



Mililani Community Church Preschool

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Parent Handbook

2020-2021 School Year

2021 Summer School

MILILANI COMMUNITY CHURCH PRESCHOOL

PARENT HANDBOOK

Welcome

Thank you for choosing Mililani Community Church (MCC) Preschool (MCCP) for the care and education of your child. We feel privileged that you have entrusted your child to us and are delighted to welcome you and your child to the MCCP family. We pledge to do our utmost to provide a safe, loving, and nurturing environment in which your child can grow and thrive.

This handbook informs parents about MCCP's philosophies, policies, and procedures. It also explains the responsibilities of parents whose child is enrolled at MCCP. (*For purposes of this handbook, references to "parents" shall be understood to mean "parents and legal guardians".*) The statements and policies contained in this handbook neither constitute a contract between parents and MCCP, nor create or confer any legal rights. Because laws, rules, and requirements affecting preschools change periodically, MCCP may modify, suspend, or revoke any provision of this handbook at any time, without notice to parents or consideration of customs or prior practices. You will be notified of any changes in *policy* at least 30 calendar days in advance before changes become effective.

Please read the handbook carefully and consult with the MCCP office if you have any questions or would like further information about a specific policy or procedure discussed in the handbook.

After reading the handbook, please sign, date, and return the *Parent Acknowledgment Form* on the last page of this handbook. The signed form lets us know that you have read, understand, and accept MCCP's philosophies, policies, and procedures. Please keep and refer to the handbook throughout the year.

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1. Introduction

1.1 Mission Statement

MCCP is a Christ-centered and Bible-based preschool that partners with families to educate the mind and nurture the spirit, heart, and body of each child in order that he or she may come to trust Christ and grow in faith, wisdom, and stature.

1.2 Philosophy

- We believe that God created each child as a special person with unique personalities, gifts, and needs.
- We seek to affirm each child's worth, nurture each child's individuality, and help each child reach his or her potential in various developmental tasks.
- We believe that each child benefits from a consistent, respectful, safe, loving, and stimulating environment that encourages all aspects of development: spiritual, cognitive, social, emotional, and physical.
- We are dedicated to giving each child the best start in life by laying a foundation for a lifetime of learning.
- We advocate helping children develop personal integrity and enabling them to think critically, work cooperatively, and solve problems creatively.

1.3 Curriculum

MCCP provides a program for parents who want their child to receive a developmentally appropriate, Christ-centered preschool education in which Biblical truths and principles are integrated into daily life and learning.

Our curriculum emphasizes character development, as well as the development of cognitive and gross and fine motor skills. The daily schedule includes circle time, indoor and outdoor play, and activities that emphasize reading, math, and writing readiness.

We believe in the importance of PLAY for your child. Young children learn by observing and doing. They learn by imitating and asking questions.

Your child will have many opportunities to learn how to relate to other children in cooperative play: asking, giving, and taking turns. Your child will also engage in activities that will allow him or her to explore, investigate, solve problems, discover relationships, and make comparisons.

We emphasize ACTIVE LEARNING, which takes advantage of a child's natural curiosity, motivations, abilities, and interests.

We also provide experiences that enable children to make sense of what they are learning and to connect their knowledge to everyday life.

While academic instruction, in the form of paper and pencil tasks, is offered, it is not emphasized in our curriculum. Young children need time to create pictures, projects, and situations that are significant to them. Painting, block play, creative play, and being read to are the foundations for the three R's that will be taught to the child later.

We want to ensure that each child's educational foundation is strong, secure, and built on the knowledge of God's love and special plan for him or her.

Our goal is to make learning fun, exciting, and challenging for your child. We will strive to provide your child with a positive first-school experience and to facilitate the transition between home and school.

1.4 Curriculum Objectives

1.4.1 Spiritual Objectives

- To lay the foundation for Christ-centered living;
- To encourage the development of virtuous character in children.

Staff will meet these objectives by:

- Teaching about God's love;
- Modeling God's love and kindness to the children;
- Teaching Biblical principles, attitudes and virtues through Bible stories, memory verses, songs, and prayer;
- Bringing a joy for learning about Jesus to their classrooms; and
- Providing opportunities to experience the wonder of God's creation.

1.4.2 Cognitive Objectives

- To provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math, science, and art.
- To encourage children to speak and express themselves clearly.
- To support the development of judgment, perception, memory, reasoning, and critical thinking skills so children can solve problems and think logically.

Staff will meet these objectives by:

- Reading quality, developmentally appropriate literature that teaches children to recognize the written word, develop imagination, build vocabulary, and develop comprehension and a love for reading;
- Providing activities that motivate children to investigate with their senses, as well as explore and discover the environment around them;
- Providing materials, such as manipulatives, blocks, magnets, plants, and other natural materials, which allow children to build on their curiosity, experiment, count, calculate, problem-solve, reason, make patterns, and learn beginning math and scientific concepts;
- Providing a variety of art and drawing materials that promote pre-writing skills.

1.4.3 Social/Emotional Objectives

- To help children develop independence, self-confidence, and self-control, follows rules and routines, make friends, and learn what it means to be part of a group.
- To teach standards of right and wrong, how to make good choices, and the importance of respecting others, including authority figures.
- To help children develop a sense of responsibility and persistence in completing tasks.

Staff will meet these objectives by:

- Providing a joy-filled classroom that includes laughter, play, and exploration;
- Providing activities, such as dramatic play and group games, to encourage children to build on their imagination, play cooperatively, listen, and follow directions;
- Providing positive guidance when children are learning to solve problems with their peers and when discipline is needed;
- Helping children take responsibility for their actions and accept mistakes as opportunities to learn;
- Encouraging children to learn healthy ways to express their emotions;
- Encouraging children to treat school property with respect.

1.4.4 Physical Objectives

- To promote development of large and small muscles.
- To increase spatial awareness, bodily control, and balance.
- To promote good health habits.

Staff will meet these objectives by:

- Providing opportunities for children to strengthen large motor skills through activities such as walking, running, skipping, dancing, climbing, and riding tricycles;
- Providing experiences for children to be inside, on top of, behind, under, or in front of objects;
- Providing materials, such as small interlocking blocks, puzzles, Play Dough, and scissors, that develop and strengthen finger movement, grasp, hand preference, and cutting and pre-writing skills;
- Providing objects of different weights, textures, sizes, and consistency for children to explore and compare;
- Helping children establish good habits with regards to personal hygiene, such as washing hands after outdoor play, restroom use, and before eating;
- Encouraging children to make healthy choices at snack and lunch time.

