. The partnership between home and school is important and necessary in helping a student adjust to school and become a contributing member of the class. The Director is informed of any significant behavioral problems which cannot be corrected in a reasonable amount of time. This includes, but is not limited to, physical aggression (toward a child or staff) and continual noncompliance to verbal instruction. The CCCC School Board and parents/caregivers are informed of all significant behavioral incidents, particularly when an injury results.

When a student's behavior continues to disrupt the orderly conduct of classroom instruction consequences for such incidents include:

- **Verbal warning** and/or redirection to another activity
- **Time Out** - the student is removed from the group for thinking time. The length of time varies according to the age of the child (Ex. 2 years old, 2 min., 3 years old 3 min. etc.) *Time out begins when child is calm.* A timer is used, when the timer beeps/rings they are allowed to get out of time out and the teacher will talk to them. The time out area is in plain view of the staff member in charge.
- **Loss of Privilege** (Ex. choice of toy or area of play, etc.)
- **Sent to the office**- the student is removed from class and brought to the office for time out. The student is counseled by the Director. Parents may be called.
- **Suspension from school**- In extreme incidents, a student may be sent home from school for the remainder of the day or depending on the situation, the possibility of one or more days. This usually involves repeated misconduct, aggressive physical behavior toward a child or staff member, or total disregard for authority.

Approval by the CCCC School Board is required to involuntarily disenroll a student for a significant behavior problem. The Director will provide recommendations in each case. The Director may suspend a child from school on an interim basis until the School Board is able to act on the recommendation for disenrollment.

DISENROLLMENT

The CCCC School Board, following consultation with the Director, may involuntarily disenroll a student for any reason, including but not limited to the students' continued misconduct, the student's special learning needs which cannot be met by the school, and/or due to the student's medical requirements.

MEALS

Breakfast:

You are welcome to bring your child breakfast from home in the morning for early drop offs between 6:30-8:00 am. We have a table set up in the front room. Parents are responsible to set up and heat up (using our microwaves are o.k.) before you leave. Staff is limited in the mornings and our focus needs to be on the children. Please make sure if you choose to do this that you give your self enough time. THANK YOU.

Snack:

Daily, the school provides a nutritious morning and afternoon snack with milk/juice for each child. We encourage and offer your child snack to try new things/tastes and ask that they at least taste it before refusing it.

Allergies:

You must notify the director about any specific allergies your child may have. (Ex: eggs, milk, peanuts, seafood, etc.) We will accommodate by making substitutions for your child with other snack items we have available. In extreme cases, if your child has several and/or specific allergies that we cannot accommodate, you may be asked to provide snacks or drinks from home for your child.

Lunch:

Parents provide lunch, snack(s) and a drink. Daily, lunch must be brought in a labeled lunch box or bag unless otherwise notified. (Ex: Birthday party or farewell lunch provided by a parent, a holiday celebration/potluck at school, etc.)

We are able to heat up lunches in the microwave. Unfortunately, our refrigerator/freezer space is very limited. If your child's lunch needs to be kept cold, we ask that you please put it in a lunch container with ice packs. This allows it to be kept cool on the shelves in the lunchroom. If your child needs a plate, bowl or eating utensil for his/her lunch, please remember to pack one with your child's lunch. **NO SODA, CAFFINATED OR SPORTS DRINKS, CANDY OR CHOCOLATES.**

If you forget your child's lunch by accident and do not have time during your morning to go back home or to bring a lunch in later during our lunchtime (11 am for 2's & 3's) and (@ 11:15/11:30 am for 4's & 5's). Emergency back-up lunches may be purchased from the school for a \$5.00 fee. These lunches are provided as a helpful service- and are not meant for daily use. This includes main meal item, snack and drink.

NAPTIME

Naptimes are between the hours of 12:00 noon- 2:30 pm. Naptime items will be listed on our school supply list. A copy will be given when your child registers for school.

Parents are responsible for taking children's bedding home at the end of the week, (Friday) to wash and return at the beginning of the following week. (Monday)

Children, who wet or soil their blankets during nap, must bring a fresh blanket / extra set of clothes the following day. We have a few extra blankets available at school for children to borrow if forgotten. Please make sure to bring in your child's blanket the following day.

PERSONAL ITEMS AT PRESCHOOL

Children are **NOT** allowed to bring toys and items from home to school. We have had many incidents where items got lost, taken home by another child or broken, thrown over the fence or become a distraction during class time.

Items include but are not limited to: any toys in general, jewelry, money, sunglasses, hats, cards, purses, Barbie's, lip gloss/makeup, gum, candy, etc. *(exception is made only- for a blanket or "huggy" that a child has for comfort or for planned show and tell days in class)*

If items are brought to school-teacher will give to parents to take home immediately, or if found in pockets, cubbies or backpack, will be removed for the day and returned to parents when child is picked up. Please help us to enforce this rule. *We will not be responsible for broken, lost or stolen items...*

HOME AND SCHOOL COMMUNICATION

You are your child's first teacher and we want to partner with you to make his/her preschool experience a wonderful one. In order to do this we ask:

Please keep us informed about significant events and / or changes going on in your child's life. (EX: new baby on the way, death in the family, illness, upcoming vacation or family visiting, etc.) If we are aware of your child's excitement and / or anxiety, we will be better able to help and/or encourage your child.

