

2024 MONTESSORI COMMUNITY SCHOOL SUMMER PROGRAMS

POLICIES AND PROCEDURES



PROGRAM OVERVIEW / SUMMER FINANCIAL INFORMATION / SUMMER HEALTH
REQUIREMENTS / GENERAL INFORMATION / SPECIAL INFORMATION FOR
INTERNATIONAL STUDENTS / THE PROGRAMS





TABLE OF CONTENTS



03 **PROGRAM OVERVIEW**

APPLICATION PROCESS / PROGRAM ENTRANCE
REQUIREMENTS

04 **SUMMER FINANCIAL INFORMATION**

TUITION RATES

06 **SUMMER HEALTH REQUIREMENTS**

08 **GENERAL INFORMATION**

HEALTH / COMMUNICATION / ATTENDANCE / ARRIVALS AND
DISMISSALS / PICK-UP AUTHORIZATION / STUDENT
CONDUCT / PERSONAL SAFETY / FOOD / GOODY BAGS &
GIFTS / BALLOONS / MEDICATION / ACCIDENTS /
INSURANCE COVERAGE / EMERGENCY PROCEDURES

15 **SPECIAL INFORMATION FOR INTERNATIONAL STUDENTS**

16 **THE PROGRAMS**

TWO-YEAR-OLDS / PRESCHOOL & KINDERGARTEN (AGES 3-5) /
ELEMENTARY (ENTERING GRADES 1-6)



MONTESSORI COMMUNITY SCHOOL 2024 SUMMER PROGRAMS

PROGRAM INFORMATION

Your young explorer will spend a summer complete with fun, friends, and adventure with the in-person 2024 Summer Programs at Montessori Community School. Program dates, descriptions, policies, procedures and other details are included in this packet. Please read the summer program information carefully before completing and submitting the online summer application.



SUMMER PROGRAM DATES

FULL SUMMER

6/10 - 8/2/24

TWO-YEAR-OLDS

Session I: 6/10 - 7/5/24

Session II: 7/8 - 8/2/24

PRESCHOOL & KINDERGARTEN

(ages 3-5)

Session I: 6/10 - 7/5/24

Session II: 7/8 - 8/2/24

ELEMENTARY

(for students entering Grades 1 through 6)

Session I: 6/10 - 6/21/24

Session II: 6/24 - 7/5/24

Session III: 7/8 - 7/19/24

Session IV: 7/22 - 8/2/24

SUMMER HOLIDAY DATES

School will be closed on:

Tuesday, 6/11

(Kamehameha Day holiday)

Thursday, 7/4

(Independence Day holiday)

Contact: admissions@montessorihawaii.org

Montessori Community School
1239 Nehoa Street
Honolulu, HI 96822



PROGRAM OVERVIEW

THE SUMMER APPLICATION PROCESS

- An online application (for each child) must be completed in full and signed electronically, with program, hours, and dates selected.
- Applications will be processed in the order in which they are received and as space is available. Once approved by the Admissions Office, families will receive a tuition invoice.
- **Registration will only be confirmed once the full tuition is received by the Business Office.**
- Current MCS students are offered priority registration until **March 17, 2024**.
- Enrollment of students not currently attending MCS will begin on **March 18, 2024**.
- Programs are generally filled on the basis of space availability, so prompt submission of the online application is recommended.

PROGRAM ENTRANCE REQUIREMENTS

The following are due in the school's office **by May 10, 2024**:

ALL STUDENTS:

- **FACTS Webforms.** After registration has been confirmed, the FACTS webforms provide the school with your child's medical information, parent/legal guardian contact phone numbers, and other vital information.
 - **Students with incomplete FACTS webforms will not be allowed to join the program.**
 - **The FACTS webforms must contain U.S. phone numbers and Hawaii addresses of people that we may contact or reach in Hawaii.**

NEW STUDENTS:

- **Birth verification (new students).** In order to verify your child's age, a copy of your child's birth certificate must be submitted. A copy of your child's current passport will also provide acceptable birth date verification. In some cases, a copy of the parent or legal guardian's passport may also be required.
- **Health records (Form 14) - Blank copies posted in FACTS or your Hawaii physician's office.** All new students must submit a current record of all health requirements (Form 14) by **May 10, 2024**. These requirements must include (in English) records of a **physical examination** (completed within one year prior to Hawaii school entry and performed by a U.S. licensed practitioner - MD, DO, APRN, or PA), updated **immunizations**, and a record of **Tuberculosis clearance**.
- **Health records (DHS 908) - Blank copies posted in FACTS or your Hawaii physician's office**
Only for Two-Year-Olds and Preschool & Kindergarten students.
- **Tuberculosis clearance.** A Tuberculosis (TB) clearance is required for all students new to Montessori Community School. The clearance must be performed by a U.S. licensed health practitioner (MD, DO, APRN, or PA) **on or after the student's first birthday (12 months of age or older), and must consist of one of the following acceptable clearance methods:**
 - Negative Risk Screen.
 - Negative TB test (TB Mantoux skin test for any age **or** QuantiFERON Gold-in-Tube (QFT-GIT)/T-SPOT blood test for 2 years and older).
 - Positive TB test **and** negative chest x-ray.
 - Parents who do not want skin tests for children under 5 years of age need a physician letter stating the skin test is medically contraindicated.
 - No exemptions to the TB clearance requirement are allowed.
 - **Without a Tuberculosis clearance, children are not permitted to start school.**

See Summer Health Requirements on page 6 for detailed information.



