



St. Catherine Preschool

2022-2023

Parent/Guardian

Handbook

A Catholic Community

Lighting The Way to a Brighter Future

Pastor: Father Nicholas Apetorgbor

Interim Principal: Mandy Thronas-Brown

Vice Principal: Kristel Bedford

Preschool Director: Nancy Hunter

Accredited by: Western Association of Schools and Colleges Western Catholic Education
Association

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Mission Statement

St. Catherine School is committed to providing a Catholic education for the whole child, preparing each to be a responsible member of the community. Inspired by our founders, we strive to live the mission of Jesus, expressing the core values of education, justice, charity and freedom. We recognize parents as primary educators, and teachers as facilitators of discovery and learning as students continue to pursue excellence in their spiritual, academic and personal lives.

Philosophy

St. Catherine School is rooted in Catholic doctrine and traditions.

We believe that every child is created in God's image, endowed with unique gifts enabling each to respond to the call, challenge, and commitment of Christian life in the modern world.

We believe that a coordinated community including parents, students, faculty and administrators is essential to the development of each student's ongoing intellectual, social, moral, and physical development.

We believe that Jesus' teachings are the foundation for all learning at St. Catherine School. This prepares our students to meet the challenges they encounter as lifelong learners.

Vision Statement

- ❖ Faith
Rooted in Catholic values and teachings, our school family grows in relationship with Jesus Christ.
- ❖ Education
St. Catherine School graduates continue to strive for excellence in their academic, personal and spiritual lives.
- ❖ Service
Students become the light of Christ by contributing to the benefit of the community.

School Song

Our School

By Buddy Lizama

Our school, on a hill above the town.
Our school, we know they'll never let us down.
From kindergarten classroom toys,
To grown-up girls and boys,
Our memories will always bring us joy.

Our school, you are the best they say.
Our school, we know that it's the only way.
You taught us to know right from wrong,
And taught us to be strong.
We can face the world and get along.
I felt this strong feeling when I first got here,

Guided by the Lord we learned as one.
Inspired by the love we worked together.
We pray to God you'll always be around.
St. Catherine will always be my home ground.

St. Catherine will always be my home ground!

School Colors, Emblem, and Motto

St. Catherine School colors are maroon and gold. The emblem represents our Catholic identity and consists of an open book symbolizing spiritual and academic learning supporting three figures representing adults and children in community, with arms raised in praise to the cross, symbolizing our reliance on the grace of God. The lines radiating from the figures refers to our motto, "Lighting the Way to a Brighter Future."



History

St. Catherine School was built in 1946 and blessed on February 15, 1947, by Pastor Fr. Joseph G. Callaghan, SM. Classes in first through fourth grades began in the nearly completed school in September 1947, staffed by the Sisters of the Society of the Blessed Virgin Mary, (BVM) with a principal and teachers. Each year another grade was added to the offerings until the school served kindergarten through 8th grades with lay staff as well as religious.

In May of 1969 and due to declining vocations in the BVM order, they could no longer staff the school. At that time the Congregation of the Dominican Sisters of the Most Holy Rosary (Dominicans) from the Philippines assumed responsibility for St. Catherine School.

In the 1970s parents and parishioners volunteered their time to upgrade the campus with a library near the school office, playground equipment, and a parish hall which serves as our cafeteria and assembly hall. It was later named Coyle Hall in honor of Fr. Patrick Coyle, SM. who served as pastor of St. Catherine Parish. He recently celebrated his 90th birthday in Coyle Hall.

The school sustained severe damage in Hurricane Iniki in 1992 including destruction of the library. The reconstruction included classroom and office renovations, a new library (extension and remodeling of an existing building), a computer lab and Early Learning Center, housing kindergarten and preschool.

Lay teachers continued to work alongside the sisters until June 2000, when the Dominicans needed to consolidate their community. Since then, the school has been staffed entirely by lay teachers who continue the tradition of excellence in Catholic education as first envisioned by Fr. Callaghan, SM. In May 2014 we welcomed our first St. Catherine School alumni pastor, Fr. Anthony Rapozo.

Diocesan Mission Statement

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21st Century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.