1.5 Licensing

MCCP is an outreach ministry of MCC, which is licensed by the State of Hawaii Department of Human Services (DHS) to operate a preschool for a maximum of 36 children, ages 2 years to 6 years.

1.6 Our Staff

Our teaching staff are committed Christians with a passion for working with young children.

Each teacher, assistant teacher, and teacher's aide possesses the professional qualifications and experience to work with young children and has been qualified by DHS to work in a preschool.

Each staff has been fingerprinted, had their criminal history record checked and rechecked annually, and at least one staff at any time, has current first-aid and pediatric CPR (cardio-pulmonary resuscitation) certification.

Each staff is required to take 16 hours of professional development courses annually.

1.7 Non-Discrimination and Special Needs Policies

When enrolling children, MCCC does not discriminate on the basis of race, religion, color, national origin, or ancestry. However, instruction is Christ-centered and Bible-based.

MCCC welcomes children with special needs provided that we are able to accommodate their special needs and operate MCCC without causing undue hardship to MCCC staff and other children enrolled at MCCC.

Where special needs of individual children present themselves, provision shall be made to accommodate those needs and/or refer their families to community resources available such as the State of Hawaii Department of Education, Department of Health, and other organization that help with the special needs of children.

It is the 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 federal Americans with Disabilities Act.

2 Admission and Enrollment

2.1 Admission requirements

2.1.1 Age

A child enrolled must be two years of age or older and under the age of 6. At two years, your child should be in the process of toilet-training. For 3 years and older, your child must be toilet trained.

2.1.2 Tuberculosis (TB) Clearance and Evidence of Health Records

MCCC is required by State law to keep on file, for every child admitted, evidence of the child's good health/physical examination results, required immunizations, and TB clearance.

Please have your child's physician or other authorized health professional fill out and sign the following forms and then submit the completed forms to MCCC by your child's first day of school:

- **TB clearance** certificate for your child, completed within one year before your child's first day of school;

- Department of Education (DOE) Student Health Record **Form 14** showing your child's medical status, physical results, and immunization records (or equivalent);
- DHS Early Childhood Pre-K Health Record Supplement **Form 908** documenting pertinent information about your child's health status, developmental progress, and any special needs and efforts necessary to meet these needs.

3 Enrollment Procedures

3.1.1 Application

To initiate the application process, please fill out, sign, and submit an "Application Form" for your child, along with a \$25 non-refundable application fee.

- Applications submitted without the accompanying fee will not be processed.
- The application will be reviewed, and your child's name will be placed on a wait list of eligible applicants for acceptance.
- You will be notified by mail or email as to your child's status and invited to make an appointment to visit the MCCP campus.
- Students are accepted in the order of the wait list on a first-come, first-served basis based on the number of available openings in each age group.
- Children and grandchildren of MCC members are entitled to preference on the wait list.

3.1.2 Registration

Upon receipt of an acceptance letter, you must secure your child's enrollment by submitting a non-refundable registration fee.

Registration Fee will be assessed to secure your child's space for every School Year or Summer School session that your child will be enrolled at our school.

After receipt of the registration fee, you will receive instructions on how to download all necessary forms to complete your child's registration: forms must be filled out, signed, and submitted; along with your payment of tuition and fees.

Only upon receipt of the information, forms, and payment will your child be officially enrolled.

3.1.3 School Visit/Orientation

Prior to your child's anticipated start date, a visit and orientation will be scheduled for you and your child.

- This will provide us with the opportunity to learn more about your child and family as you prepare your child for the start of preschool.
- It will also give you an opportunity to view the facilities and ask any questions which you may have about the program.
- If you wish, more than one visit can be arranged as it may help your child overcome first day anxiety and settle in quickly when he or she begins school.

4 Hours of Operation

4.1 Regular hours

We are open Mondays through Fridays from 7:00 a.m. to 5:00 p.m., except on State and Federal Holidays and school closure days. See School Calendar.

4.2 Full Time and Part Time Programs

We offer Full Time and Part Time Programs. Please refer to current tuition and fees rates for more information. *(rev. 7/20)*

4.3 Extended Hours

Starting 2021-2022 School Year, we will no longer be offering extended care. Currently extended hours are being offered for an additional fee. Please refer to current tuition and fees rates for more information. *(rev. 7/20)*

5 Drop-Off and Pick-Up

For your child's safety and to comply with state licensing rules, please walk your child to and from the classroom each day and adhere to the following drop-off and pick-up procedures:

5.1 Sign-in

For drop-off in the morning, please accompany your child into the building, sign your child in on the attendance log located near the classroom door, and indicate on the log the time of your child's arrival, then your initials.

Please walk your child into the room, help your child put away items in his or her cubby, and make sure that your child's teacher or other authorized staff person is aware that your child has arrived.

Please also inform your child's teacher if there is a health, family, or other situation that may affect your child's behavior at school.

When it is time for you to leave, please say "Goodbye" to your child. We suggest keeping the same routine for saying goodbye, keep it short and sweet.

If your child is having difficulty separating, please signal a teacher for assistance.

Please feel free to call, text or email us later to inquire how your child is doing.

5.2 Sign-out

Only a parent or adult authorized by you on your child's drop off and pick up list will be allowed to pick up your child.

Any adult on your authorized pick-up list who has not picked up your child before or is unknown to staff members will be asked to show photo identification and checked against your list of persons authorized to pick up your child.

You or an authorized adult must sign your child out on the attendance log and indicate the time of departure.

Please be sure that your child's teacher or authorized staff person is aware that your child is departing.

If you pick your child up from the playground area, please be sure to close the gate when entering or departing the playground to ensure the group's safety.

Additionally, please remind any authorized adult picking up your child in a vehicle that your child must be restrained in an appropriate car seat.

6 Late Pick-Up; Failure to Pick Up Child

Please be on time to pick up your child. Your child needs you to be on time. As your child sees his or her friends leaving for the day and he or she is left behind, your child may worry about being forgotten or wonder if something bad has happened to you.

If you are running late, please call or text the preschool at 808-638-1938 and leave a message or email at preschool@mcchawaii.org.

Late Pick Up fees will be charged. Please refer to Tuition and Fees Payment Policy.

If your child has not been picked by closing time, our staff will make every effort to contact you and/or all other authorized pick-up persons listed on your Emergency and Pick up Authorization Form to request that your child be picked up immediately.

