

# Our Savior Lutheran Preschool

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Aiea, Hawaii 96701

(808) 488-0000

[office@osls-hawaii.org](mailto:office@osls-hawaii.org)

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## *2011-2012 PreSchool PARENT HANDBOOK*

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Aloha,

We sincerely hope this handbook will give the most important school details and answer most questions. After reading through this handbook, please ask us any additional questions that may arise, and we invite you to visit our classes and see our program in action.

Our Savior Lutheran School offers O'ahu families a quality Christian education. Legal guardian understanding and follow-through will give all our children the best opportunities. Our programs, congregation, staff, and families together build a strong community. We have served the Aiea community since 1970 and anticipate many more productive years.

If you would like to make an appointment to visit our preschool or grade school, please call the school office at: (808) 488-0000, or e-mail [office@osls-hawaii.org](mailto:office@osls-hawaii.org).

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## A F F I L I A T I O N

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Our Savior Lutheran Church (OSLC), a non-profit corporation, together with over 1,800 United States and Canadian Lutheran schools, belongs to the Lutheran Church-Missouri Synod (LCMS). Our Savior Lutheran Church wholly owns and operates Our Savior Lutheran School (OSLS). The OSLC School Board locally administers the school, and additional our LCMS District office in San Francisco and our LCMS National office, St. Louis, Missouri, gives further assistance.

The Hawaii State Department of Social Services and Housing (DSSH) annually licenses the OSLS preschool and grade school daycare staff, program, and facilities. The preschool is licensed to serve 70 children and the staff-to-child ratio varies from 1-12 to 1-16, depending on age. Our afternoon elementary daycare program is licensed to serve 80 children.

The *Hawaii Council of Private Schools* (HCPS) gives us our operating license, and we are a member of the *Hawaii Association of Independent Schools* (HAIS). We subscribe to HAIS standards of professional conduct, thus assuring public confidence in the integrity and service of educators in admitting students. The *Western Association of Schools and Colleges* (WASC), the *National Lutheran Schools Accreditation* (NLSA) accredits us, and we are a member of the *Hawaii Association of Independent Schools* (HAIS).

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## MISSION STATEMENT

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**“Promoting the Christian faith and life-long learning  
of the whole child in a changing world.”**

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### PURPOSE

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Our staff recognizes that our school is uniquely *Lutheran*. Our primary mission is developing faith and educating students and families. Our Savior Lutheran Church & School bases its Christian teachings and practice upon God’s Word, Scripture, which reveals to us the Triune God: Father, Son, and Holy Spirit. We accept the sixty-six canonical books of the Old and New Testaments as the inspired Word of God, and we accept Lutheran writings to be true and genuine expositions of the Bible’s doctrine.

Our Savior Lutheran School, a coeducational, Christian day school, encompasses preschool and kindergarten through grade eight. Our student body primarily comes from central O’ahu, thus serving a typical cross section of our island community. Students are selected and retained on the basis of their attitude and involvement in our mission, as well as our ability to meet their spiritual, academic, emotional, social, and physical needs. While we seek as many students and as wide a range of families as possible, we realize we cannot serve every student who applies.

The faculty and staff of OSLS strive to create a supportive Christian environment. Through our Christian example, instruction, and discipline, we strive to help them succeed in all aspects of their life. At the same time, we work to establish and maintain a partnership with legal guardians, to involve them in school activities and decisions, and to actively create open communication between home and school.

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## PRESCHOOL PHILOSOPHY AND GOALS

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### 1. Christian Faith

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We believe that God creates and nurtures Christians, the body of Christ. At Our Savior, a child’s faith grows as a natural part of their daily activities. Through experiences in worship, prayer, serving others, and hearing God’s Word, along with baptism, God creates faith in each child.

We strive to help students learn God’s direction (Law) and the good news of His love (Gospel) as found in the Bible. The Law gives us order and direction. The Gospel recognizes that we sinners cannot follow the direction perfectly; we need forgiveness, and we need God. The Gospel shows that God loves us unconditionally. Students learn how Christians react to God’s love and forgiveness. Because the concept of God is very abstract for the young learner, we believe that as the teachers model love and acceptance, and encourage those same attitudes in each child’s relationships, children come to know and experience God’s love. We immerse them in stories that have been passed on from generation to generation through the Bible. They pray formally and spontaneously and accept and treat others as God’s children. They worship daily in the classrooms and weekly in Chapel. They forgive and accept forgiveness; practice Christian virtues as presented in Scriptures (Gal. 5:22-23), share their faith life through service and word, and respect their bodies as uniquely created by God (1 Cor. 6:19)