Faculty and Staff

Father Nicholas Apetorgbor	Pastor and Parochial Administrator
Father Dario Rinaldi	Parochial Vicar
Mrs. Mandy Thronas-Brown	Interim Principal
Mrs. Kristel Bedford	Vice Principal
Ms. Nancy Hunter	Preschool Director
Mrs. Keala Unutoa	Preschool 5
Ms. Zibeth Hada	Preschool 4
Ms. Lani Figueroa	Preschool 3

Accreditation, License and Certification:

St. Catherine Preschool (ages 3 to 5) is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

In our last accreditation in 2016, St. Catherine was granted a six year accreditation certificate from the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

WCEA accredits Catholic elementary and secondary schools in nine western states (26 arch dioceses) and the U.S. territory of Guam. WCEA co-accredits and is in partnership with regional agencies (WASC, NAAS, NCA, CASI) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

St. Catherine Preschool is licensed by the Roman Catholic Church, Diocese of Honolulu in the State of Hawaii. Additionally, St. Catherine Preschool is licensed by the Department of Human Services.

St. Catherine teachers and staff are certified to teach in their areas of competency through the Hawaii Catholic School Office. All faculty members receive additional training and certification in “Creating Safe Environments”, through the Roman Catholic Diocese of Honolulu. This training is mandated for all members of the clergy, religious, lay employees and volunteers of the Roman Catholic Church in the State of Hawaii who have regular or continuing contact with youth.

Code of Christian Conduct

CODE OF CHRISTIAN CONDUCT COVERING

STUDENTS AND PARENTS/GUARDIANS

Parents are the primary educators for their children. Parents who enroll their child(ren) at St. Catherine School, are choosing its programs and curriculum over those available at other schools. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in the best interest of the student, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in the student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following::

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian and will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.) The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning to the student and/or parent/guardian and will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

Hours of Operation 7:30-5:00

6:30 early drop off is available for all Preschool students and will be held in the Pre-K 4 room. Please sign up for early drop off in the school office.

Our normal school day begins at 7:30 and ends with the rest of the school at 2:30, at this time our After-School Care program begins 2:30 and runs until 5:00pm. If you are in need of our After School Program please sign up at the school office.

Our doors open at 7:30am. If your child will be absent please inform the preschool by 8am (808)-466-0522.

Keep drop off and pickups brief this is not the time for lengthy conversation as it is a distraction to the program and staff need to be attending to children. Teachers are available for a scheduled conference anytime upon request.

We have a 3-step process for late pickup:

1. Verbal reminder to please be on time to pick up your child no later than 5:00pm
2. Written email notification if it occurs a 3rd time the parent or guardian will be charged \$1.00 per minute late.
3. You will be charged \$1.00 per minute after 5:00.

Program Areas

- Religion: Catholic (living faith and doctrine) All students are required to participate in Religion classes and other spiritual and liturgical activities and services.
- Language Arts: Oral Language Development, Phonics, Reading/Writing Readiness, Children's Literature, Listening Comprehension skills
- Math Readiness: primary concepts of time, measurement, sizes, shapes, numbers, money, graphing, etc.
- Life Skills: social living and science
- Classroom centers/outdoor play: interaction and socialization
- Music and Hawaiiana
- Physical Education

Tuition

Our monthly tuition is \$830.00

Tuition remains the same whether you use ASC or not. Parents or guardians sign a contract regarding tuition and payment schedules with tuition paid through F.A.C.T.S Tuition Management Co. Flexible tuition payment schedules are available.

Scholarships and financial assistance are made available through St. Augustine Educational Foundation, Adopt A Student Fund, and Pauahi Keiki Scholar Program. Applications are available in the school office and on the school website. Families receiving financial aid from the Adopt A Student Program are required to perform an additional five hours of service per quarter. Please see staff for service opportunities.

