



Early Learning Center Orientation

St. Anthony School



Aloha!

- Welcome to our Saint Anthony School family!
- Remember... parent-teacher partnership is important! Open communication is vital in helping your child learn and grow!

Drop-Off Procedures

- Drop-off begins at 7:30am...gates will remain locked until this time
- If you choose to walk your child into the classroom, please be sure to hold their hand until they are safely through the gate
- Classrooms open at 7:30am
- All children must be in classroom by 7:55am
- Children are considered tardy at 8:00am, and must obtain a tardy slip from the main school office
- The 'clean-up' bell rings at 7:50am; we ask that all parents leave at this time
- Parking is extremely limited; please be courteous and drop off your child in a timely manner
- Please respect the learning environment of our students and the privacy of our neighbors by not congregating on Makawao Street or the grassy area outside the gate
- We encourage the children's independence, and ask that you support us by saying goodbye and letting your child begin his school day as soon as possible

Dismissal Procedures

- Both 11:40am and 2:15pm dismissal students will be walked out to the gate by their teacher to be signed out
- Children are not permitted through the gate until the clipboard has been initialed by parent/guardian
- We ask that parents not congregate outside the gate for 2 reasons...
 - 1) Your child's safety
 - 2) Consideration for the children and teachers that remain in session
- Children are not permitted to remove shoes, run around grass area outside gate, or climb poles for safety reasons
- Friday dismissal is at 12:55pm
- ELC dismissal is always 20 minutes earlier than main school



Illness

- Absences- call ELC @ 261-0090
- 2 consecutive absences require a doctor's note to return to school
- 24 hr recovery required for diarrhea, vomiting and/or fever... if your child leaves school with diarrhea, vomiting or fever, they may not return to school the following day, even if symptom free

Medication

- Medication must be in it's original prescription container
- Authorization for Medication Form must be on file for medication to be dispensed... this includes sunscreen

Allergies

- Inform teachers of any/all allergies and medications
- Peanuts are an airborne allergen... while we do not restrict them, we do ask that you limit your peanut products when possible
- Children may not share snacks
- Other than the Blessing of the Animals, pets are not permitted on school grounds

Field Trips

- Permission MAY NOT be faxed or phoned in
- Limited number of parents may help chaperone; please check with your child's teacher
- ELC field trips are often within walking distance; no siblings or strollers permitted for safety reasons, even if you meet us at the location; this is a school policy

Volunteers

- Schedule with individual teachers in advance beginning in September
- All volunteers must sign volunteer log book and have Volunteer Code of Conduct on file
- Volunteering more than 3 times requires Safe Environment online course (with office approval)

Emergency Contacts

- Please inform your child's teacher and the school office of any changes, additions, new numbers etc. as they arise
- Your child may **ONLY** be picked up by those noted on your emergency contact list and they will be asked to present proper ID

Nap Time

- Afternoon children have nap time; if they do not nap, they may rest quietly on their mat and read books
- Children may bring a blanket, pillow or soft toy for nap; *all nap items, backpack and change of clothes* must be able to fit in your child's cubby... classroom space is limited
- Blankets, pillows and soft toys will be sent home on Fridays to be washed and returned on Monday
- We do not allow your children to remove their shoes at naptime for safety reasons

Share Day (Show & Tell)

- Children are *not permitted* to bring toys to school if it is not Share Day
- Share Day is on Friday... children are asked to bring in an item that begins with the letter that we have learned that week
- Share item *must* fit in your child's backpack
- We do not have Share Day if we have not learned a new letter that week

Before and After School Care

- All After School Care (ASC) inquiries are handled by the ASC staff
- Before School Care begins at 6:30am on the main campus; the fee is \$50/month
- After School Care is \$150/month or \$7.50/hour
- After School Care ends at 5:00pm... for every 5 minutes after 5:00pm there is a \$15 charge
- For safety reasons, parents are not permitted to linger during After School Care, and siblings are not permitted
- Once your child has been signed out for the day, they may not return for ASC
- If your child has not been picked up by 2:35pm and you have not arranged for ASC, you will be charged \$7.50
- Space in ASC is limited... please arrange for care accordingly

Extra-Curricular Programs

- If your child attends hula, music, Prime Time etc. they must be picked up promptly or arrangements must be made for ASC
- For safety reasons, parents are not permitted to remain in playground area while waiting for their child

Uniforms

- Please follow the school handbook...
 - Shoes must be closed-toe or tennis shoes (no light-up or character shoes)
 - Hair must be neatly groomed and boys should have hair off collar and ears
 - Hair accessories should match school colors
 - No nail polish
 - Jewelry: watch only for boys, watch and stud earrings permitted for girls
 - Jackets and sweat-pants must be the St. Anthony school logo type available at Campus Creations... be sure to *label* jackets please
 - A labeled change of clothes (need not be a uniform) should be kept in your child's cubby at all times

Birthdays

- Please let your child's teacher know if you will be bringing in a birthday treat... it is not necessary to include both classes
- Birthdays are not free-dress days
- Healthy choices are encouraged for birthdays as well
- Any party invitations should be given to the teacher to put in children's folders
- We celebrate birthdays at snack time

Snack/Lunch

- Healthy food only please... candy, soda and sugary foods are not permitted and will be sent home
- Grapes and hot dogs *must* be sliced into small pieces
- Popcorn is not permitted
- All children bring snack from home, even if they are purchasing hot lunch
- Hot lunch calendar sent home monthly... lunches are purchased on a monthly basis only
- If you do not purchase hot lunch, please provide a home lunch
- All children must bring a home lunch on noon dismissal days... don't forget the first day of school!
- Please label all snack and lunch bags and water bottles
- Children should bring a water bottle daily

E-Scrip

- The school receives a percentage of Safeway and Macy's purchases
- Applications available online or in office

Box Tops

- We collect them all year long (please cut them out rather than tear)
- Money goes directly to your child's class

Just a Reminder...

- While your child is on school property they must be supervised at all times
- For reasons of privacy, parents *may not* photograph other children on school grounds
- Please plan your afternoon pick-up appropriately if you have older children attending SAS; parents are not permitted in the courtyard prior to 2:35pm in order to preserve the learning environment. You may wait in the Friendship Lanai between 2:15 and 2:35pm
- We encourage you to attend our PTSG meetings... we welcome your involvement!
- Progress reports are given twice a year and parent/teacher conferences are in September
- Student information is private and may not be discussed... please be considerate of students, families, teachers and school community at all times (See Code of Christian Conduct)