Galatians 5:22-23 states: “God’s Spirit makes us loving, happy, peaceful, patient, kind, good, faithful, gentle, and self controlled.” CEV

1 Corinthians 6:19 states: “Surely you know that your body is a temple where the Holy Spirit lives. The Spirit is in you and is a gift from God. You are no longer your own.” CEV

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## 2. The Young Learner

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We believe that young children learn best by engaging their senses (sight, hearing, touch, taste, and smelling) in each task. All of a child's day is a learning experience, whether playing, or interacting with others in the classroom or on the playground, eating snack, painting, or listening to the teacher. As children explore materials and the environment in a safe, accepting and predictable atmosphere, they are empowered to be creative, curious learners. We believe that children have many different styles of learning and that the best learning is a balance of teacher directed and child directed activities. To start a life-long learning process, we believe that young learners need a foundation in literacy as well as many new experiences in math, science, social studies, etc. to allow them to build their knowledge and skills.

Parents and teachers are a unique team in the lives of early learners. We believe that it is essential for them to work together. Parents are a part of the process here at OSLS. Teachers and parents who are both committed to the educational process will form a partnership that will enable the children to realize their full potential and begin a life long attitude of joy in learning. Families, teachers and children view and appreciate knowledge and learning as God's gifts to enrich their lives and enable them to serve others.

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## 3. The Whole Child

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Our teaching and learning in this ever-changing world must strive to help each child grow as a whole person spiritually, intellectually, emotionally, aesthetically, socially, and physically.

Young children accept themselves as redeemed children of God who express their joy through worship and prayer. They explore utilizing new knowledge and skills to build on earlier learnings. They accept responsibility for their own actions and begin to understand the feelings of others. They deal with their emotions in a Christian manner. In interpersonal relationships, children learn acceptance, cooperation, forgiveness, and manners as teachers model those behaviors and encourage the same. They accept others as God's children with unique talents and abilities. They appreciate God's work in creation and in the learning process (Psalm 139. "You are the one who put me together inside my mother's body. And I praise you because of the wonderful way you created me. Everything you do is marvelous! Of this I have no doubt." CEV) They use the abilities He has given them to respond to God's love in relationships, the arts, and physical development.

We don't aim for perfection, but we do try to follow God's will. Our Savior's community strives to live for God, accepting our need for Him. Following our philosophy and goals, we encourage the students at Our Savior Lutheran School to:

- ❖ **Have Jesus!** (Know Christ)
- ❖ **Understand!** (Comprehend Information)
- ❖ **Perform!** (Solve problems)
- ❖ **Work Together!** (Use Healthy Interpersonal Skills)
- ❖ **Have Tools!** (Use Skills and Technologies)

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## APPLICATION AND ACCEPTANCE

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1. As a parish school, active Our Savior Lutheran Church members have first priority. Next, we consider our current students' siblings, and other Lutheran churches' members. We offer qualified students any remaining openings on a non-discriminatory basis.
2. Applicants must submit a completed application form and the required non-refundable Application Fee.
3. For grade 1-8 applicants, the student's current school's records are required, which should include the previous year and current first-semester report card, achievement test scores, and a teacher's referral. This documentation should show that the applicant is ready for the grade level.
4. While our **preschool** students receive kindergarten enrollment priority, it is NOT automatic. Kindergarten applicants must be five years old on or before September 1<sup>st</sup> of the year applying. Those applying for kindergarten are accepted according to available space, test results, maturity, teachers' recommendation, and satisfactory school fees' record. OSLC active members' children receive first priority, followed by siblings of students at OSLS.
5. **Preschool** applicants must be **3 years old** by **December 31**<sup>\*</sup> and completely toilet-trained, which means they can go to the toilet, adjust clothing, sit on toilet, clean themselves, bring clothing back to regular position, and wash hands without assistance and direction. We accept them on a first-come-first-served basis.
6. Occasionally, we place new students on a *Waiting List* since openings are limited. The waiting list is kept active through December 31st each school year. After that time, we need a new application if entrance is still desired.
7. All students must submit a completed health record (Form 14) and results of a physical examination, a tuberculin test (PPD or chest x-ray) *that meets state requirements*, and proof of immunizations. A brochure on health requirements for schools is available on request. Your child's physician or any state health center has the Form 14 available.  
<http://sp.k12.hi.us/pdf/form14StudentHealthRecord.pdf>
8. The Hawaii State Child Care Food Program includes our **preschool** and **daycare**. At the beginning of the school year, you will submit an Income Statement relating to this in order that we may meet the necessary requirements. All information received remains confidential.
9. We assume both legal guardians have equal student and student records access. If this is not true, you must provide legal documentation to have us withhold student information or refuse releasing the student to either person. <http://doe.k12.hi.us/register/index.htm>

<sup>\*</sup>Note that entering Kindergarten students must be 5 years old by September 1<sup>st</sup> of the year they enter kindergarten, and first-graders must be 6 years old by September 1<sup>st</sup> of the year they enter first grade.