As of one hour after closing, if our staff is unable to confirm that an authorized person is on the way to MCCP to pick up your child, we may contact emergency services for assistance.

7 School Calendar, Holidays and Special Events/Activities

MCCP operates year-round and accepts children on a space available basis.

We observe all state and federal holidays and are closed during the week between Christmas and New Year's Day, and the last week of July for maintenance and professional development. See current school calendar for actual dates.

Throughout the school year, our children may go on field trips and walking excursions or enjoy special events on campus that coincide with our units of study. You will be notified when these events are scheduled, and we welcome your participation to help make the day special and memorable for your child.

A permission form needs to be filled out and signed for all walking excursions or field trips and activities at school during the school year and summer school.

8 Your Child's First Day

As much as is possible, we want you and your child to feel comfortable and welcomed on your first day at M CCP.

We understand that no matter how well-prepared and excited a family may be, the newness can also be a little frightening and overwhelming for everyone. Sometimes saying goodbye isn't easy. We recommend you keep it reassuring, short, and sweet.

Should you wish to make your child's first day a shorter day and/or to spend up to an hour in your child's class, please make arrangement with your child's teacher or director before the first day.

9 Snacks/Lunch

9.1 Snacks

M CCP provide a simple and nutritious morning and afternoon snack. These snacks will meet licensing health standard and be approved by a Licensed Nutritionist. At least one of the snacks will include milk or its calcium equivalent. Menu is posted.

9.2 Lunch

Starting 2020-2021 School Year, lunch will be provided from home. *(rev.7/20)*

9.3 Meals from Home

When providing your child's meals from home, please follow these guidelines.

- Foods should be healthy. No sugary or overly salty foods, drinks or snacks (No soda, chocolates, chips, candies, etc.).
- Provide food that does not require reheating or refrigeration.
- Food should be packed in proper food containers and should be placed in a "lunch bag." Lunch bag and containers should be labeled.
- Milk, utensils and napkins will be provided at school.
- Uneaten portions of the food will be discarded.
- Unless your child has an allergy or dietary restriction, we ask that you refrain from providing alternate snacks for your child for our snack times.
- You may provide a breakfast for your child. Please follow the guidelines above.
- M CCP reserves the right to use discretion on what foods will be allowed at school.

- MCCP is a **Peanut and Tree Nut Allergy Aware** Preschool. Out of consideration for children who have these food allergies, we ask that NO foods containing Peanuts and tree nuts (*including cashews, coconuts, almonds, sesame, etc.*) be included in your child's meals at school. If your child has consumed any of the foods mentioned, please have your child wash their hands and around their mouth before coming to school.

9.4 **Allergies and Dietary Restrictions**

Please inform the preschool staff if your child is allergic to any foods and have your child's physician fill out and submit a "Special Care Plan for A child with Allergy" form for your child.

If your child is allergic to milk, water will be provided. If your child has dietary restrictions for religious or life choice reasons, please notify the MCCP director. You may be asked to provide nutritious substitutes.

It is your responsibility to check the lunch and snack menus and notify staff if your child is allergic to any items on the menu or unable to consume foods due to dietary restrictions.

MCCP is a **Peanut and Tree Nut Allergy Aware** Preschool. No foods containing Peanuts and tree nuts (*including cashews, coconuts, almonds, sesame, etc.*) will be served at school.

No sharing of food is allowed, and staff and children must wash their hands before and after snack and meal times. All ingredient labels will be read, and MCCP reserves the right not to serve any foods if their safety is in question.

10 **Birthdays**

On your child's birthday, you are welcome to provide a special snack for all the children in your child's class. Please speak to your child's teacher prior to the birthday and obtain the teacher's approval for the snack you wish to provide. Your child's teacher will also advise you if there are any children with dietary restrictions or food allergies that you will need to accommodate when providing a snack.

All birthday snacks must be provided in individual servings. Since we are teaching nutrition concepts to the children, we request that you send nutritious snacks, such as muffins, fruit cups, yogurt cups, granola bars, or frozen yogurt. Cakes, candies,

cookies, gum, soda, chips, and other treats high in salt or sugar will not be accepted. (This is a Peanut and Tree Nut Allergy Aware Preschool; please be careful to read labels and recipes that they do not contain peanuts or tree nuts.)

MCCP does allow goodie bags on occasions. Goodie bags are voluntary and not meant to be obligatory. Goodie bags will not be opened in school but must be taken home. Other suggestion in lieu of a “goodie bag” is to consider presenting a book, puzzle or educational toy to your child’s class in your child’s name. Please see your child’s teacher for suggestions.

11 Clothing and Personal Belongings

Active indoor and outdoor activities are a routine part of our school day. Please dress your child in comfortable, washable, safe, and easy-to-manage clothing that is suitable for running and climbing; and is appropriate for the weather.

Choose clothes that you ***don’t mind getting dirty***. Children learn through sensory activities. On any given day, your child’s activities may include painting, gluing, digging holes, or using their hands and fingers to explore shaving cream, toothpaste, or messy media.

Choose clothes that are ***safe*** for active children. For example, children should not wear the following:

- Long muumuus;
- High-heeled footwear;
- Clothing with stringed hoods or pants -- they can be a strangling hazard or get caught in playground equipment;
- Jewelry, such as rings, beads or earrings, that can fall off and become a choking hazard;
- Necklaces, bracelets, or other chains that can become a strangling hazard;
- Beaded clothing or hair beads that can become a choking hazard.

Choose clothes that help your child ***develop independent dressing skills***. If toilet trained, your child should be able to use the bathroom and dress himself/herself with minimal or no assistance. Examples of clothing that encourage self-help include the following:

- T-shirts or tops with elastic pull-on shorts/pants (avoid zippers, belts, overalls, etc.);
- Dresses with elastic shorts underneath;

- Slippers, preferably, with non-slip soles;
- Shoes or sandals with touch closure (like Velcro) or that can be slipped on or off with ease.
- Do not dress your child in clothing with snaps under the legs, buckles over the shoulder, or elastic around the ankle. Belts are also not a good idea.
- Please bring extra and complete set of clothes for your child, stored in a snap close plastic bag labeled with your child's name.
- Please label all clothing items, backpacks, and other personal belongings with your child's name.

Clothing, personal items, bags, etc. not labeled will be in "Lost and Found" up to 30 days, then will be discarded. Please report any lost items immediately.