If you have any concerns about your child, please feel free to talk to your child's teacher or the Director. CCCC staff is here to lend support, answer questions or discuss the needs of your child.

To keep you informed of school happenings, a newsletter will be sent home once a month. It will include upcoming information such as helpful parent articles, field trips / activities, birthdays, holidays / closures, etc.

Parent involvement:

In order to make our program a success, we need your involvement and support!! If you have any special talents or hobbies you would like to share with parents and children, please let us know. Join us as a chaperone for a field trip, be a special speaker, come in and read a story to the class, or feel free to participate as a helper in your child's classroom. We welcome and encourage parent participation as much as possible.

SCHOOL ATTIRE/ CLOTHING

For your child's safety, children are EXPECTED to wear covered shoes daily.

Dress your child in clothing that is comfortable, washable and allows for self- dressing. Please do not dress your child in any article of clothing that you would not like ruined. Children may get wet and / or dirty. For cold and rainy days, you may bring a jacket or a sweater.

We ask that children NOT be sent to school with clothes too big or too small for them, NO belts, NO pants with too many or difficult buttons, snaps, zippers, NO overalls, and NO onesies. These items may interfere with learning independence skills, during toileting and movement/play.

No jewelry (Ex: necklaces, bracelets, rings, etc.) Earrings are allowed, but they must be studs only, no loops or hanging off the ears.

MEDICAL POLICIES

- In the event of a medical emergency or sickness, help will be sought immediately for the child and parents will be notified. Each child must have a completed Medical emergency form on file. **Contact numbers must be kept up to date; you are required to inform us of any changes. (EX: work phone, cell phone, emergency pick up info)**

First Aid

- First aid will be given immediately for minor accidents / injuries. An "ouch" note will be written and sent home- parents need to read, sign, and return-The white copy is to keep for your records and the signed colored copy will be kept in your child's file at CCCC.

Illness

- **Children who have the following symptoms should be kept home & if morning staff should notice any of these during drop off your child will not be admitted to school:**

Severe sore throat, earache, acute cold, swollen glands, fever of 100 degrees OR higher, headache, flushed skin, chills, heavy coughing, impetigo, diarrhea, red- discharging eyes, listlessness, skin rashes, nausea, vomiting, body or head lice, ETC.

If a child becomes ill during the day, you will be notified. The child must be picked up as soon as possible. **Your child will not be allowed to return to school the next day.**

- **ALL CHILDREN NEED TO BE FEVER, VOMIT, DIARRHEA AND SYMPTOM FREE FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.**
- **ALL CHILDREN SENT HOME WITH ANY ILLNESS CONSIDERED CONTAGIOUS or are out (2) or more days due to illness, MUST SUBMIT A DOCTOR'S NOTE OF CLEARANCE UPON RETURN TO SCHOOL**

Medications:

Please do not send your child to school medicated to reduce fever. (EX: Tylenol, Motrin, etc.) Allow your child time to recover at home and keep sickness at school to a minimum.

- If your child is required to take prescribed medication, you must supply the CCCC staff with Doctor's written approval and instructions to administer the medicine. (school form in packet) The original container with the prescription label on the front is required, by the State of Hawaii, to be brought to school in order for the staff to administer the medication. **No exceptions.**
- No over the counter medicines will be administered.
- Parents should not put any kind of vitamins or medications in your child's school bag, lunch box or into child's drink container. All medications should be secured with CCCC staff.

INSURANCE COVERAGE

CCCC has liability insurance through *First Insurance Company*.

IN CASE OF EMERGENCY

In the event that Hawaii has an impending possibility of severe weather / storm conditions (Ex: hurricane, Tsunami, high winds, flooding, natural disaster) **OR a ballistic missile threat**, Calvary Child Care Center would like to ask that you take extra precautions for your child & family.

ALWAYS inform staff of any changes regarding your contact information (current phone numbers for cell & work, work or home address, etc.) and make sure to have a reliable, 18 years or older, back-up person to pick-up your child just in case you are unable to.

We also ask that if you plan on keeping your child at home for the day, to contact the school to let us know that your child will be absent.

It is also very important to sign your child in and out daily. In an emergency these lists are what we use to take count and to contact families.

Additional information below:

Dear Calvary Child Care Center Families,

It is important for you to be aware of the major disasters that we may have to face and the procedures we will follow should one of them affect us. Brochures/handouts are available online from the Civil Defense Agency to read & print for more information.

When I am on property, I will direct all emergency actions that need to be taken. In my absence, our lead teachers will be in charge.