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## NON-DISCRIMINATORY POLICY

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Our Savior Lutheran School admits students of any race, color, or national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs. Children with special needs are accepted on a non-discriminatory basis as long as our staff and our facility can meet the student's specific needs.

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## CHILD ABUSE POLICY

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State law requires that all school personnel must report suspected or documented child-abuse and neglect cases to the *Child Protective Services*. CPS, not the school, researches and makes the determination if there is any cause for concern.

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## TUITION & FEES

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A separate fee schedule has our current school, preschool, and daycare rates. Applicants pay the new-student application fee when first applying and then a non-refundable registration when they are accepted. To make tuition payments through installments, you'll pay an administrative fee.

We assess special fees for overdue accounts, bank-returned checks, and additional program changes. All eighth grade students pay a graduation fee. If your bank returns your check more than once (NSF), you must use cash, money order, or bank-certified check for all payments.

For Day Care, we charge an extra fee to reenroll a student after withdrawal within the same school year. This program is not designed for drop-ins or part-time use. Drop-ins will be charged \$8.00/day for morning day care and \$15/day for afternoon day care. On Early Dismissal Days, we charge \$30 for afternoon drop-in care. After 5:30 p.m., you'll pay \$10 for each 15-minute increment or part thereof.

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## REFUND POLICY

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Understand that your obligation to pay the tuition and fees assessed this academic year is unconditional and that no portion of such tuition or fees outstanding or paid will be refunded or cancelled notwithstanding your child's absence, withdrawal, or dismissal.

Guardians make tuition payments in advance. Refunds of dismissals, expulsions, or early withdrawals are made on a pro-rated basis according to days enrolled plus two weeks. We require a two-week written notice prior to withdrawal; regardless, we charge for the two weeks after the student leaves the school. We do not refund the Application and Registration fees.

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## FINANCIAL AID

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We do not provide financial for preschool students. There are various state agencies that provide childcare subsidies; please see the Hawaii State Department of Human Services <http://hawaii.gov/dhs/youth/dhs/self-sufficiency/childcare>, which includes the *Child Care Connection*, *Open Doors*, and *First to Work Families* programs. Native Hawaiian families may also apply to the Bernice Pauahi Keiki Scholars Program for assistance: <http://www.ksbe.edu/article.php?story=20040907135303691>

These programs all have deadlines and various requirements; the sooner you check into these possibilities, the better.

We have three enrollment options:

- A. PreSchool Half-Day Program (7:50 a.m. – 12:00 noon)
- B. PreSchool with Day Care (6:30 a.m. – 3:00 p.m.)
- C. PreSchool with Day Care (6:30 a.m. – 5:30 p.m.)

A typical daily schedule may include the following:

**6:30 - 7:50 am:** Children arrive and have activities in selected areas such as housekeeping, blocks, puzzles, painting, books, arts, and crafts.

**7:50 - 11:15 am:** Midmorning activities include all areas of curriculum, as well as, a snack. Teachers post their specific class schedule in the classroom.

**Chapel time** is a wonderful experience for the preschoolers. After the first few weeks of adjusting, we attend chapel on a weekly basis, usually Wednesday mornings. We invite you to join us each week. Religion lessons are part of the morning routine. Children memorize Bible verses.

Small group activities using the learning center concept in the following areas:

<b>Art</b>	<b>Math</b>	<b>Building</b>	<b>Library</b>	<b>Home Living</b>
<b>Science</b>	<b>Water Play</b>	<b>Practical Life</b>	<b>Manipulatives</b>	<b>Music</b>

**Language Arts/Readiness** includes phonics, and the *Core Knowledge*<sup>®</sup> program.

**Social Studies** and communities include transportation, holidays, and seasons.

**Physical Education** includes gross motor skills, rhythm and dance, movement exploration, and games.

**Health and Safety** include hygiene, nutrition, safety, and helpers.

**Story and Sharing** time include dramatic play and show and tell.

<b>11:15 a.m. - 12:00 noon</b> .....	Lunch
<b>12:00 noon - 12:10 p.m.</b> .....	Departure for half-day preschoolers
<b>12:15 p.m. - 2:00 p.m.</b> .....	Nap Time
<b>2:00 p.m. -2:30 p.m.</b> .....	Snack Time
<b>2:30 p.m. - 3:30 p.m.</b> .....	Crafts, music group game, small group activities
<b>3:30 p.m. - 4:15 p.m.</b> .....	Outdoor Play
<b>4:15 p.m. - 5:30 p.m.</b> .....	Indoor Activities

(Actual schedules are available throughout the year from the preschool teacher.)