Toys, jewelry, games, videos, and/or valuables are not allowed at school. MCCP will not be held responsible for any lost, broken, missing and otherwise damaged personal items and valuables.

12 Naps

Please supply a small folding foam mat, a quilt/blanket, or "nap mats" and if desired, a small pillow. Please see "Personal Items and Supply List" for more details.

Naptime linen items should be laundered, and mats sanitized at home on a weekly basis. All items should be labeled.

Nap time lasts between 2 to 2.5 hours. During nap time, children are encouraged to rest their bodies and sleep. Lights are turned off and soft music may be played in the background.

13 Diapers and Pull-ups

We understand that not all children eligible to start preschool will be fully toilet trained. As is with any learning experience, toilet training will start when the child is developmentally ready. When your child shows sign of being physically, cognitively and emotionally ready to begin the toilet training process, we ask that you begin your routines at home. Please be in discussion with your child's teacher so that we can plan to coordinate similar methods at school. Team work and daily communication will provide the consistency necessary for your child's success in toilet training.

Parents must provide their own diaper wipes, diapers / pull-ups and changing mat.

Enrollment preference will be given to those who are at least 2 years and 8 months and above and who are toilet trained. Children must be toilet trained before enrolling in the 3 years old program.

14 School Supplies

A current list of personal belongings and school supplies will be provided. Please bring the items to school on your child's first day.

Remember to label all personal items with your child's name.

From time to time, families may be asked to provide materials from home for special activities (e.g., shoeboxes, yogurt containers, egg cartons, etc.). Please speak with your child's teacher or the director for items currently needed.

Reminder: All personal belongings should be taken home on Fridays (or last day of the week) and returned on Monday (or first day of the week).

15 Health Policies

15.1 Immunizations

State licensing standards require MCCP to keep on file specific medical and immunization information for each child. Please update your child's health immunizations, take care of any follow-up required for abnormal results, and promptly submit to MCCP any updates to your child's medical and immunization record.

If your child is not fully immunized due to a medical condition documented by a licensed health professional or a documented religious belief and a breakout of a vaccine-preventable disease occurs, your child will be excluded from MCCP until the threat of an epidemic is over or your child receives proper immunization.

15.2 Injuries, First Aid, and Emergency Medical Care

First-aid kits are located in each classroom. When a child is injured, the injured area will be treated in accordance with standard first aid practices.

- For scrapes and bruises, the wound will be cleaned, an ice pack may be used, and a band-aid or dressing applied.
- An *Incident Report* documenting the time, nature and severity of the injury will be filled out and given to you at the end of the day so you are aware of the situation and how it was handled.
- For more serious injuries, you will be called and you may decide whether you should pick up your child/take your child to the doctor.
- In the event that your child requires immediate medical attention and must be transported to the nearest hospital, a staff member will accompany your child to the hospital and stay there until you or your representative assumes responsibility for your child's care.
- You will always be contacted as quickly as possible and advised of the situation.
- Please be sure that your child's information is up-to-date.

15.3 Health Practices

The M CCP staff takes great care to limit the spread of illness at M CCP. Toys, table tops, furniture, and similar equipment used by the children are sanitized regularly.

Additionally, both staff and children are required to wash their hands throughout the day. Hand washing is practiced before the preparation of food, after handling of any classroom pets, when returning to the classroom after outdoor play, after using the bathroom, after wiping noses, and after coming in to contact with blood. Classrooms are cleaned daily.

In the event of an injury, our first and foremost concern is always the health and safety of your child. In order to ensure our compliance with United States Occupational Safety and Health Administration (OSHA) regulations governing employers, M CCP staff will follow all OSHA-required procedures in administering first aid to your child. Please understand that OSHA requires us to make every effort to ask you about your child and any conditions your child has that may require special handling by M CCP staff.

15.4 Illness

In order to protect the health and well-being of your child and others at M CCP, please keep your child at home if the following conditions or symptoms of illness are present:

Lethargy, listlessness, irritability;

Fever of 100 degrees F or more within the past 24 hours, regardless of its cause (a child can return to school after temperature has been normal for 24 hours without medication);

- Strep throat
- Cough
- Influenza
- Difficulty breathing
- Vomiting (a child may return to school when vomit-free for 24 hours)
- Diarrhea (a child may return to school after being symptom-free for 24 hours)
- Red, “crusty”, itchy eyes (conjunctivitis or pink eye)
- Discharge from the eyes or ears
- A runny nose with green or yellow discharge
- Evidence of a communicable disease, such as chicken pox, rubella, mumps, measles
- Undiagnosed rash or blisters
- Head lice (must be nit free to return to school)
- Impetigo
- Ringworm
- Scabies
- Pinworm
- Shingles
- Hand, foot and mouth disease
- Any other contagious condition.

Please inquire if the director may require a doctor’s clearance that an illness or condition is no longer communicable before the final determination as to a child’s eligibility to return to school.

Please notify us if your child contracts a contagious illness or infestation so that we can implement additional control methods and notify the other families that their child may have been exposed. Your child’s identity will be protected.

If your child displays symptoms of illness after arrival at school, you will be called to pick him/her up as quickly as possible. If you are unable to come within 1.5 hours, please make other arrangements to pick up your child or we will call names on your emergency authorization list.

When your child is absent for three (3) or more consecutive days due to illness, a note signed by your child's doctor will be required before your child can return to M CCP.

15.5 Health and 'Uku (Head Lice) Checks

Throughout the year periodic cases of 'uku may occur. To prevent a widespread problem, we take preventive action. On the first school day of the week, staff may check all children for 'uku.

- If 'uku or nits (eggs) are found you will be asked to take your child home for treatment.
- After completing treatment, your child may return to school if his/her hair and scalp are free from 'uku and nits.
- A check will be made before your child will be allowed to return to class.
- Your child must receive a second 'uku treatment one (1) week after the initial treatment and will be checked a second time for 'uku or nits.
- We encourage you to check your child's hair and scalp regularly and carefully to minimize the times you must deal with the troublesome 'uku.
- You may be asked to trim your child's nails and scrub them with a hand brush. These precautions will minimize the potential for impetigo and other contagious skin disorders.