Preschool Daily Schedule 2022-2023

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-7:15	Breakfast with Bubba	Breakfast with Bubba	Breakfast with Bubba	Breakfast with Bubba	Breakfast with Bubba
7:15-8:00	Open Doors Free Play Pledge and Prayer	Open Doors Free Play Pledge and Prayer	Open Doors Free Play Pledge and Prayer	Open Doors Free Play Pledge and Prayer	Open Doors Free Play Pledge and Prayer
8:15-8:45	PreK 5 (PE) Religion	PreK 5 (Music) Religion	PreK4 (PE) Religion	PreK5 (Hawaiiana) Religion	Life Skills
9:00-9:30	PreK4 (Music) Religion	PreK3 (Music) Religion	PreK 3 (PE) PreK4 (Hawaiiana) Religion	PreK 3 (Hawaiiana) Religion	Religion
9:30-10:30	Literacy Circle Time	Literacy Circle Time	Literacy Circle Time	Literacy Circle Time	Literacy Circle Time
10:30-11:00	Snack and Recess	Snack and Recess	Snack and Recess	Snack and Recess	Snack and Recess
11:00-12:00	Math and Science	Math and Social Studies	Math and Science	Math and Social Studies	Math and Science
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-2:15	Nap	Nap	Nap	Nap	Nap
2:15-2:30	Transition to After School Care (Outdoors)	Transition to After School Care (Outdoors)	Transition to After School Care (Outdoors)	Transition to After School Care (Outdoors)	Transition to After School Care (Outdoors)
2:30-5:00	After School Care Play Centers Ex) waterplay, games, puzzles, legos, art, blocks, and garden	After School Care Play Centers Ex) waterplay, games, puzzles, legos, art, blocks, and garden	After School Care Play Centers Ex) waterplay, games, puzzles, legos, art, blocks, and garden	After School Care Play Centers Ex) waterplay, games, puzzles, legos, art, blocks, and garden	After School Care Play Centers Ex) waterplay, games, puzzles, legos, art, blocks, and garden

Staff/Parent Communication

We will have our school calendar of events, Mass reminders, updates on any and all things relevant to Preschool. Teachers and staff will always be available. Notices will be placed at the sign in table.

Guidance and Discipline

- When repeated behavior issues arise they will be discussed by the child's teacher with parents or guardians.
- If the problem continues, it is taken to the Director and a conference will be requested with parents or guardians to develop an action plan
- If the above Procedures have been followed and improved is not seen, a child may be removed from the program if:
 - a. The child poses a threat to self, staff or other children
 - b. The child behaves in a manner that is too difficult to manage in a group
 - c. The child or parent/guardian uses language that is abusive or threatening

Illness Policy

Parents are required to keep (or take home) a child when the child is suffering from one or more of the following symptoms or is not well enough to take part in the regular Preschool program

- Pain- complaints of unexpected or undiagnosed pain
- Acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty in breathing- wheezing or a persistent cough
- Acute, unexplained fever
- Sore throat or trouble swallowing
- Severe itching of body and scalp, infected skin, or undiagnosed rash
- Infected eyes or pink eye
- Headache and stiff neck (should see doctor)
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps
- Children with known or suspected communicable diseases
- Children with lice. Child may return to school 24 hours post treatment

If a child has persistent cough, sore throat and/or unexplained fever they should be seen by a doctor before returning to school

Head Lice: The child must remain away from school until 24 hours after treatment and they are bug free

Hand, Foot and Mouth Virus: The child must remain away from school until fever is gone and had no symptoms (no spots or sores)

Vomiting or Diarrhea: The child must remain away from school 24 hours after last episode

Pink Eye (Conjunctivitis) The child must be on prescription eye drops for 24 hours and symptom free before returning to school

Ear Infection: Though not contagious the child should be treated by a doctor before returning to school

Sever Cough and Cold: If your child us unable to partake in the daily scheduled activities, including outside time, they should remain away from school until they are able to fully participate

*Parent will inform staff within 24 hours of serious illness or contagious disease in the family to help us prevent further spread within the school

School Attire

School uniform shirts are required. They can be purchased at the Preschool for \$10.00. We ask children to be sent to school dressed for active play. Clothing that is easy to move in and can get dirty. Cotton stretchy shorts or Nylon shorts are great. We spend a lot of our days outdoors so they will get dirty. Preschool is not the place to wear your Sunday best.

School Mass

Preschool will be attending mass with the school at all regularly scheduled times. See school calendar for dates. On those days we ask that students to be in their classrooms by 7:45. This when we leave to walk to the Church. Wear a school uniform shirt, not shorts. Pants or skirts are preferred. (can bring other clothes to change into after) No slippers, close toes shoes only. Bring a canned good, this is a donation for our community food bank program.

Excursions

Our Program enjoys occasional excursions. Parents are required to sign a general authorization form for children to participate in these outings. A parent/guardian may attend to assist us with supervision of other aside from your own. If you join us, you will be asked to assist us with supervision of other children aside from your own.