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## **Progress Reports**

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Parents receive written progress evaluations 4 times a year. We schedule mandatory legal guardian-teacher conferences approximately 5 weeks after school starts. You may at any time request to schedule a conference with your child’s teacher or the administrator.

Our teachers also assess preschoolers regarding their success potential in the OSLS academic kindergarten class. We especially focus on the children who are turning 5 years old by September 1, which is the OSLS kindergarten entrance age-requirement. This assessment is ongoing, and we will inform their guardians the child’s progress and status.

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## Preschool Dress Code

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Uniforms are not required for preschoolers. We recommend comfortable play clothing for everyday wear. Each child will keep one set of extra clothes and a pair of slippers in the classroom. Students need a cloth apron for art projects. Guardians must label all items kept in the classroom.

Footwear **MUST** be athletic/tennis shoes because they need to be safe and comfortable. Athletic or sneaker type shoes with non-skid soles are required. All footwear must have backs. Do not wear platform shoes, sandals, *Crocs*<sup>®</sup>, or large-heel shoes. Velcro closures are mandatory.

**Blankets:** Children attending the 12:00 - 5:30 p.m. program need a cot-sized lightweight napping blanket. Blankets should be taken home Fridays, laundered, and returned Mondays.

Please check your child's cubby daily for soiled or wet clothing.

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## Preschool Hours

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Preschoolers in the half-day program are not admitted to the classroom until 7:30 a.m. All other students enrolled in the Day Care program may come as early as 6:30 a.m. From 6:30-7:30 a.m. children may eat a morning breakfast, provided by the parents; they should finish their meal by 7:30 a.m. The tardy bell rings at 7:50 a.m. and any parents arriving with the child after 7:50 a.m. must first report to the office and obtain a tardy slip.

Traffic in our parking lot is always a big concern. When bringing your child, please park and lock your car in designated areas only. Follow the counter-clockwise traffic flow, and when leaving the lot, make a right turn to Koauka Street.

**Custodial Transfer:** Guardians must sign-in their child in their respective classrooms each morning upon their arrival, and signed them out when picking them up each afternoon. Only adults listed on the child's emergency card may sign a child out. We will not release a preschooler to another child, including a sibling. Please list as many adults as needed on the emergency card. We reserve the right to ask for identification of unfamiliar faces or contact a legal guardian for verification.

**Tardiness:** We consider children and guardians tardy if the children are not in their seats when the bell rings at 7:50 a.m. or at the beginning of a class period. Students arriving after the 7:50 a.m. bell must first report to the school office to obtain a tardy slip. Please make medical appointments outside of school hours. Tardy students report to the office and receive an admittance slip. Five tardies per quarter is deemed excessive. **On the 6<sup>th</sup> tardy in a quarter, a Saturday 2-hour work detention will be assigned to the parents (on a Saturday after the quarter ends).** Parents with unsolved excessive tardy problems will not be allowed to re-enroll their children.

Legal guardians are encouraged to drop off students, and leave promptly. To foster your child's responsibility, and encourage morning routines and procedures, legal guardians should **not** remain in the classroom after drop off.

You may pick up half-day preschool students shortly after lunch. **We ask for your cooperation in waiting outside the building until 12:00 noon.** The lunch period is also a learning time for the children, and having an anxious person waiting outside the door, also makes the child anxious.

Please be prompt in picking up your child. We plan our teacher-child ratios according to your enrollment designation. Regular Day Care rates will be billed for late pickups at the drop-in rate, \$15 per day after 12:10 p.m., \$15 per day after 3:00 p.m. (This means a \$30 billing for a child who gets dropped in from 12:10 and is picked up after 3:00 p.m.)

After 5:30 p.m., we'll bill **\$10.00** for each 15-minute increment.

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## **PreSchool Food Service**

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The children receive mid-morning milk and mid-afternoon juice, plus nutritional snacks such as fruit, cheese, muffins, cookies, etc. All preschoolers receive a balanced hot lunch with menu items consisting of meat or other protein such as eggs, fish, or a cheese dish, vegetables, milk, and a fruit. If your child has any food allergies, give the school a written notification.

In the operation of our child-feeding program, no child will be discriminated against because of race, color, handicap, age, sex, or national origin. If you believe that you have been discriminated against in any USDA-related activity, you should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

**Birthdays** are important to young children, and we recognize each birthday individually. Nutritional treats or cookies may be brought for snack time for your child's class. Your child's teacher can help with suggestions for the type of food or treat served. We receive money from the State of Hawaii to help subsidize our food program and are under strict regulations as to the types of food or treats we serve. **DO NOT SEND A SHEET CAKE, CUPCAKES, OR CANDY.** Please arrange this with the teacher at least one week in advance.