15.6 Medication

The director or the director's designee will only administer medication to your child if the following requirements are met:

- The medication must have been prescribed by a licensed physician;
- The medication must be in the original container and bear the prescription label showing the child's name, date filled (must be a current prescription), recommended dosage, proper way to store the medication, and physician's directions for administering the medication;

- The form authorizing the school to administer medication must be completed, signed by the parent and child's physician, and must accompany the medication. It will indicate the time and amount/dosage of medication to be given.
- The parent must acknowledge that M CCP is extending an extra service beyond its normal responsibilities and that M CCP will not be held responsible if M CCP staff fails to dispense or is late in dispensing the medication.

15.7 Health Records

M CCP maintains a health record on each child in a secure location. The health record contains the information listed in Section 2.3, information on a child's health insurance coverage, and a chronological account of first aid administered by staff. It also includes a signed Emergency Medical Treatment Form. Parents are responsible for updating the information annually and reporting any changes immediately to M CCP.

16 Absences

Parents are asked to call, text or email M CCP whenever their child will be absent from school before 8:00 am. If your child will be absent for three or more days due to vacation, extended illness, or other reason, please notify M CCP in **writing** (text or email OK) as soon as possible with reason and duration of absence.

17 Fees and Tuition Policy

17.1 Fees – please always refer to current Tuition and Fees and payment policy.

- **Fees** will be assessed at the time of enrollment. Fees are non-refundable.
- **Application fee** is a non-refundable fee and is to accompany the application form. Application form will not be processed without this fee.
- **Registration fee** is a non-refundable fee which is due at time of initial acceptance for enrollment and per session enrolled (school year and summer school). This will secure your child's space for enrollment.

17.2 Tuition Payments / Withdrawal / Tax ID

Once you decide on your child's program hours, it is assumed that you will keep your child in the same program hours for the duration of the school year or summer school. Changes to the program hours must be made by written request and approved before changes may apply. You may be charged a "change of program" fee with each program hour change after the session has started. See Tuition and Fees payment policy for more info.

All monthly tuition payments are due in advance before the 1st of each month. Payments received after the 1st may incur the delinquent tuition payment fee.

Currently we are only able to accept CASH or CHECK.

Please make checks payable to **Mililani Community Church Preschool** or **MCCP** and write your child's name on the memo line.

Tuition will be prorated for students who enter MCCP after the first of the month. The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal.

Withdrawal

In case of withdrawal, you must give 30 calendar day notice of withdrawal in writing. You will be responsible for that month's tuition.

Once tuition is paid, there will be no refunds.

No discount is given for holidays, other days when the school is scheduled to be closed, or if your child is absent for any reason. Please refer to the School Year Calendar for actual dates.

For your tax purposes

MCCP is a ministry of the Mililani Community Church.
The federal employer tax identification number (EIN) is
99-0206634

and Hawaii general excise number is
GE-202-552-9344-01.

Tuition Assistance

We accept financial assistance from the Department of Human Services Childcare Connections and Preschool Opendoors. For other entities, please inquire before enrolling your child.

17.3 Returned Checks

A charge will be placed against your account each time a check is returned (refer to the current fee schedule for the amount). Dishonored (bounced) checks may not be re-deposited.

17.4 Delinquent tuition payments

Tuition is due by the 1st of each month for that month's enrollment.

Payments made after the 1st of the month may be subject to a Delinquent Tuition Payment fee unless arrangements have been made with the director for an alternate payment schedule.

If payment is not received by the 1st and parents have made no arrangements with the school, your child will receive a drop notice from the 20th of that month.

Re-enrollment is then based on a space-available basis and payment of past balances.

17.5 Extended hours

Starting 2021-2022 School Year, we will no longer be offering extended care. Currently extended hours are being offered for an additional fee. Please refer to current tuition and fees rates for more information. (rev. 7/20)

18 Parent/Teacher Communications

We are committed to keeping you informed about your child's class and school-wide activities. Please check the parent bulletin board for the weekly calendar of activities. Please also check your child's cubby for notices or newsletters from your child's teacher.

Individual parent-teacher conferences will be offered during the school year. Please see current school calendar for dates. During the conference, you will be able to review and receive a copy of a summary of your child's growth and development.

We encourage ongoing, informal communication between you and your child's teacher when you drop off or pick up your child. Please share any special joys, sorrows, and accomplishments in your child's life so your child's teacher can rejoice or empathize with your child.

If you have concerns regarding your child, we encourage you to speak *privately* with your child's teacher. If you have concerns regarding your child's teacher, please contact the M CCP director *privately* to discuss them. You are always welcome to schedule an appointment with your teacher outside of class time.

You are encouraged to provide M CCP with an email address. This can facilitate timely communication from your child's teacher and notification of special classroom and MCC events. Your child's teacher may also use email to send newsletters and weekly descriptions of class projects.

19 Parent Participation

We encourage parents (and grandparents) to share their time and talents with us. We welcome volunteers to: chaperone a field trip; assist in the classroom; lead a cooking, science, carpentry, or music activity; make play dough for the class; read a book to the children; collect raw materials for art projects; sew paint smocks; prepare a morning or afternoon snack; construct dramatic play props; and maintain the playground area. We look forward to your ideas on ways you might get involved in your child's preschool experience.

We ask that arrangements be made in advance with your child's teacher so that plans can be made to utilize parent volunteers. It may be necessary for a parent who volunteers regularly to receive a tuberculosis test and receive health clearances.

Parent participation in the classroom will begin one month after the start of classes. This will allow the children time to adjust, settle into a routine, and develop a level of trust and comfort with their teacher.

Please make other arrangements for your child's siblings while you are volunteering at school.

20 Family Arrangements

M CCP recognizes that all families are not structured similarly and that some families may live separately due to a variety of circumstances.

M CCP teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's cubby to accommodate both parents' need for information.

If information is needed by MCCP staff regarding custody, child pick-ups, etc, please provide us with the official court documents. Unless we have the official court documents, we cannot keep a child's biological father and/or mother from picking up his or her child.

21 Reporting Suspected Child Abuse and Neglect

State law requires all staff to report any suspicion of child abuse or neglect. Staffs who fail to make a report of suspected abuse or neglect are subject to disciplinary action, including termination, and may also be subject to criminal prosecution.

Our staff is trained about abuse and neglect and their obligation to report suspected abuse or neglect.

Staff is not permitted to discuss their suspicions with a family or to disclose that a report was made.