We ask on these days that children arrive at school in close toed shoes. Hats are permitted.

Birthdays/Holidays

We do allow birthday celebrations in school. Families are welcome to bring in a treat of some sort for the class to enjoy on that day or parents can bring them by at 11:30 to join in a sort of celebration for your child.

We celebrate all traditional holidays, occasionally throughout the year. There may be different celebrations in our Program. On such days we ask that parents bring snacks for the class to share. We will post a snack sign-up sheet prior to the celebration.

Confidentiality

Information about families and/or children that is recorded on forms or obtained for the purpose of working with the family or child is confidential and will not be released or discussed with anyone outside the Preschool staff and/or administration

Media

St. Catherine Preschool uses local media (Instagram, Facebook, School Website) to showcase our program and to promote enrollment. Parental consent for the use of student photographs and videos is implied unless expressly denied in writing.

Child Abuse Policy

For the health and well-being of all students and in accordance with the State Law and Diocesan Policy, any staff member who suspects any type of child abuse, whether it be physical, mental, sexual, verbal or neglect will report it to the proper authorities and are mandated to do so.

Emergency Procedures

In the event of an emergency, illness or other problem, parents will be called at work or at home. If the parents cannot be reached, emergency contact indicated by the parent on the emergency card or registration form will be contacted. In serious emergencies 911 will be called first then the parent or guardian will be notified.

Evacuation drills are held monthly with all staff and students participation. In the event our school is severely damaged by fire, the children would be evacuated and held in the parish, hall, church or athletic field if necessary and parents/guardians will be called to pick up children.

Tsunami Warning: St. Catherine Preschool is not located in a tsunami inundation zone, so in case of a tsunami warning we will not evacuate. These procedures will be followed in the event of a tsunami warning:

- If a warning is issued during the school day, the children will be supervised until parents can safely pick them up
- If a warning is issued before school begins, school will likely be closed for the day as Hawaii Civil Defense urges residents to stay off roads. Parents will listen to the local Civil Defense radio station (KONG 93.5FM) for specific information about school closure

Hurricane/Tropical Storm: Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm effects. Hurricane or tropical storm warnings are issued when any of these storms could affect Kauai in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning. Local Civil Defense radio (KONG 93.5FM) will announce school closures.

Earthquake: Should an earthquake of significant magnitude occur on Kauai, we can anticipate considerable disruption to our roads. The children will be cared for on campus by staff until pickup by an authorized guardian.

Lockdown Situation: Lockdown drills are held annually. In the event of an intruder that may result in harm to students and staff, the school will follow lockdown routines. Following an all clear, administration will determine if the situation merits school closure. If so, students will be cared for until picked up by a parent or guardian.

Updated Covid Protocols 2022-2023

All SCS safety protocols are based on CDC and Department of Health Guidelines. They are subject to change accordingly. Families will be notified through School Speak or via email of any updates to safety protocols. Public health issues are monitored, and this policy will be updated to provide the best possible environment for our staff and students.

I. Guidelines for Cleaning, Disinfection & Hand Hygiene

1. Desks, chairs, door handles, and frequently touched surfaces are cleaned and disinfected regularly.
2. Classrooms and offices are cleaned and disinfected daily by a professional cleaning service.
3. Playground and Physical Education (PE) equipment are cleaned and disinfected regularly.
4. Teachers, students, and staff must routinely practice handwashing.

Key times for students and school personnel to do handwashing/sanitizing.

- a.) Upon arrival
- b.) Before and after exiting the classroom
- c.) After blowing nose or sneezing
- d.) After using the bathroom
- e.) Before and after eating

5. Hand sanitizer is available on campus, in each classroom, and at the school office.
6. Students should avoid touching eyes, nose, and mouths with unwashed hands
7. Students should cover their mouths and nose with a tissue. When tissues are not available, cough or sneeze into their elbows.

These practices and expectations will be taught to students in and out of the classrooms

II. Social Distancing

1.) Drop off and pick up time procedures:

1. Drop off begins at 7:30 a.m. Pick up begins at 2:15 p.m.
2. **Face masks are optional.**
3. Parents may come on campus.
4. Students must walk directly to their classroom.
5. At pick up, parents will drive to the roundabout to pick up their child/ren.