Preschool students may not eat food brought from home, unless arrangements have been made with the teacher or administrator in advance.

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## **Student Insurance**

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Each family must have their own health insurance. Our Savior also carries its own liability insurance policy.

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## **Personal Possessions**

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Do not bring toys, candy, video games, and other personal items.

Preschool students may not eat food brought from home, except for special teacher requests.

Items that are lost may be claimed at the "**Lost and Found**" box, kept in the entryway to the hall. Periodically, we empty the box by disposing the contents. Please check the box regularly.

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## Field Trips

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Field trips are a part of the school curriculum and the teacher plans them. If a child has special needs, make the arrangements as soon as we announce the trip. Field trips are a part of each student's experiences designed to correlate and enhance their studies. Transportation is usually by chartered bus. Each student's school-year permission slip is filed in the office. The school, teacher newsletter, or separate notes home will notify legal guardians of upcoming trips. Preschool children wear the field-trip T-shirts provided.

***The three adult volunteers are accepting certain jobs to do:*** Primarily, their most important job is "supervising all the children". **This means that they will not bring along siblings.** They will also ensure that teachers' directions are implemented. For example, no eating or drinking is allowed on the bus. Due to food allergies, don't share food or drink items with the children's classmates. If you need to bring siblings or want to just enjoy yourself, please choose a different day to go.

Each class will take only 3 parents on the bus. We appreciate parents volunteering, but 3 parents are sufficient and often the bus space is limited.

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## Policy Changes

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A thirty-day written notice will be issued whenever we change our operating policies.

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## Tuition and Fees

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Pay the application fee when applying. Pay the registration fee when your child is accepted.

Tuition fees may be paid annually, biannually, or over 10 months, July 1–April 1.

Refunds or early withdrawals are prorated according to the withdrawal month's end. Two weeks written notice is required prior to withdrawal or an equal charge is assessed.

Other fees are billed for late payments, returned checks, additional programs, or damaged property.

Preschool supplies are included in the tuition. Preschoolers must bring a cloth apron and a set of extra clothing. Students bring their own clean, cot-sized blanket each Monday, and take it home Fridays for cleaning.

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## Parties & Invitations

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Party invitations handed out in class must be to all the class's students, or you are asked to mail them individually. We will not hand out invitations to only part of the class. Teacher-approved party treats, likewise, should be sent for the entire class.

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## Transportation

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The school does not provide bus transportation. The city bus serves the area and passes right in front of the school. Carpools service many areas and legal guardians arrange them.

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## **Parent-Teacher Fellowship (PTF)**

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The OSLS Parent organization includes all our students' legal guardians. The PTF officers and board members vary from year to year.

Stated briefly, the PTF Constitution identifies the following purpose for the organization:

1. To promote the welfare and education of the students.
2. To promote Christian fellowship.
3. To support all worthy efforts of the school, teachers, and board.
4. To develop an effective program of school/home cooperation and communication.

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## **School-Wide Fundraising**

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The PTF sponsors an annual fundraising campaign. Though participation is not mandatory, all families are encouraged to participate. For most families, a straight donation to the PTF support efforts is preferable.

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## **Confidentiality**

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Information pertaining to any students or legal guardians will not be disclosed outside the staff directly dealing with the individual. Exceptions will be made only with legal guardian's written consent.

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## **Classroom Visitations**

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Enrolled student's legal guardian or legal guardian may visit classrooms at any time. The visit may not be disruptive nor distract the teacher or students.

All others must call the school office and make staff-directed-visit appointments, 488-0000.

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## **Special Events During and Outside School Hours**

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We have countless special events that require volunteer help. The list includes the K-8 Olympics, Multi-Cultural Day, Christmas Programs, Choir Concerts, Band Concerts, classes singing in church, plays, science activities, art projects, Graduation, Whole School Luau, Confirmation, K-3 Harvest Festival, 5<sup>th</sup> – 8<sup>th</sup> Grade O.A.S.I.S., car washes, bake sales, Chinese New Year, Boys Day, Girls Day, Lutheran Schools Week, Volleyball Tournament, Pioneer Day, North Shore Camp Erdman, Starbase Atlantis on Ford Island, Off Island 8<sup>th</sup> Grade Trip, 7<sup>th</sup> grade graduation refreshments and decorations, camp out at the zoo, etc., etc. As with any organization and any event, you'll miss out on so much if you just watch from the sidelines. Get involved, and you'll enjoy it.