FINANCIAL INFORMATION

TUITION PAYMENT

Online applications will be processed in the order in which they are received and as space is available. Once approved by the Admissions Office, families will receive a tuition invoice. Registration will only be confirmed once the full tuition amount is received by the Business Office.

REFUNDS

1. 50% of tuition may be refunded until May 10, 2024 for all programs.
2. No refunds will be made after the above-mentioned dates.
3. No refunds are made for absences.

PARTIAL SUMMER ENROLLMENT

Full summer or select session enrollment is offered for all programs to new and current MCS students. Weekly enrollment is not being offered.

TWO-YEAR-OLDS and PRESCHOOL & KINDERGARTEN Session I: 6/10 - 7/5/24 Session II: 7/8 - 8/2/24	ELEMENTARY (for students entering Grades 1 through 6) Session I: 6/10 - 6/21/24 Session II: 6/24 - 7/5/24 Session III: 7/8 - 7/19/24 Session IV: 7/22 - 8/2/24
---	--

CHANGE FEE

Each change requested after the application has been received by the school will be assessed a \$25.00 fee. This fee does not apply when adding additional sessions.

AFTER SCHOOL CARE

For your convenience, the school offers limited after school care. Enrollment for After School Care must be indicated on the application.

Occasional Care (offered on a space available basis):

For your convenience, the school offers limited occasional child care after 2:30 p.m.

Families will be assessed a \$15.00 fee for service between 2:45-4:00 p.m. or a \$30.00 fee for services that extend beyond 4:00 p.m. and up until 5:30 p.m.

(a) This rate is not part of tuition but for extra time on an occasional basis.

(b) For children enrolled in the 2:30 program, occasional care charges will be assessed for those picked up after 2:45 p.m. The exception is pick-up after 5:30 p.m. (see "Late Fee after 5:30 p.m." below).

(c) Occasional care fees will be charged after the close of each month. There is no maximum charge for occasional care.

***LATE FEE AFTER 5:30 p.m.

The late fee is to encourage families to pick up their children on time. Should any child be picked up after 5:30 p.m., there is a charge of \$15.00 if the child is picked up any time within the first 15 minutes (5:31-5:45 p.m.). After 5:45 p.m., an additional \$5.00 per minute will be charged. The Business Office will invoice for late fee collection. Repeated pick-up or failure to pay late charges may result in the termination of services to the family.

OTHER INFORMATION

Montessori Community School is a non-profit organization as described under Section 501 (c) (3) of the Internal Revenue Code. As such, any cash or material donations to the school are tax-deductible to the extent provided by law. Please contact the office if you need a receipt.



FINANCIAL INFORMATION

2024 Summer Tuition

TWO-YEAR-OLD PROGRAM* (June 10 - August 2, 2024)			PRESCHOOL & KINDERGARTEN PROGRAM* (June 10 - August 2, 2024)		
	7:30-2:30	7:30-5:30		7:30-2:30	7:30-5:30
Full Summer: June 10 - Aug. 2*	\$3,900.00	\$4,700.00	Full Summer: June 10 - Aug. 2*	\$3,100.00	\$3,800.00
Session I: June 10 - July 5	\$1,850.00	\$2,250.00	Session I: June 10 - July 5	\$1,500.00	\$1,800.00
Session II: July 8 - August 2	\$2,050.00	\$2,450.00	Session II: July 8 - August 2	\$1,600.00	\$2,000.00

ELEMENTARY PROGRAM* (June 10 - August 2, 2024)		
	7:30-2:30	7:30-5:30
Full Summer: June 10 - Aug. 2*	\$3,900.00	\$4,600.00
Session I: June 10 - June 21	\$925.00	\$1,100.00
Session II: June 24 - July 5	\$925.00	\$1,100.00
Session III: July 8 - July 19	\$1,025.00	\$1,200.00
Session IV: July 22 - August 2	\$1,025.00	\$1,200.00

The last day for partial summer tuition refunds for withdrawal of any student is May 10, 2024.

Summer tuition is non-refundable after May 10, 2024.

No tuition refunds are made for absences.

*Priority enrollment is given to children who sign up for the entire summer and will be continuing with MCS in the fall.



HEALTH REQUIREMENTS

For all students **new to Montessori Community School**, the following health requirements must be documented and turned in to the school's office by May 10, 2024. The information should be documented on a "Student Health Record" (Form 14), which can be obtained from your child's physician or on the Family Portal in FACTS.

I. TUBERCULOSIS CLEARANCE

A negative Tuberculosis (TB) clearance is required for all students new to Montessori Community School. The clearance must be performed by a U.S. licensed health practitioner (MD, DO, APRN, or PA) **on or after the student's first birthday (12 months of age or older), and must consist of one of the following acceptable clearance methods:**

- Negative Risk Screen.
- Negative TB test (TB Mantoux skin test for any age or QuantiFERON Gold-in-Tube (QFT-GIT)/ T-SPOT blood test for 2 years and older).
- Positive TB test **and** negative chest x-ray.
 - Parents who do not want skin tests for children under 5 years of age need a physician letter stating the skin test is medically contraindicated.
 - No exemptions to the TB clearance requirement are allowed.
 - **Without a Tuberculosis clearance, children are not permitted to start school.**

II. HEALTH RECORDS (Form 14 and DHS Form 908)

- All new students must submit a current record of all health requirements (Form 14) prior to enrollment.
- These requirements must include (in English) records of a physical examination (completed within one year prior to Hawaii school entry), updated immunizations, and a record of a negative Tuberculosis test.
- All Preschool & Kindergarten students (including Two-Year-Olds) must submit the completed DHS Form 908.
- Blank copies of these forms are available on the school's website. The Form 14 is also available through your (Hawaii) physician's office.