22 Family Code of Conduct

It is the role of every person at MCCP to treat staff, families, and children with respect and dignity. We expect that all adults at MCCP with conduct themselves in the following manner:

- With courtesy;
- With respect;
- With patience;
- By treating others the way they would want to be treated;
- By modeling how we want our children to treat others; and
- By acknowledging and celebrating the cultures and practices of other people and families.
- Under no circumstances will the following behaviors be allowed:
- Physical or verbal punishment of children;
- Threats to staff or parents;
- Swearing and cursing;
- Smoking;
- Quarreling, verbal fighting, raising of voices with other staff or parents;
- Doing things that are against school safety practices and policies; and
- Bringing drugs, alcohol, or weapons to MCCP or MCC events.

If the above behaviors occur, parents will be asked (privately if possible) by a staff member to stop the inappropriate behavior. If family members continue to quarrel, verbally fight, or pose a danger to staff or children, staff will call the police.

MCCP reserves the right to terminate service to any child whose family behavior poses a threat or danger to school/staff.

23 Discipline and Guidance Policy

We believe that the best way to prepare children for future success is to help them develop self-control, be self-directed, resolve conflicts, and become increasingly responsible for their actions and behaviors.

Young children, due to their developmental age, are egocentric and not capable of understanding all the consequences of their behaviors or the concept of sharing and taking turns.

Therefore, they need to be encouraged to make good choices and prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, through redirection.

We believe that adults must model God's love, kindness, patience, and redirection in order for children to learn to understand, acknowledge, and cope with their feelings. We use positive guidance techniques to help children learn to work with each other, with teachers, and with materials and equipment in a harmonious way. Our discipline strategies include:

- communicating clear and simple rules and limits;
- providing logical and natural consequences for children's actions;
- providing appropriate activities to keep children engaged and prevent them from challenging others;
- redirecting inappropriate behaviors toward desired outcomes;
- giving children choices between two appropriate alternatives;
- modeling appropriate and respectful behaviors;
- encouraging children to work together to solve problems;
- encouraging children to use words to solve problems or elicit peer cooperation;
- guiding children away from the situation until they can calm down and address the problem.

We firmly believe that children should never be made to feel humiliated or rejected. Physical, verbal, or emotional punishment or abuse is never allowed or condoned.

When there is an ongoing concern about your child's behavior, we will inform you as soon as possible and collaborate on a plan of action for positive change. If the behavioral concern continues after implementation of the plan, a child may be asked to leave the program for a short period of time. If the problem is not resolved, the child may be removed from the program.

Our goal is to promote a positive experience for your child. However, we realize that circumstances may prevent a child from fully participating in a group program and that our program may not be equipped to deal with all the circumstances that underlie certain behavioral issues.

24 Confidentiality Policy

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health or discharge of a child shall be confidential, unless we have the written permission for disclosure from the parent. ***Consent to Release of Information form*** is available. Please inquire.

25 Insurance

MCCP is covered under a comprehensive general liability insurance policy issued to MCC.

MCCP also provides limited day care accident medical insurance coverage for any child who may be injured while participating in any school function, activity, or trip.

26 Transportation / Field Trips

MCCP does not provide transportation to and from school. Transportation during field trips will be primarily through a chartered vehicle.

To facilitate your child's learning experiences, MCCP will provide a variety of field trips and in-school activities, including walking excursions. Permission form is to be signed for each child and will be kept on file for the school year.

27 Fundraisers

MCCP does not anticipate having any fundraisers to benefit MCCP. If a fundraiser is held, participation will be voluntary.

28 School Closures

28.1 Severe Weather

In the event of an impending tsunami, earthquake, hurricane, or other severe weather condition, MCCC will follow the decisions of the Hawaii Department of Education (DOE) whether school will be canceled.

Please stay tuned to weather reports on local radio or television stations and if it is reported that public school classes will be canceled for the day, MCCC will also be closed.

If the DOE decides to close area public schools after the school day has already begun, our staff will make every attempt to contact you or your authorized pick-up persons by phone or email to pick up your child.

Under no circumstances will we close until all children have been picked up by you or your authorized pick-up persons.

There will be no refunds for school closings due to weather.

28.2 Other Emergencies

Other situations, such as electrical power failure, lack of water, or an event that endangers the safety or health of children and employees, may result in the closure of MCCC.

If the closure occurs during the day and we are required to relocate your child, our staff will make every attempt to contact you or your authorized pick-up persons by phone or email and advise you as to where your child can be picked up.

29 Emergency & Natural Disaster Plan

29.1 Preschool closure due to natural disasters or emergencies

- If a tsunami warning, earthquake, hurricane, or other natural disaster or emergency causes the Hawaii Department of Education (DOE), the Civil Defense Agency, or any other government official to announce, by radio or television, that public schools in the area will be closed, our preschool will also close.

- If the announcement occurs while school is in session, preschool staff will make every attempt to notify parents or their designees by phone to pick up their child. The preschool will remain open until the last child has been picked up.

29.2 Evacuation Procedures

- Should the facility need to be evacuated while the preschool is in operation, all children and staff will follow the established procedures that are practiced during monthly fire drills.
- If evacuation off-site becomes necessary in case of natural disasters and emergencies as directed by Civil Defense or State or local authorities, a notice will be posted at the facility, informing parents or their designees where their children have been evacuated to.
- Preschool staff will also contact the parents or their designees by phone and instruct them where to pick up their child.
- Preschool staff will remain at the pick-up location until the last child has been picked up.
- Our evacuation location is the park at the corner of Kaapeha and Kuauli St.

29.3 FIRE

- Fire drills will be conducted at least once each month in order to train the children in evacuation procedures.
- Fire drill maps indicating the location where children and preschool staff are to gather in case of a fire is posted at each door in the classroom that is designated as a Fire Exit.
- Attendance will be taken to ensure that all children have safely left the facility. Children and staff will not return to the classroom until the all-clear signal is given.
- In the event our facilities were to be damaged by fire and not habitable, we will call for you to pick up your child as soon as possible.

29.4 Tsunami

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

- If a WARNING is issued while school is in session, our teacher will remain with the children, feed and take care of the, until you can safely pick them up. You need not leave work or rush to school. If you are in or can get to a safe area close to where you are, it is recommended you remain there until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.
- If a WARNING is issued before school begins (6:00 am), the school will be closed.

29.5 Hurricane / Tropical Storm

- Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.
- Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hrs. or less.
- When a WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience you if you are at work.
- If a WARNING is issued before school begins (6:00 am), the school will be closed.