Our Savior has great parent participation where "many hands make light work." To help our parents foster the overall education, we have Classroom Parent Representatives help our teachers organize their volunteer help. We also communicate upcoming activities through classroom newsletters and weekly whole-school parent newsletter, *The Parent Saint*, which are posted on the school website, <http://osls-hawaii.org>.

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## **Education Fund**

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Our whole church and school community fosters education that builds our larger community. We therefore have an ongoing Education Fund that solicits outside organizations to build our campus and our abilities to educate. Our staff and families also foster education through these efforts. Contribute as the Lord has blessed you.

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## PreSchool Discipline

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It is vital to the well-being and successful development of young children that they have clear, consistent, and appropriate limits on behavior. Basically, the limits at Our Savior are:

1. **Be kind to others.**
2. **Be safe.**
3. **Respect the physical environment.**

In “disciplining” a child, it is our primary goal to support the child in developing an awareness of the necessity of these behavioral limits and establishing an effective “inner discipline” or self-control. Usually a verbal warning is all that is needed to curb inappropriate behavior within the preschool environment. However, when a child consistently and intentionally hurts his/her peers and/or a teacher, ignores and disregards safety guidelines, and/or damages or destroys the preschool environment the following discipline guidelines will be utilized.

**INCIDENT 1:** His/her teacher will counsel the child, and an incident report will be completed and forwarded to the child’s legal guardians and the administrator.

**INCIDENT 2:** Same as INCIDENT 1 above.

**INCIDENT 3:** The administrator will counsel the child, and the administrator will forward a written report to the child’s legal guardians.

**INCIDENT 4:** The child will be given a one (1) day suspension. The child’s legal guardians will be required to meet with the administrator and teacher before the child is readmitted to the classroom.

**INCIDENT 5:** The child will be given a three- (3) day suspension. The child’s legal guardians will be required to meet with the administrator and teacher before the child is readmitted to the classroom.

**INCIDENT 6:** The child will be expelled from Our Savior Preschool.

The guideline established for the occurrence of biting another child or an adult:

**1<sup>ST</sup> BITING:** The administrator will counsel the child and a written report will be forwarded to the child’s legal guardians.

**2<sup>ND</sup> BITING (within the same quarter):** The child will be given a one- (1) day suspension. The child’s legal guardians will be required to meet with the administrator and teacher before the child is readmitted to the classroom.

**3<sup>RD</sup> BITING (within the same quarter):** The child will be expelled from Our Savior Preschool.

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## COMMUNICATION

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We are always teaching our students, whether we recognize it or not. We model coping skills and problem-resolution procedures. Students need to practice communication skills. Consistently have them tell you what they are learning, what scheduling issues are coming up, what supplies they will need, what plans, and what procedures they suggest. (Promote their initiative in planning and completing their own solutions.) Establish the communication habit, and let them see the results.

To help parents, we send home the Parent Saint newsletter and teachers' newsletters, and we post them on our website, <http://www.osls-hawaii.org>.

In preparing for emergency situations, please let the office know when addresses, telephone numbers, e-mail addresses, etc. change.

Communicate dissatisfaction, issues, concerns, ventings, applause, etc. directly to the person concerned. We follow the Biblical direction given in Matthew 18 and Matthew 5. No matter what we say, the students will follow examples. For unresolved issues, review the school's Parent Handbook, <http://oursaviorlutherschool.org/files/Opening/OurSaviorLutheranSchoolHandbook.pdf>.

In cases of legal-guardian separation or divorce, provide the court's legal document to the school to assure custody. The court-directed custodial legal guardian will receive communications. It shall be the custodial legal guardian's responsibility to share that information with the other legal guardian.

Advice for Difficult Conversations:

- I. **Pray for Inner Peace:** "Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God." Philippians 4:6
- II. **Don't Assume Their Motivation:** "The purposes of a man's heart are deep waters, but a man of understanding draws them out." Proverbs 20:5
- III. **Deal with the Problem Quickly:** "Do not let the sun go down while you are still angry." Ephesians 4:26  
"If you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift." Matthew 5:23-24
- IV. **Deal with the Problem Privately:** "If your brother sins against you, go and show him his fault, just between the two of you." Matthew 18:15
- V. **Listen Before Answering:** "Be quick to listen, slow to speak, and slow to become angry." James 1:19
- VI. **Tame Your Tongue:** "Reckless words pierce like a sword, but the tongue of the wise brings healing." Proverbs 12:18
- VII. **Ignore Petty Insults:** "A fool shows his annoyance at once, but a prudent man overlooks an insult." Proverbs 12:16
- VIII. **Seek a Win-Win Solution:** "Look not only to your own interests, but also to the interests of others." Philippians 2:4
- IX. **Try Forgiveness:** "Forgive, and you will be forgiven." Luke 6:37
- X. **Repay Evil with Good:** "Bless those who persecute you...overcome evil with good." Romans 12:14, 21

(This list compiled by Michael Zigarelli.)