III. PHYSICAL EXAMINATION

- Must be completed within one year prior to first entrance into school in Hawaii.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).

IV. IMMUNIZATIONS

REQUIRED IMMUNIZATIONS

<u>Twos & Preschool</u>	<u>Kindergarten through Grade 6</u>
DTaP, DTP = 4 doses	DTaP, DTP = 5 doses
Polio = 3 doses	Polio = 4 doses
MMR = 1 dose	MMR = 2 dose
Hep A = 2 doses	Hep A = 2 doses
Hep B = 3 doses	Hep B = 3 doses
Hib = 3-4* doses	Varicella = 2 dose
PCV = 4 doses	
Varicella = 1 dose	
Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.	Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

All immunizations must meet the minimum ages and intervals between vaccine doses as required by Hawaii Administrative Rules, Title 11, Department of Health; Chapter 157, Examination and Immunization.



HEALTH REQUIREMENTS

V. PROVISIONAL ATTENDANCE

- A student who does not have evidence of all of the required immunizations, or documentation of a physical examination, may attend school provisionally, upon submitting written evidence from the doctor or doctor's office stating that the student is in the process of receiving the required immunizations or physical examination.
- The provisional attendance period shall be no longer than three calendar months after the date of provisional attendance to a school.

VI. NOTICE OF EXCLUSION AND EXCLUSION

- If a student does not complete the required immunizations or examination within three months of the date of provisional attendance, the school shall notify the parent by dated, written notice of exclusion that the student will be excluded from the school beginning thirty calendar days after the date of the notice.

VII. ADDITIONAL HEALTH REQUIREMENTS INFORMATION

- Medical exemptions must be obtained from your child's doctor.
- Religious exemption forms may be obtained from and completed at Montessori Community School.
- Hawaii State Law requires all students to meet the above school health requirements.
- Students who have not completed and turned in documentation of the above requirements by **May 10, 2024** will be allowed provisional entrance until compliance by deadlines.
- ***The exception is the Tuberculosis clearance, which is required by May 10, 2024.***
- **IMPORTANT SUMMER ENROLLMENT INFORMATION:** Students who were enrolled in previous MCS summer programs and were issued a Provisional Entrance must complete any outstanding health requirements ***prior*** to enrolling at MCS for any subsequent summer programs.



GENERAL INFORMATION

HEALTH

The health of all children is of prime importance to us. It is known that children in group care settings have an increased risk of infectious illnesses. We encourage frequent handwashing during the day, which has been shown to limit the risk of the spread of illness in similar settings. Please safeguard your child and others by keeping them home if signs of illness are present.

During the COVID-19 pandemic, Montessori Community School's policies on sick children have been changed to incorporate current health guidelines issued to group child care centers and schools from the Department of Human Services and the Department of Health. The following health policies with respect to COVID-19 are in effect until such time as the guidelines are revised. Parents will be notified of any changes.

Parental cooperation with school policies regarding health and safety is absolutely essential for the well-being of the children and proper functioning of the school.

I. General Health Policies:

- If your child is ill and will be absent from school, please call the school office at (808) 522-0244 before 9:00 a.m.
- Children who arrive at school with symptoms of illness will be sent home. Children who become ill during the school day will be isolated as necessary. Parents will be called to immediately pick up their child, and must take no longer than one hour to pick up their sick child. If parents are unavailable during the day, we will contact the people whose names have been supplied to the school office through the FACTS webforms.
- Children who are ill must stay home from school and will be sent home if they become ill at school, particularly if they have COVID-19 symptoms. (Please refer to the section below on COVID-19.)
- Should any child exhibit a rash, discharge from the eyes or ears, vomiting, or any other unusual condition, we will contact the child's parents and recommend they seek the advice of their physician or a medical professional. A doctor's statement verifying diagnosis of the child's condition may be required, at the discretion of the staff.
- Contagious diseases must be reported to the office immediately. This way, we can notify the other families whose children have been exposed so they can be on the alert for symptoms. Parents are asked to disclose any information regarding infections and/or communicable diseases which their child has had or been exposed to and are not reflected on the Form 14. This information will be treated in a confidential manner. MCS will not disclose medical information on any child unless required by the State of Hawaii.
- Upon returning to school following an illness, the school (at the discretion of the staff) may require a statement from a licensed medical professional (MD, DO, APRN, or PA) verifying that the child is healthy and non-contagious. A doctor's note is required for students to return to school following an absence due to contagious illness.

II. Children must be kept home for the following reasons:

- **FEVER.** A temperature above 100.4° F within the previous 24 hours. A child must be fever-free for 24 hours (without fever-reducing medication) before returning to school.
- **COVID-19.** Children who arrive at school with symptoms of illness, especially symptoms of COVID-19, will be sent home. Please refer to the section on COVID-19 for detailed information.
- **VOMITING AND/OR DIARRHEA.** Children must stay home until free from these conditions for 24 hours after the last episode of vomiting or diarrhea. For children in diapers, diarrhea is defined as a loose bowel movement not contained by the diaper. For children not in diapers, diarrhea is defined as stool frequency two or more loose stools greater than the child's normal stool frequency.
- **DISEASE.** Any diagnosable illness, disease, or condition which requires exclusion as per the Department of Health guidelines, such as measles, mumps, chicken pox, whooping cough, etc.
- **CONTAGIOUS CONDITIONS.** Colds, influenza (flu), strep throat, croup, runny nose or congestion unrelated to allergies, unexplained rashes, skin infections, eye infections, head lice, etc. Children must stay home until the condition has resolved and symptoms have improved. Verification of the successful resolution of the condition must be presented prior to returning to school.