A good rule of thumb regarding school closings is that if it is announced over the radio or on television that public schools are closing due to some severe weather or related event, we will in all likelihood be closed as well. Please call the school phone or check our Facebook page in the morning to confirm we are closed. We are sorry for any inconvenience this may cause, but emergency school closures are implemented for the safety of all staff and children who attend our school.

If the announcement should come during the course of the school day already in progress, we will remain open until all children have been picked up and school will be closed the following day and/or until the all clear is given. We ask that you pick up your child/ren as soon as possible, so staff may also pick up their children and return home to prepare.

JUST ADDED**In regards to the false Ballistic Missile threat alert on Saturday, Jan 13, 2018, If you receive a phone text, please follow instructions. The Hawaii Emergency Management Agency indicates that the safest response to a missile threat is to GET INSIDE, STAY INSIDE & STAY TUNED. In other words, find shelter and stay in place.

Just as in a DOE letter sent home to parents on Jan 16 for Hawaii public school students & families, in regard to the SHELTER IN PLACE POLICY, parents and guardians are advised to shelter in place where they are (i.e. home, work, etc.) and avoid picking up their children at school. While we understand it is extremely difficult to adhere to this advisement, please know that it is in the best interest of your children & our staff.

Additional information (guidance summary & frequently asked questions) from Hawaii State Department of Defense is attached to this handbook/revised emergency plan.

We will do everything possible to ensure your child/ren's safety in any event. We will continue to make modifications where necessary, and to improve overall readiness & effectiveness.

Sincerely,
Kathy Agbisit (Director) & CCCC Staff

EMERGENCY PLANS

FIRE:

1. Drills will be held at least once each month. The signal for a drill will be a hand held bell ringing or the actual sounding of the alarm device. Those who have difficulty walking or have other physical limitations will be excused from all drills. For those who can walk, we will leave in an orderly fashion according to the evacuation plan posted in the facility and, under staff supervision, proceed to the parking lot nearest the fence. After a short stay, we'll return to the facility.
2. In the event of an actual fire, our evacuation procedures and destination will be the same as for a drill and the staff will then assist any who may have difficulty walking or have other physical limitations in whatever means necessary to bring/get the child to a safe place with the other children.

3. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will stay in the parking lot evacuation area nearest the fence and you will be called to pick up your child/ren.

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 the 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 try to leave work or rush to the Center if a ***WATCH*** or ***WARNING*** is announced. We will take care of your child/ren 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 that 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:

Hurricane 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***.

1. 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.
2. Hurricane or Tropical Storm ***WARNINGS*** are issued when the storm effects could affect Oahu in 24 hours or less.
3. 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 the normal working day and should not inconvenience you, if you are at work.

EARTHQUAKE:

Should an earthquake of significant magnitude occur, we can anticipate possible damage to our facility, the loss of electrical power, telephones 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 in supported doorways. If outdoors, we will stay outdoors and move toward an open area away from power lines, tall buildings or trees. When the shaking stops we will treat any injuries and care for the children. I will evaluate the condition of the building and if it is sound, we will remain in place and wait for assistance. If the facility is damaged or may be damaged by an aftershock, we will go outdoors to an open area away from power lines, tall buildings, and trees until assistance arrives.

FLOODING:

Our Center **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 the children, our first aid and emergency information/phone numbers kit and immediately move to higher ground on the second floor of our building. We will monitor the situation and if safety becomes an issue, we will make the decision to close the school and you will be called to pick up your child/ren.

BALLISTIC MISSILE THREAT: JUST ADDED 1/18/18

Should a phone alert or siren warning happen during the course of the school day, please follow instructions. The Hawaii Emergency Management Agency indicates that the safest response to a missile threat is to **GET INSIDE, STAY INSIDE & STAY TUNED**. In other words, find shelter and stay in place.

Parents and guardians are advised to shelter in place where they are (i.e. home, work, etc.) and avoid picking up their children at school. While we understand it is extremely difficult to adhere to this advisement, please know that it is in the best interest of your children & our staff.

It is recommended that 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.

Children & staff will immediately take shelter in the 4's & 5's classroom and the school will be on lock down. We have several options, should we need it, for escape and it is also a classroom with cement walls and the most all around coverage, should there be debris. We also have direct land line phone hookup and it is closest to our kitchen. Phone calls will be made to families as soon as we have done a head count, and gotten more word on what we need to do from government agencies. Rest assured, we will take care of your child/ren until pickup can be safely accomplished.

Thank you for reading over our ENTIRE handbook. Please sign and date the form in the registration packet that says ACKNOWLEDGMENT. Should you have any further questions or would like to set up a tour of our school, please call the school phone at 834-5728 and ask for Kathy CCCC Director. MAHALO.

Last revised 1/31/2019



CALVARY
Child Care Center

1215 Ala Aolani St. Honolulu, HI 96819
Phone: 808-834-5728

Disclosure of Information Release Form

I, _____ hereby give permission to:
(Parent/Guardian)

to release information about my child,

_____ to _____
(Name of child) (Name of Person/Organization)

regarding the following:

Signature

Date

Signature

Date

Provider Signature

Date