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## HEALTH AND SAFETY

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### Health Records

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All students must have a completed health record (Form 14) on file in the office. Instate transfers must obtain the original record from the last school attended. Students new to the state can obtain a Form 14 from their physician or health center.

Proof of a physical exam must be turned in every two years, though we encourage all students to see their physician annually. Results of a negative tuberculin test must also be turned in every two years. Only the mantoux (PPD) or chest x-ray is acceptable. Students testing positive must submit proof of treatment.

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### Special Needs/Illnesses

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Allergies should be stated in writing and on file at the school office.

If your child has a communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. or any illness that keeps him/her home for five or more consecutive school days, a doctor's certificate is required for re-admittance to school. *Children with a fever of 99.5°F or higher should not be in attendance.* A doctor's note is required for each absence after a student has been absent a total of ten (10) days. Children should be symptom-free and fever-free for 24 hours before returning to class (or have a doctor's note authorizing return to a classroom). (Children often appear to be fever-free, but it's actually a "lull in the action" and the fever resumes after a few hours, usually after they've returned to school.)

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### Medication

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Our Savior will dispense medication that is absolutely necessary, with written legal guardian's consent. Forms are available in the school office.

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### Emergencies

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Our teachers hold First Aid certification and can handle minor injuries. In the event of serious injury or illness, the school arranges medical treatment through the child's physician OR procure emergency services when deemed necessary. Emergencies we feel require immediate attention will be taken to the nearest hospital facility via 911 (including military dependents.) Legal guardians are responsible for expenses incurred.

On Registration Day, you are required to complete an emergency card. Please fill it out completely. This will help us do our part in assuring your child's health and safety.

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### OSHA

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Our Savior follows the *Occupational Safety and Health Administration* rules for handling blood borne pathogens. The staff receives annual training in this area.

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## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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Our Savior Lutheran School follows the federal *Asbestos Hazard Emergency Response Act* (AHERA) 40 CFR 763.93(e)(10) by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing, building materials. September 28, 2009, Coralco Coporation completed our full school re-inspection, which was officially filed with the State of Hawaii Department of Health on January 22, 2010.
  2. Samples were taken during the inspection of all materials suspected of containing asbestos. A small amount of non-friable asbestos was found in the coral colored floor tile on the bottom floor. This asbestos does not pose a threat to the staff or students.
  3. The inspection results and the Management Plan, outlining the administration's intent in controlling any asbestos-containing building materials, can be reviewed in the school office.
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### *Lead-Based Paint*

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June 21, 1996, the State Department of Health, and April 14, 2003, the 'Aina Environmental Group, inspected our property. The results of the inspections reveal that we have no health hazard posed to children from lead-based paint, dust, or soil.

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## **CIVIL DEFENSE & EMERGENCY PROCEDURES**

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### **Fire Drills**

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The signal for a drill or actual fire is a loud continuous blare. Fire drills are held at least once a month. Students will leave quickly in an orderly fashion, under teacher supervision to the far end of the parking lot. An emergency fire evacuation plan is posted in each room.

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### **Tsunami Warning**

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Evacuation is not necessary, since our school is not located in a tsunami inundation zone. We will remain with the children until they are safely picked up. Legal guardians who are in areas affected by a tsunami or in a dangerous surf area are recommended to get to a safe location and remain safe until the "all clear" is announced. If a warning is issued before our day normally begins, we will close the school. (See School Closing below.)

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### **Hurricane or Tropical Storm Warning**

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The National Weather Service issues watches 36 hours prior to the arrival of a storm and warnings are issued 24 hours or less in advance of a storm. When a watch is issued, we will monitor the storm and make a decision on whether to close the school before a warning is issued.

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### **Earthquake**

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Should an earthquake of significant magnitude occur on O'ahu, our school could be damaged and we can anticipate considerable disruption to our road network. Legal guardians may not be able to get to their children even though they live or work nearby. The staff will remain with the students until legal guardians can safely pick them up. We will care for all of our students until legal guardians are able to pick them up. In the event of an actual earthquake wherein we sustain damages to our structure, we will treat and care for any injuries, and then evaluate the structural integrity of our school. If our buildings are sound, we will remain in place, and use survival equipment as needed. If it is judged dangerous to remain at the school, we will attempt to move to our nearest Civil Defense Facility, Pearl Ridge Elementary School (or as designated by OCDA), or an open area in the neighborhood.