A physician's note may be required as clearance for return to school following the resolution of any contagious disease or condition.



GENERAL INFORMATION

III. Additional Health Policies:

CHRONIC ALLERGIES. Children under the care of a physician for chronic allergies must present a written statement from the physician specifically stating the nature of the child's condition and that the condition is not contagious.

MEDICATION. Please speak with your child's teacher or the office if medication needs to be administered during school hours. Parents or legal guardians must complete a Medication Release Form (available from the teacher or the office) and give it, along with the medicine, to your child's teacher. Prescription medications must be sent in the original, labeled container.

All sunscreen sprays or lotions or any topical creams or lotions are administered in the same manner as oral medications, so a Medication Release Form must be completed by the parents or legal guardians.

NEVER send medication, either prescription or over-the-counter, with a child to keep in their lunch box, cubby, or backpack. This presents a serious danger to your own child and others. **All medication**, non-prescription as well as prescription, should be given to the teacher upon arrival. This includes, but is not limited to hand sanitizers, sunscreen, and cough lozenges.

IV. COVID-19 Health and Safety Protocols (Effective 3/1/24):

As the public health response to the COVID-19 pandemic continues to evolve, considerable progress has been made. MCS will continue to comply with mandates and guidelines established by government entities such as the Centers for Disease Control and Prevention, the Governor of Hawaii, the Hawaii Department of Health, and the Hawaii Department of Human Services. MCS is committed to ensure the wellbeing of the MCS community.

MCS provides the following information regarding COVID-19 for your understanding, acknowledgment, and agreement.

- Staff training – Teachers and staff will receive guidance as to what to do to meet current Health and Wellbeing protocols
- Cleaning and disinfection – Frequently-touched surfaces will be cleaned regularly and sanitized as needed
- Hygiene and health protocols – Hand washing at key times will be promoted. Health protocols will be implemented to prevent the spread of transmissible diseases and conditions

While MCS will endeavor to take reasonable preventative measures to reduce the spread of COVID-19, MCS cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the school and participating in its programs and activities on campus and/or in person could increase your risk and your child(ren)'s risk of contracting COVID-19.

*** IMPORTANT NOTE ***

These guidelines and policies are subject to change in order to follow current governmental guidelines. Parents will be notified of any changes.

MASKING:

- Indoor and outdoor masking are no longer required and will be optional for students and employees.
- Parents who prefer that their child wear masks indoors and/or outdoors should inform the Office.
- A student or staff member that has had close contact with a known case of Covid-19 should wear a mask for the following 10 days.

ISOLATION:

In the event that a student or staff person has tested positive for Covid-19

- The individual must stay at home and isolate for at least five full days after symptoms first appear or if no symptoms, after the initial positive test result.
- Students or staff may return to campus on Day 6 if
 - at least 24 hours have passed since the last fever without the use of fever-reducing medication, **AND**
 - symptoms are abating and the individual is feeling well enough to be in school.
- Students must wear a well-fitted mask around others indoors from Day 6 to Day 10 of illness after completing home isolation.



GENERAL INFORMATION

CLOSE CONTACT EXPOSURE:

In the event of close contact exposure to Covid-19 in the classroom, students and staff

- do not need to quarantine and all may remain in school, regardless of vaccination status
- must wear a mask when indoors for 10 days following exposure
- should watch for symptoms of Covid-19. If symptoms develop, isolate and inform the school immediately

COVID-19 VACCINATION:

The Hawaii Department of Health recommends the Covid-19 vaccination for children ages 6 months old and older. Click [here](#) to learn more about Covid-19 vaccination.

The MCS COVID-19 Health and Safety Protocol is subject to change in order to follow current governmental guidelines. Parents will be notified of any changes. Please contact info@montessorihawaii.org with any Health and Safety Protocol questions.

COMMUNICATION

So as not to interrupt the children and teachers, please do not call directly to the classrooms or return "Caller I.D." calls. Call the office at (808) 522-0244, and your message will be relayed at an appropriate time in the program schedule. Emergency messages will be delivered immediately.

Office hours are 7:30 a.m.-3:30 p.m., Monday through Friday. Calls placed to the school after 3:30 p.m. will be relayed to our voicemail, which is checked periodically for messages until 5:30 p.m. Messages to our after school programs are relayed to the teachers as necessary. All other messages are returned the next business day.

ATTENDANCE

Students must attend the program for the **full day** for which they enroll. If a student enrolls in the 7:30-5:30 program, for example, they may not join the program in the afternoons, but must be present from the start of the class in the morning.

ARRIVALS AND DISMISSALS

For the safety of all concerned, please follow these approved pathways when driving through the school's parking lot:

- Enter the driveway adjacent to the church sanctuary, drive through the basketball court, and exit the driveway closest to Kewalo Street. Between 7:30-8:30 a.m. and 2:30-3:00 p.m., right turns only are required upon exiting.
- For the Elementary Program only, a staff member is available to greet your child from 7:30-8:00 a.m. so you will not have to park your car. Families may also park on the basketball court if you wish to escort your child to the classroom. Please do not let your child find their own way to the classroom if a staff person is not present.
- When driving through the lot in front of the office, follow the one-way traffic pattern, entering from the west (Ewa) driveway, and exiting from the east (Diamond Head) driveway only.
- Please come to a full stop at the school exit, and look carefully in both directions for pedestrians and other sidewalk and street traffic before proceeding onto Nehoa Street.
- For the safety of all our children, **PLEASE DRIVE SLOWLY** through the school campus, at all times.