29.6 Earthquakes

- Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption to our road networks. If your child is in school, you may not be able to get to them even though you live close by.
- Please be assured that we will take care of the children until you can safely pick them up.
- We will conduct earthquake drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, we will stay outdoors and move toward an open area, away from the electrical lines.
- We will not practice evacuation during these drills.

29.7 Flood

Our school is located in an area where there are possible but undetermined flood hazards. Terminology:

- Flood Watch: Flooding is possible

- Flash Flood Watch: Flash flood is possible, stay alert, be prepared to move to higher ground.
- Flood Warning: Flooding is occurring or will occur soon; be ready to evacuate if necessary.
- Flash Flood Warning: Flash Flood is imminent or occurring; take immediate action, seek higher ground.
- Urban and Small Stream Advisory: Flooding of small streams, streets, urban storm drains, and low lying areas.

Should an advisory or WATCH is issued, we will take actions as recommended by the Oahu Civil Defense by keeping abreast of updated weather forecast and news report.

Should a WARNING be issued where flooding in our area is imminent:

- Before 6:00 am, school will be closed.
- Or in your area of business or home while school is in session, our teachers will remain with the children, feed and take care of them whether at school (if flooding is not occurring in our area) or to take them to higher ground and nearest designated shelter (if flooding is occurring in our area). We will take all the necessary precautions to keep your child safe until such time you are able to pick up your child safely.

29.8 Pandemic

In the case where a pandemic should affect our community and State and/or a state of emergency is declared, we will follow all the guidelines, policies and procedures set by our governing authorities including but not limited to State and Federal Government, Department of Health, Department of Human Services (Preschool Licensing), CDC and WHO whichever is more restrictive.

29.9 Other Reminders

DO NOT CALL US during emergencies. Do not tie up the phone lines; keep the phone lines open and available for dire emergencies.

It is essential that you establish individual and family plans for natural disasters. 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 in evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need,

etc. For more information go to the Oahu Civil Defense Agency website or call 524-4121.

30 LOCK-DOWN PLAN, EMERGENCY

In the event that an incident (e.g., criminal activity or disturbance, unidentified vehicle or suspicious person) occurs in the community in close proximity to the preschool or on the preschool campus itself, a lockdown will be initiated. The following steps will be taken:

30.1 Lock-Down procedures

- Upon the announcement by the preschool director or the director's designee that a lockdown is occurring, all children will be ushered into one classroom.
- All doors and windows will be closed and locked; windows shades will be lowered.
- Lights will be turned off.
- Children will be instructed to be quiet.
- If necessary, 911 will be contacted for assistance from the police, ambulance, or fire department.
- Parents will be notified as soon as possible that a lock-down is in progress.
- Staff will keep each child safe to the best of their ability.
- The lockdown will continue until the all-clear signal is given by the preschool director or the director's designee.
- Lockdown drills shall be conducted at once a month.

30.2 Types of situations requiring lock-down

- Criminal activity in the neighborhood (E.g. police helicopter circling overhead).
- Intense family situation (temporary restraining order, violation, drunkenness, or drug-related incident).
- Unidentified vehicles or suspicious persons in the neighborhood or on campus.

31 Supplemental Information

MCCP reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at MCCP without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by MCCP, and/or children whose fees and/or tuition payments are in arrears.

This parent handbook contains general information concerning the policies and procedures of the M CCP and is subject to change. You will have 30 days notification before any changes are made to the child care services and policies provided by the preschool.

32 Parent Acknowledgement Form

33 Addendum

Mililani Community Church Preschool

95-1100 Kaapeha Street, Mililani, Hawaii 96789 <> 808-638-1938 <> Preschool@mcchawaii.org

Child Care during the Disaster Emergency Relief Period

Please follow the guidelines and policies in our Parent Handbook. Below are additional precautions the preschool will be taking to ensure the health and safety of the children and staff; and to minimize contact with others and the possible spread of the virus during the COVID-19 Emergency.

While under the disaster emergency relief period, we will be open for childcare to all our families. Please always refer to the latest Proclamations and Orders. We will continue to open and comply with all requirements, guidelines and restrictions made by our city, local, state and federal government and health officials until such time that the disaster emergency relief period is terminated and normal operations may be resumed.

Our focus during this pandemic is to PREVENT the spread of COVID-19 by teaching and practicing good hygiene behaviors and routine cleaning of our facilities.

Cleaning and disinfecting

Cleaning and disinfecting of surfaces, chairs, restrooms, cabinets, floors, etc. is done every day, after every accident, spills, etc. Toys are cleaned and disinfected after each use; and as needed if placed in mouth, sneezed, or coughed on. We follow the “product directions for use” to ensure maximum effectiveness and to ensure that no accidental ingestion of or exposure to any toxic chemicals occurs.

In the case of a confirmed case of COVID-19, we will close our school and follow the CDC guidance to disinfect our facility before we reopen. Please see additional information regarding cleaning and closures below.

Physical Distancing

We will do our very best to practice physical distancing.

As of 6/30/2020, Department of Human Services (Preschool Licensing) does not require children in licensed group childcare facilities to be spaced 6 feet apart during childcare hours. Instead children are to be placed in ‘ohana bubbles or stable childcare groups to reduce the risk of exposure. Physical distancing will be practiced between the separate childcare groups.

However, we will continue to teach and practice distancing as much as possible. Please keep in mind that especially with preschoolers, socialization is an important aspect of development. Children and staff will be in close contact with each other throughout the day.

Please also refer to our “Acknowledgment and Assessment of Risk” form.

To the extent possible, we will keep each group of children and staff separate by classrooms (and if used, room dividers). We will be limiting the cross-deployment of our staff. Outdoor play times will be separated and staggered.

All events, field trips, activities and large group gatherings are CANCELLED for the duration of disaster emergency relief period.

Mililani Community Church Preschool

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Child Care during the Disaster Emergency Relief Period

Drop off and Pick up

For the duration of the “disaster emergency relief period”, our classrooms will be **closed** to the public and parents to minimize contact with others and the possible spread of the virus.

Only students and staff (essential personnel for maintenance and inspection, etc.) will be allowed onto our premises. When arriving at the preschool, please **do not** proceed beyond the black entrance gate and follow the steps below and on the sign posted on gate.