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## **Flooding**

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Our school is not located in an identified flood zone, however, in the event we are advised to evacuate, we will immediately relocate the children to the third floor level or our designated Civil Defense Shelter, Pearl Ridge Elementary School.

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## **School Closing**

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Prior to our 6:30 a.m. opening, we will notify radio stations if we are forced to cancel school for a warning or disaster. It is difficult to get through to radio stations at such a time; therefore, a “rule of thumb” would be that if public schools are announced closed (with the exception of a public school teachers’ strike), we usually follow suit. If it is during school hours, we will remain with the children until all children have been picked up.

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## **EMERGENCY EVACUATION PLAN**

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In the event that Our Savior needs to be evacuated for an emergency situation where we need to be farther away from the building than our parking lot, we will follow this procedure:

1. The school office will announce a **“Code Red”** evacuation over the intercom. If you hear this announcement, a sounding of the fire alarm will follow it. Proceed outside to your designated fire drill spots with the supplies mentioned below.
  2. Office staff will call the police and ask for appropriate back-up from 911.
  3. Office staff will post signs on the door indicating where we have taken the school children. We will also alert **KSSK** (92.3 FM and 59AM) as soon as possible to make news announcements about the condition and location of where to pick up your children.
  4. After all students are safely gathered outside we will proceed to the parking lot at **Toys R US**, lower end. We will wait near the miniature golf area until notified either that it is safe to return to the building or that we need to have a long-term evacuation. We will wait there for a short time to see if the police clear our building for reentry.
  5. For long-term evacuations we will proceed to Alvah Scott Elementary School, which is our designated Civil Defense Shelter. It is located at 98-1230 Moanalua, 483-7227.
  6. Office staff will call Pearl Ridge Elementary School to alert them that we are on the way.
  7. Teachers will take along a storybook or other items such as art materials to keep the children occupied for some time. Teachers will stay with students until their legal guardian picks them up.
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## **Emergency Lock-In**

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If there is news of a known violent person or other threat in the immediate area of the school, the school will have a lock-in. We will follow this procedure:

1. The administrator will announce **“Code Lock-In”** over the intercom.
2. All teachers will lock their doors from the inside of the door. If a suspicious person is spotted on the Our Savior property, teachers and students in rooms with a clear window should line up near the wall so that they cannot be seen through the window in the doors.
3. Teachers and students will stay inside the building until conditions are safe.
4. The office staff will call for police assistance if an immediate threat is known.

**Do not call the school office during emergencies.**

**Keep the telephone lines open and available for emergency use by the administration.**

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## SCHOOL DIRECTORY - 488-0000

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**Students:** The school's telephone system is to be used only for emergencies. When it is used for a personal call, the student is charged *50¢ per call*.

**Legal Guardians:** If you must speak to a teacher directly, you may call 488-0000 and ask for the teacher's extension listed below. We ask that you do not use this phone system for routine questions or comments, as it disrupts the teaching of the classroom.

If you are calling during non-business hours, you may also leave a message at one of the listed extensions or if in doubt, leave your message with the school office at extension 221. Your message will be transferred at the first available opportunity.

Extension    Location

**221** ..... Front Office/Admissions/Tuition Payments/Attendance

**222** ..... Bookkeeper/Accounts Payable

**223** ..... Principal

**224** ..... Administrative Assistant/Office Manager

**227** ..... School Staff Workroom

**228** ..... Kitchen & Room 203

**230** ..... **Preschool Room 201**, PreSchool & All Grades (after-4:30 p.m.) Daycare

**231** ..... **Preschool Room 202** & K-1<sup>st</sup> Grades After-School Daycare

**232** ..... **Preschool Room 203** & 2<sup>nd</sup>-4<sup>th</sup> Grades After-School Daycare

**229** ..... Computer Room, Room 304, Top Floor

**235** ..... Grade 8, Room 301, Top Floor

**238** ..... Grade 7 & Band Class, Room 302, Top Floor

**237** ..... Grade 6, Room 6, After-School **Daycare** (5<sup>th</sup>-8<sup>th</sup> Grades), near Office

**239** ..... Grade 5, Room 5, near Office

**233** ..... Grade 4 & Japanese Club, Room 4, near Office

**234** ..... Grade 3 & Drama Club, Room 102, Bottom Floor

**236** ..... Grade 2, Room 103, Bottom Floor

**241** ..... Grade 1, Room 101, Bottom Floor

**240** ..... **Kindergarten**, Room 104, Bottom Floor

**242** ..... Library, Room 303, Top Floor

**246** ..... Tutor, Ms. Ulm, A+ Club