Dismissal time for all programs (Two-Year-Olds, Preschool & Kindergarten, Elementary) is 2:30 p.m., with separate After School Care Programs ending at 5:30 p.m. Students may not remain on campus unsupervised after the 2:30 p.m. dismissal time and will be admitted to the after school care program.

For Elementary students who will be walking or taking the bus home, parents must complete a form in the Office.

On occasion, if a parent is unable to come at the specified time, arrangements can be made for "occasional care." Please notify your child's teacher in the morning with written authorization, or call the office before 2:00 p.m. so that the child and teachers may be notified in time. The additional hours will be billed to the parents at the end of the month or prior to the child's final day of enrollment.

Children should be picked up **promptly at the time the after school care program ends, at 5:30 p.m.** The late fee of \$15.00 will be charged if the child is picked up any time within the first 15 minutes (5:31-5:45 p.m.). After 5:45 p.m., an additional \$5.00 per minute will be charged. The late fee is to encourage families to pick up their children on time.



GENERAL INFORMATION

PICK-UP AUTHORIZATION

Once enrolled, you can access the FACTS webforms where you can authorize who will have your permission to pick up your child at dismissal. Montessori Community School has a strict policy concerning the release of our students to adults other than those listed in this section.

- If, for any reason, you will be having your child picked up by someone not listed in the Authorized Pick-Up section, you must send us a written/email notification or call the office.
- If a different person is picking up your child frequently on a fairly routine basis, please add that person's name to the Authorized Pick-Up section.
- If the person picking up your child is unfamiliar to our staff, we will require photo identification before releasing your child.

IMPORTANT NOTE: Even if you are having the parent of another Montessori Community School student or an MCS staff member pick up your child, we must have official word from you to that effect.

FOOD

Snacks. Children in the Two-Year-Old and Preschool & Kindergarten Programs will only be served snacks provided by the school. Elementary children must bring their own healthful morning snacks.

An afternoon snack is provided for children at all age levels who remain in the after school care programs after 2:30 p.m. In the Two-Year-Old and Preschool & Kindergarten after school care programs, the afternoon snack may include a dairy product such as milk or cheese. Allergies to dairy products should be indicated on your child's **Allergy, Asthma, and Medical Condition Form**. Children with identified allergies to dairy products will be offered water as an alternative.

If families choose to prepare snacks to be shared among their child's classmates, as during birthday, holiday, or other celebrations, the snacks provided should be healthful. Frosted items such as cakes, cookies, cupcakes, candies, or other highly sugared snacks cannot be served in school. The teachers will request that such items be returned home. We hope you will understand that our intent is to support healthful eating habits for the children.

Lunches. Children may bring their own lunch each day. Be sure your child's name is labeled visibly on the lunch box or bag, food containers, and drink containers. Due to the number of children in the programs, refrigeration and reheating is not available for lunch in the Preschool & Kindergarten and Elementary programs. Optional hot lunch is available with additional enrollment.

Soda, gum, and candy are not permitted in school and should not be included in lunches or snacks. Sharing of food from lunches and snacks is not permitted for sanitary reasons, and because some children have allergies to certain foods. The **FACTS webforms** and the **Allergy, Asthma, and Medical Condition Form**, which parents complete after enrollment in the Summer Program, alerts our staff to any allergies a child may have.

Food Allergies. MCS makes every effort to ensure that students eat healthfully and safely, and is attentive to the needs of children identified as having a food allergy. Our policy is to support students with food allergies through education of our staff and classroom communities, and to protect students from ingesting foods that are dangerous to their health. We provide our staff with training in what symptoms to look for in a child and how to respond in case of an allergic reaction and medical emergency, including the use of an epinephrine auto-injector, or 'Epi-pen.'

MCS follows the recommendations from the Centers for Disease Control and Prevention (CDC) for the classroom, cafeteria, transportation, school events, and physical education. MCS is not a "nut-free" environment. In classrooms where children have been identified as having food allergies, teachers will avoid the use of identified allergens in class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or rewards.

In classrooms and in the elementary cafeteria, students that have been identified as having a food allergy will be provided a designated allergy-friendly table. A child with a food allergy should sit at that table and any other student or adult may join the child so long as their food does not contain the allergen. In this way, the child will not be isolated from other children in the vicinity. Each day, the table will be made clean and washed with fresh paper towels or cloths that have not been used on other surfaces.

Students should wash hands before or after eating food so as not to contaminate shared materials in the classroom or cafeteria.



GENERAL INFORMATION

Special care should be taken while on field trips to ensure that children with food allergies are provided a safe space to eat while still in the company of others, based on the practice identified above.

In all cases, teachers must ensure rapid access to an Epi-pen in case of a food allergy emergency.

Please see the CDC guidelines for further information. **Children with allergies are required to complete the Allergy, Asthma and Medical Condition Form in FACTS.**

STUDENT CONDUCT

Students are expected to behave in a manner that ensures the personal safety of themselves and others. In addition, they are expected to be respectful towards property and other children and adults in school. Parents will be informed of behaviors that are disrespectful and disruptive in the classroom.

The limited time afforded by the summer program restricts our staff from working as extensively to address matters regarding a student's conduct as we would be able during the academic school year. Therefore, if it is the professional judgment of the staff that the actions of a student endangers themselves or others, they may be dismissed from the program. Under these circumstances, tuition is not refunded.