1. Please DO NOT park along the curb (walkway) but park in the LOT.
2. Text the preschool phone at 808-638-1938 when you arrive. If a “doorbell” is available at the gate, you may use the doorbell instead of texting.
3. Please **wait** in your car until you get a response from the school before meeting a staff at the gate OR until one of our staff acknowledges you.
4. Staff will either meet you by your car or at the black gate to receive your child. **Please do not come into the school.**
5. You may take your child’s temperature before coming to school (per CDC). When dropping off, please let the staff know what your child’s temperature was. If unable to before coming to school, your child’s temperature will be taken before entering the classroom as well as a quick general health assessment. If anything above 100° F (37.7° C) or visibly ill (flushed cheeks, rapid breathing, difficulty breathing, fatigue or extreme fussiness), you will be asked to take your child home. Normal temperature is approximately 98.6° F or 37° C).
6. On arrival and before leaving, your child
 - a. Will wear their facial mask (person dropping off or picking up should have their masks too!)
 - b. wash their hands and around their mouth and nose with soap and water. Directions for washing hands are posted at each sink.
7. Please allow 10-15 minutes in your schedule to drop off or pick up your child.

Staff: For screening each child and taking temperature: wash Hands (before and after); put on disposable gloves; face mask; AND stay behind a Reliance Barrier or also wear eye protection or face shield. For extended contact you should also wear an apron or gown if available.

Personal Items

Each child’s personal belongings will be kept separate and only handled by the child and/or staff. All food items will be handled wearing gloves and facial masks.

Please remember to check your child’s personal items daily and clean and disinfect as needed. Child’s bedding will be placed away from other children and in the child’s own cubby.

Should you choose to take your child’s bedding home each day to wash, sanitize and disinfect, please let our staff know.

Staff: Must wash hands before and after handling each child’s personal belongings and, if possible, wear gloves.

Revised: 4/23/2020; 5/15/2020; 6/5/2020; Last Update: 6/30/2020

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Child Care during the Disaster Emergency Relief Period

Snack and Lunch

Home lunch guidelines are outlined in your parent handbook. Here are few changes to protect your child and minimize possible spread of the virus to individuals.

Snacks will be served in individualized packages. AM snack will be provided milk or dairy substitute; PM snack will be provided with fruit or fruit substitute. If you choose to provide your child's own snacks, please let your child's teacher know.

Milk and utensils will be provided for lunch. Utensil and napkin are packaged individually and discarded after use. There will be no substitutions of Milk for lunch. If your child does not or cannot consume milk, they will be drinking from their water bottles. Please do not provide juice in your child's lunch.

Water bottles. Water bottles must be filled with water only (ice is OK). Please let us know if you give us permission to refill your child's water bottle during the day. We fill it from our drinking fountain which is cleaned and disinfected daily. Otherwise please provide enough water for your child to drink for the duration of the childcare hours, keeping in mind that your child will need to be able to carry, open and drink from it.

Staff: Along with washing hands with soap and water before and after food service, staff must wear masks and gloves to handle food items. Must change gloves with each child.

Symptoms of illness, medication and illness

Reasons your child will be sent home or should stay home: (please read the comprehensive list in our Parent Handbook)

1. If your child is ill or showing any symptoms of the Coronavirus-19 (coughing, fever, difficulty breathing)
2. If your child has a fever of 100° Fahrenheit or 37.7° Celsius
3. If your child needs any medication for fever, coughing, excessive sneezing, or runny nose
4. Let us know if your child is on any prescription and/or over the counter (OTC) medications.

Please call the school at 808-638-1938 if you are keeping your child home and why. If your child or anyone in the household has a confirmed case of the Coronavirus-19, please report it to the school as soon as possible.

Face Masks

Please provide a face mask that covers your child's nose and mouth (non-medical OK). Make sure that it fits your child's face and is easy for your child to put on and take off. We will help and teach your child to put on the masks while at school. Your child will be asked to wear one during the day except during nap time and outdoor play (while running or involved in other rigorous activities) or if your child has been diagnosed and is being treated for breathing difficulties. Please wash the cloth masks every day after use if reusable or discard if for one time use only.

Revised: 4/23/2020; 5/15/2020; 6/5/2020; Last Update: 6/30/2020

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Child Care during the Disaster Emergency Relief Period

Staff: Should wear masks as often as possible and especially when within 6 ft of any child. Staff should take precaution however and remove their masks while engaged in activities in which a mask may hinder your breathing such as running.

When a confirmed case has entered a school, regardless of community transmission (CDC)

We will follow these guidelines and procedures set by the CDC for short-term closure and cleaning and disinfecting the school.

Any school in any community might need to implement short-term closure procedures regardless of community spread **if an infected person has been in a school building**. If this happens, CDC recommends the following procedures regardless of the level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. **Department of Health: Disease Outbreak Control Division: Disease Reporting Line at (808) 586-4586.** These officials will help administrators determine a course of action for the childcare programs or schools.

Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school's emergency operations plan.
- Plan to include messages to counter potential stigma and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly.

Revised: 4/23/2020; 5/15/2020; 6/5/2020; Last Update: 6/30/2020

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Child Care during the Disaster Emergency Relief Period

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's website are below.

Make decisions about extending the school dismissal. Temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), childcare programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- **Childcare and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions.** Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

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- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Implement multiple social distancing strategies. Select strategies based on feasibility given the unique space and needs of the school. Not all strategies will be feasible for all schools. For example, limiting hall movement options can be particularly challenging in secondary schools. Many strategies that are feasible in primary or secondary schools may be less feasible in childcare settings. Administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings. Schools may consider strategies such as:

- **Cancel field trips, assemblies, and other large gatherings.** Cancel activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
- **Cancel or modify classes where students are likely to be in very close contact.** For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).
- **Increase the space between desks.** Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- **Avoid mixing students in common areas.** For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a
- class, suspend the use of lockers). Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In childcare or elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
- **Stagger arrival and/or dismissal times.** These approaches can limit the amount of close contact between students in high-traffic situations and times.
- **Reduce congestion in the health office.** For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.
- **Limit nonessential visitors.** Limit the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities.

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- **Limit cross-school transfer for special programs.** For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- **Teach staff, students, and their families to maintain distance from each other in the school.** Educate staff, students, and their families at the same time and explain why this is important.

Cleaning and disinfecting your building or facility if someone is sick (Source: CDC - Coronavirus Disease 2019 (COVID-19))

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

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This by no means is considered a comprehensive list of precautions the school will be enforcing for the health and safety of your child and our staff. Additional precautions may be added later or as need arise.

These additional guidelines and policies will remain in effect for the duration of the disaster emergency relief period.