2.) During the School Day

- a. Student desks will be set at least 3ft apart.
- b. There will be separate recess zones and recess times.
- c. Lunch will be held in the hall in their designated zones.
- d. Students will wash hands frequently and hand sanitizer will be in each classroom.
- e. Water fountains will be used for water bottle refills. Please send a water bottle and make sure it goes home for cleaning each day.
- f. Classroom windows and doors are open as much as possible, weather permitting to circulate as much fresh air as possible. During imminent windy or rainy days- lower windows may need to close temporarily depending on the weather, while higher windows remain open.

3.) Other areas of the school

- a. Parents must sign into the office when entering the campus for ANY reason (except when dropping off their child in PreK). Anyone entering the campus after 9:00 am must park behind the Administration offices (via Haa'ala Rd). The front gate closes at 9:00 am.
- b. Teachers will ensure that 3ft social distancing is observed in all classrooms
- c. Students will work in the same desk/chair within the classrooms, limiting whole class close contact as much as possible.

4.) School Masses

- a. We will resume school masses and all parents are welcome to attend. Please see the monthly calendars for all scheduled school masses.

III. Containment Guidelines

1. Temperatures will **no longer** be taken and recorded at the beginning of each school day. Please keep your child home if your child is not feeling well.
2. SCS will offer as many outdoor learning areas as possible to lessen high touch areas.
3. TRAVEL BY STUDENT & STAFF: 72 hour quarantine is **no longer** in effect during return from travel. Please monitor you child upon return. If they feel ill or have any symptoms, it is advisable to keep them home and to call your childcare provider. If your child comes to school with any symptoms, they will be sent home.

IV. Response to Illness

1. A student/staff member tests positive for COVID 19. The Department of Health is notified immediately, and contact tracing begins. DOH will work with school administration to notify the school community of the situation. Confidentiality will be protected by SCS and DOH.
2. If a student/staff tests positive for COVID 19, the student/staff will remain off campus for 5 days. Please provide proof of a negative test before returning to school.
3. If a member of your household tested positive for COVID 19, students should quarantine for 5 days or provide a negative test result and not showing any symptoms upon returning to school.
4. If any student/staff displays symptoms of influenza like illness, that student/staff will be sent home.
5. A student/staff with a temperature of 100.4 is required to bring in a doctor's clearance note to reenter school campus after they are fever free for 24 hours without fever suppressing medication.
6. School will consult the Department of Health, Disease Investigation Branch in all decisions related to infection control.
7. An absence of more than 3 days will require a doctor clearance/note to come back to school. Parents are required to be transparent of the health condition of their child.

V. Distance Learning

1. If the government issues a Stay-at-Home order, SCS will transition to distance learning within 3 days.
2. Students will be supplied with all learning materials for home use.
3. Teachers will utilize Google Classroom as a platform to deliver lessons. Lessons will consist of:
 - a.) Pertinent learning objectives. The goal is to keep learning moving forward.
 - b.) Video meetings daily to keep contact with students.
 - c.) Each teacher's meeting schedule will be published prior to distance learning launch.
 - d.) Requirements to log in and submit attendance daily and work accountability. Turning in work and receiving grades is mandatory.
 - e.) Help sessions through go to meeting (video) will be made available.
4. Teachers will work full time during distance learning.
5. Online attendance is mandatory, and absences are recorded.

6. At home learning time will vary by grade level.

7. Tuition payments will remain on schedule. Tuition credits (scholarships) will remain applicable. Parents should contact the school as soon as possible if unable to meet tuition payments. Each situation will be handled individually.

8. Google classroom assignments will be available to students in quarantine. This service does not constitute the full scope of distance learning. It is to provide assignments to the students. Again, the distance learning program will be enacted fully only in the event of a Stay-at-Home order from the government.

***This document is subject to change as new information becomes readily available regarding conditions of COVID-19**

Classrooms will be deep cleaned every night. Tables, chairs, sinks, door knobs, faucets, bathroom, floors with bleach, Lysol and 409

Hand soap will be provided at both of our outdoor sinks on the playground to aid in frequent hand washing.

During snack and lunch time children will be seated spaced out at a minimum of 3 feet.

Appendices

Parent Cooperation and Support Statement- HCS..... page 16

Code of Christian Conduct Covering Students and Parents/Guardians -HCS..... page 17

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