PERSONAL & PHYSICAL SAFETY

Objects which pose a potential danger to the child or others are prohibited from school. If there is a question about the appropriateness of a specific item a child wishes to bring to school, check with the teacher first. Failure to cooperate with the school will lead to dismissal from the school.

Montessori Community School (MCS) will not tolerate, in any form (physical, verbal, or otherwise), intimidation, harassment, violence, or threats of violence (whether by an employee, student, family member, visitor, vendor, or other third party) that are directed towards any employee, student, family member, visitor, vendor, or other third party and that relate to those named individuals' presence at or affiliation with MCS. In addition, MCS prohibits the possession of any firearm, knife (that is not necessary for the performance of job duties), or other weapon while on MCS property. Any violation of these policies may result in the offending individual being barred from campus and/or the appropriate authorities contacted. If you believe there has been a violation of these policies, please promptly notify the Head of School.

FIELD TRIPS

Children in the Preschool & Kindergarten and Elementary summer programs may attend field trips. Permission from the child's parent or legal guardian to attend field trips must be indicated on the FACTS webforms. Field trip transportation is provided by hired school buses.

Teachers will distribute a calendar of events outlining the destination, date, and time of each scheduled field trip. **Please make sure that your child arrives promptly each day.** On field trip days, children must arrive at school on time to leave with their class on the hired school bus.

Children who arrive late and miss the bus must report to the school office, and their parents must take care of them in their car or off campus. Late arrivals are not permitted to meet the class at the field trip destination or join the field trip in progress. Children must also return to school with their class on the hired school bus. Teachers will distribute a calendar of events outlining the destination, date, and time of each scheduled field trip. Please make sure that your child arrives promptly each day. On field trip days, children must arrive at school on time to leave with their class on the hired school bus. Children who arrive late and miss the bus must report to the school office. Late arrivals are not permitted to meet the class at the field trip destination or join the field trip in progress. Children must also return to school with their class on the hired school bus.

Children need to wear covered shoes and school t-shirts (available for purchase in the school office) on field trips. In the Preschool & Kindergarten program, parents are invited to accompany the class in many cases, but prior discussion with the head teacher is necessary, as there may be limitations regarding the number of accompanying adults allowed.

Two-Year-Olds do not go on off-campus field trips.



GENERAL INFORMATION

ACCIDENTS

When a child is injured, first aid is administered by the staff and an Accident Report form, which describes the injury and treatment, is completed by a teacher and sent home. A copy of the Accident Report is kept on file in the office. The staff treats minor injuries, such as cuts and scrapes, by cleansing with soap and water and applying a bandage.

In the event of a serious injury, the staff will contact a parent, or emergency contacts, listed on the FACTS webforms. If deemed necessary by the staff, the school will call 911 for assistance and arrange for ambulance transportation. The hospital nearest to MCS is Kapiolani Medical Center for Women and Children. However, the Emergency Medical Technicians of the ambulance team will make the decision about the nearest available hospital emergency room to which the child will be transported. The school will contact the parents (or authorized alternate) to inform them of the location of the emergency room at which to meet the ambulance. A school staff member may accompany the child in the ambulance, unless prohibited by the medical professionals. If school personnel are not permitted to accompany the child in the ambulance, a staff member may follow to meet the child at the emergency room.

Staff members who have successfully completed certified First Aid and Child CPR courses are present on campus at all times.

HEAD LICE

A common problem among school children is head lice. While the head lice, or “ukus,” do not themselves spread disease, the itching they induce causes the child to scratch, and may cause an infection at the scalp sites. In some cases, children may develop swollen glands in the neck and/or under the arms.

Consequently, if a child is discovered to have head lice, the parent(s) will be asked to come get them from school. The child will be removed from the class until they are picked up. Children and all affected family members must be treated with a medically-approved head lice treatment and MCS students may not return to school until the application of the head lice treatment, in accordance with Department of Health guidelines. (Copies of the guidelines are available in the school office.) All family members should also be checked and treated as necessary.

In addition to the medically-approved head lice treatment, nits (eggs) must be combed out and removed from the affected child and other family members on a daily basis, until there are no nits present. The medically-approved treatment must be repeated one week after the initial treatment (or as directed on the package). In one week, there will be a follow-up head check. At that time, any child who had previously been treated must be free from lice and their nits.

Failure to take appropriate measures may result in the child’s suspension from school until the situation is resolved to the school’s satisfaction.

GOODY BAGS AND GIFTS

Favors, small gifts, and goody bags for birthdays and holidays should be reserved for private celebrations at home. Please refrain from bringing such items to school.

BALLOONS

Latex balloons present a choking hazard to children and are therefore prohibited from school, along with any other object which poses a potential danger to the child or others.

PHOTOGRAPHS

Children may be photographed during the Summer Programs at MCS’ discretion. These photographs may be shared on an internal photo sharing site or used for MCS advertising and publicity. Requests to exclude your child from photos must be submitted to MCS in writing.

INSURANCE COVERAGE

Montessori Community School carries general liability insurance, as required by State of Hawaii regulations.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Montessori Community School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, scholarship and loan programs, athletic, and other school-administered programs.



GENERAL INFORMATION

EMERGENCY PROCEDURES

It is important that all families are aware of the emergency procedures which Montessori Community School will initiate if an emergency situation arises. Of major importance is parental awareness and cooperation.

In the event of a school-wide emergency situation, such as a school closure or lockdown, the school will continue to keep parents informed through various channels, as appropriate, including emails, text messaging, phone calls, and notifications to the media.

During an emergency situation, the Head of School will be in charge. In the absence of the Head of School, a delegated administrator will assume the responsibility. The staff will remain with the children until the situation is sufficiently stable.

CAMPUS EMERGENCY

Should there be a threat to the safety or security of the students and staff on campus, the school has a plan of action and will initiate those steps to keep everyone safe. The students and staff will be kept secured indoors. If deemed necessary, the school will go into lockdown, and the police will inform the school when it is safe for the lockdown to be over.

FIRE

Children will leave in an orderly fashion under teacher supervision to the basketball court. In the event that our facility is not habitable, signs will be posted as to the location of the evacuation site, if possible. Fire escape routes are posted in each classroom.

TSUNAMI

Montessori Community School is not located in a tsunami evacuation 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 we are in session, we will remain with the children until they can be safely picked up.
- If a warning is issued before our day normally begins, classes will be canceled and the school will be closed.
- If it is announced over radio or television that the public schools are closing, we will also close.

HURRICANE/TROPICAL STORM

Hurricane or Tropical Storm Watches are issued by the National Weather Service 48 hours prior to the arrival of storm effects. Hurricane or Tropical Storm Warnings are issued when one of these storms might affect Oahu within 36 hours or less.

When a Watch is issued, we will monitor the storm and make decisions to close if the Watch is upgraded to a Warning. The timing of closure will generally coincide with the end of the working day and should not inconvenience you if you are at work. In the case of evacuation, signs will be posted as to the evacuation site. In the event of a Warning, the school will close.

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, our school could be damaged. If it has been determined that our buildings are damaged, we will evacuate to the nearest public shelter. If no suitable public shelter is available, we will evacuate to an open area. Signs will be posted as to our evacuation site.

FLOODING

Our school is not located in an identified flood zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the children to the second level of our buildings or to an evacuation shelter at Roosevelt High School.

In summary, please be assured that we will take good care of your children during any emergency or disaster. These suggestions are appropriate:

- A good rule of thumb for school closures: If it is announced over radio or television that the public schools are closing, we will also close. Under no circumstances, however, will we close until all children have been picked up by their parents or authorized designee.
- It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. 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 if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the City and County of Honolulu's Department of Emergency Management by calling 723-8960 or from their website: <http://www.honolulu.gov/dem/>.
- Additional emergency preparedness information can also be obtained from the Hawaii State Civil Defense Agency at (808) 733-4300, or by visiting their website: <http://scd.hawaii.gov/>.



SPECIAL INFORMATION FOR INTERNATIONAL STUDENTS

Montessori Community School often enrolls international students in our summer programs. Our programs provide students an opportunity to experience local and American culture, language, and curriculum. However, parents should be aware that we do not provide specific English language instruction, and classes are conducted entirely in English. Please see the program descriptions below for specific entry requirements.

ELEMENTARY PROGRAM (for children 6 to 12 years of age, entering grades 1-6):

Our elementary summer program offers a blend of classroom instruction, with a particular focus on hands-on math and science activities as well as writing, art and cooking projects, and outdoor activities.

Students who enroll in our summer elementary program **must be currently enrolled in an International school**, where classroom instruction is conducted in English.

PRESCHOOL & KINDERGARTEN PROGRAM (for children 3-5 years of age):

The program for preschool 3-5 year-olds focuses on nature studies, with a wide array of hands-on activities in the classroom.

Students who enroll in our summer preschool program do not need to be able to speak fluent English, but for safety's sake and for the child to have a positive experience in our program, they must at least understand, follow directions, and express basic wants and needs in English.

Children enrolling in the summer preschool program must also be able to use the bathroom with complete independence (diapers, training pants, or Pull-ups are not allowed at any time in the preschool program).

TWO-YEAR-OLD PROGRAM:

The Two-Year-Old program is available only to continuing MCS students, or those who will be joining MCS in the fall.

FURTHER INFORMATION FOR INTERNATIONAL STUDENTS, FOR ALL PROGRAM LEVELS:

1. Formal English language instruction is not part of our summer curriculum.
2. In the elementary program, most activities involve reading and writing in English. Other curriculum areas, such as math, arts and crafts, and outdoor activities are less dependent upon the English language. Students will receive maximum benefits from our elementary program if they have basic English reading and writing skills.
3. For their safety, all international students should have an adequate understanding of basic English so they can follow rules and guidelines, both at school and also while attending off-campus excursions.
4. Parents should also be able to communicate to the faculty and staff in English, without the assistance of a translator. In cases of emergency, or even to explain daily classroom routines and schedules, it is critical that our staff be able to clearly communicate important information to the child's parents in a clear and timely manner.



PROGRAM OVERVIEW - TWO-YEAR-OLD PROGRAM

The Two-Year-Old summer program is available for continuing MCS students, or new students who will be entering in the fall.

Love, Warmth, Security, & Fun are key aspects of the Montessori Community School **Two-Year-Old Program** for children ages 2 to 3 years. Children in diapers are accepted, but children entering the MCS Preschool & Kindergarten Program in the fall should possess independent toileting habits.

Love . . . for the child from staff who are trained to meet the special needs of this developmental phase.

Warmth . . . in a nurturing environment which allows freedom and movement while the two-year-old develops their skills.

Security . . . in a consistent routine. As trust is built, the child is better able to develop social skills and independence.

Fun . . . for the child as they explore with the classroom activities indoors and out, while forming new friendships with other children.

*Priority enrollment is given to children who sign up for the entire summer and will be continuing with MCS in the fall.

The last day for partial summer tuition refunds for withdrawal of Two-Year-Old students is May 10, 2024.

**Two-Year-Old summer tuition is non-refundable after May 10, 2024.
No tuition refunds are made for absences.**





PROGRAM OVERVIEW - PRESCHOOL & KINDERGARTEN

There's so much for preschool-aged children to see, do, and learn in the **Hawaiian Islands Explorers** program this summer! Our young explorers will learn about the natural world of the Hawaiian Islands, including the 'aina (land) and la'au (plants) of Hawai'i! Fun and educational classroom activities will be supplemented by regular excursions and even a special guest speaker or two.

Children in the **Preschool & Kindergarten Program** must be able to use the bathroom with complete independence (diapers, training pants, or Pull-ups are not allowed at any time in the preschool program).

Here's just a small sample of what your Hawaiian Islands Explorer can look forward to this summer:

- enjoying fascinating field trips, such as the Lyon Arboretum, Ho'omaluhia Botanical Garden, a lo'i (taro patch) and more
- digging into the world of volcanoes and the origins of the Hawaiian Islands
- discovering how living things arrived in Hawai'i
- learning about the ahupua'a, the unique Hawaiian system of land management
- designing and creating fun and imaginative projects, such as leaf-print t-shirts - a great souvenir of their summer at Montessori Community School

...and so much more!

*Priority enrollment is given to children who sign up for the entire summer and will be continuing with MCS in the fall.

The last day for partial summer tuition refunds for withdrawal of Preschool & Kindergarten summer students is May 10, 2024.

Preschool & Kindergarten summer tuition is non-refundable after May 10, 2024.

No tuition refunds are made for absences.





PROGRAM OVERVIEW - ELEMENTARY ENRICHMENT

Montessori Community School's Elementary Enrichment Summer Programs offer a variety of opportunities for current school year students and visiting students new to MCS. Students may select Full Summer or Session enrollment based on availability. *Each session will offer three to five different courses from the content list below. Offerings change from session to session. (Final session course schedule will be shared prior to the start of Summer Programs.)



ELIGIBILITY

Lower Elementary: Students entering Gr. 1-2 for the 2024-2025 school year

Upper Elementary: Students entering Gr. 3-6 for the 2024-2025 school year

*Priority enrollment is given to children who sign up for the entire summer and will be continuing with MCS in the fall.

The last day for partial summer tuition refunds for withdrawal of Elementary summer students is May 10, 2024.

Elementary summer tuition is non-refundable after May 10, 2024.

No tuition refunds are made for absences.



PROGRAM OVERVIEW - ELEMENTARY ENRICHMENT



WEEKLY FIELD TRIPS

Corresponding to this summer's focus of ocean studies, Elementary students will travel on weekly field trips to different parts of Oahu. Students will enjoy activities such as Sea Life Park, hiking trails, a beach cleanup, and Livable Hawaii Kai Hui.

RUNNING PROGRAM

On most mornings (weather permitting), the children will start their day with the Running Program at an off-campus track within walking distance of MCS. Children will enjoy tracking their laps and earn ribbons when they hit MILEstones (5 miles, 10 miles, etc.). Over the course of the summer, the children's athleticism and stamina will grow and they will practice good sportsmanship as they positively encourage their friends!



OCEAN STUDIES

Students will explore various topics related to oceans. Each week will have a different ocean focus, including marine biology, ocean species, pollution and conservation, ocean occupations and more! Guest speakers and weekly field trips, such as Sea Life Park, hiking trails, a beach cleanup, and Livable Hawaii Kai Hui, will enhance these studies.



PROGRAM OVERVIEW - ELEMENTARY ENRICHMENT



MOVEMENT

Students will enhance their gross motor skills through various activities. Younger students will practice their coordination through hula hooping and poi spinning. Upper Elementary will advance their skills with poi spinning, jump roping, and even bicycling* (Optional bike education with professional instructors for an additional fee).

MUSIC

Students will tune into their senses of rhythm as they explore music! Students will have the opportunity to try different instruments such as drums, maracas, and tambourines, play along to a variety of songs, and enjoy music and movement games and activities. Upper Elementary students will have the opportunity to learn the basics of ukulele playing.



JEWELRY MAKING

Upper Elementary students will learn about the history and relevance of jewelry making in different cultures. They will also be able to create simple to complex pieces of jewelry, including bracelets, necklaces and earrings.



PROGRAM OVERVIEW - ELEMENTARY ENRICHMENT



GARDENING

Students will learn about the parts of plants, native and invasive plants in Hawai'i, and the purposes of various plants (food, medicine, habitat, oxygen, climate). Children will practice gardening through our school gardens, both outdoor and indoor tower gardens. They will be able to learn about and create different recipes.

LEI MAKING

Students will learn about the significance of lei making and the uses in relation to Hawaiian culture. There will be opportunities to integrate botany into the course as we learn about different types of flowers and plants that are commonly used in lei making.



COOKING

Everyone can cook! Students will learn about nutrition, cooking vocabulary, and experiment with new recipes using some fresh ingredients harvested from our school garden. Students will create their own cookbook filled with recipes and illustrations.



PROGRAM OVERVIEW - ELEMENTARY ENRICHMENT



CODING AND ROBOTICS

Students will explore STEM topics including coding, lego mindstorms robotics, and Dash robots. Through various tools, children work together to problem solve and build various objects.

ART

Children will explore different art mediums such as painting, oil pastels, watercolor, mixed media, and clay. Children will learn about different artists and get to try their own versions of art work. A number of art projects will be connected with ocean learning.

