

***LE JARDIN ACADEMY***

***EXTENDED DAY PARENT HANDBOOK***

**2021 – 2022**

***PK – JK: JUNIOR CAMPUS***

***GRADES K – 8: MAIN CAMPUS***

917 Kalanianaʻole Highway, Kailua, HI 96734  
Extended Day Office: (808) 261-0707, extension 1910  
[www.lejardinacademy.org](http://www.lejardinacademy.org)

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**LE JARDIN ACADEMY  
EXTENDED DAY PROGRAM  
2021 – 2022**

Through the Extended Day program, we seek to best serve the needs of our parents and their children after regular school hours. The program allows time for indoor and outdoor play, homework, snack, and special activities. Special activities, depending on grade level, include recreational swimming, cooking, arts and crafts, gardening, and indoor outdoor games in a caring and supportive atmosphere. The Main Campus Extended Day program can serve up to 160 students, who are over five years of age and under thirteen years of age.

Students enrolled in the Extended Day program have the opportunity to participate in all after school activities offered at their grade level (extra fees applied; i.e.: sports, hiking, Environmental Club, Performing Arts, Fine Arts, robotics, and more).

The Extended Day program offers Pre-Kindergarten and Junior Kindergarten the option of enrolling in 5x per week from 2:30 p.m. – 6:00 p.m. This option is only available for students enrolled in the 2:30 p.m. contract dismissal Face to Face. Kindergarten - Grade 8 students enrolled in Face to Face have the option for 3-day or 5-day a week from dismissal until 6:00 p.m.

During Fall Break, Spring Break, and Professional Development Days, the students may join age-appropriate excursions for an additional fee. Registration is required.

**EXTENDED DAY REGISTRATION/PAYMENT**

**How does Enrollment Works?**

Extended Day offers two enrollment periods, which are broken into two semesters (August to December and January to June).

Holiday Care is listed on the Registration Form and requires additional fees. Holiday Care is Fall, and Spring Breaks, and Professional Development Days.

Registration is emailed to parents prior to the beginning of school. Because of the licensing requirements of State of Hawaii's Department of Human Services, we may require additional information that will be collected by email at a later time. If applying after the initial enrollment closes please email the extended day office to register.

To register or change enrollment for Extended Day and/or Holiday Care, please email. [Extended.day@lejardinacademy.org](mailto:Extended.day@lejardinacademy.org)

### **What are the Payment Options?**

There are two payment options: one-time or 8 monthly payments. The one-time fee and the monthly payments cost exactly the same amount. One-time payment is due (Sept 2020). Monthly payments are due one month prior, typically on the 15<sup>th</sup> of every month, starting on the month of September.

### **What happens if we register mid-Semester or mid-Month?**

When a student joins Extended Day mid-semester, the parents are not responsible to pay the previous months. For example, when the student starts on Oct. 1<sup>st</sup>, the parents don't pay for August and September.

When a student joins Extended Day mid-month, the parents are responsible to pay for the whole month. We do not prorate by the day.

### **What happens if we withdraw mid-semester or mid-month?**

No refunds will be given and parents are responsible for the cost of the remainder of the semester. For example, when a student is enrolled in August but decides to withdraw in October, the parents would be responsible for the cost of extended day until December the end of the semester. However, parents can change the amount of days 3x or 5x at no penalty this will be prorated on a month to month basis.

**2021-2022 LJA EXTENDED DAY REGISTRATION – ONE PER STUDENT**

Student Name: \_\_\_\_\_ M \_\_\_ F \_\_\_ Entering Grade: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ :

**Enrollment Options: PK-5 Extended Day**

Description	Dates/Times	Fee
PK-5 5x/ week	2:30 to 6:00 p.m.	\$4,040
K-5 3x/ week	2:30 to 6:00 p.m.	\$3,190
PK-5 Professional Dev Days + JS/LS Conf days Ext Day add-on	10/25/21, 11/1/21, 1/3/22, 2/18/22, and 3/4/22 - 6:30 a.m. to 6:00 p.m.	\$190
Fall Break Ext Day add-on	10/12, 10/13, 10/14, and 10/15 - 7:00 a.m. to 5:00 p.m.	\$155
Spring Break Ext Day add-on	3/14, 3/15, 3/16, 3/17, 3/18 7:00 a.m. to 5:00 p.m.	\$190

**Enrollment Options: For holiday care only for non-extended day students**

Description	Dates/Times	Fee
PK-5 Professional Dev Days + JS/LS Conf days only	10/25/21, 11/1/21, 1/3/22, 2/18/22, and 3/4/22 6:30 a.m. to 2:30 p.m.	\$410
6-8 Professional Dev Days only	11/1/21, 2/18/21, 3/4/22 - 6:30 a.m. to 2:30 p.m.	\$245
Fall Break only	10/12, 10/13, 10/14, and 10/15 7:00 a.m. to 2:30 p.m.	\$325
Spring Break only	3/14, 3/15, 3/16, 3/17, 3/18 - 7:00 a.m. to 2:30 p.m.	\$410

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

There will be no Extended Day available on the following dates:

**Date**

September 6, 2021	Labor Day
October 11, 21	Discoverers' Day
November 11, 2021	Veterans' Day
November 24 – 26, 2021	Thanksgiving Break
December 20- 31, 2021	Winter Break
January 3, 2022	Professional Development Day
January 17, 2022	Martin Luther King Jr. Day
February 21, 2022	Presidents' Day
March 25, 2022	Prince Kuhio Day
April 15, 2022	Good Friday
May 30, 2022	Memorial Day

**EXTENDED DAY POLICIES**

1. To withdraw from the Extended Day program, it is mandatory to notify the Extended Day office in writing by email or mail.
  - a. For students enrolled by the semester: parents are responsible to pay for the whole semester. For example, if the student withdraws in October, parents are still responsible for November & December payments.
  - b. For students enrolled annually and paid the one-time fee, refunds will be given on the unused semester's months. For example, if the student withdraws in Fall (August – December), the parents will be given a refund for January – June.
  - c. No refunds will be given for Holiday Care packages (Professional Development Days, Fall, and Spring Breaks). At least one month prior to the break, tuition will be refunded for withdrawal; however, no refunds will be given thereafter.
  - d. In case of school closure for extended period of time the refund policy may be adjusted based on the situation.
2. Parents are not allowed to register for Extended Day if they are not in good financial standing with our school, unless there are extenuating circumstances that is approved by the Business Office, Head of School, and the Extended Day Director.
  - a. Furthermore, the Extended Day department has the right to withdraw or refuse a student from Extended Day due to poor financial standing with LJA (i.e.: unpaid tuition or fees).
3. Parents are allowed to register for Holiday Care one (1) month prior to the start date of the holiday.
  - a. In the event of an extenuating circumstance where a student is accepted mid-week of Holiday Care or mid-month of Extended Day, parents are responsible for paying the whole week of Holiday Care or the remaining semester of Extended Day. No prorating allowed.
4. No student may join Extended Day without registration and payment. Drop-ins are not allowed.
5. Parents must notify the school of any changes of address, contact phone number(s), employer, and/or authorized pick-up person(s) listed on the Consent Form (Magnus Health).
  - a. To add additional adults to the "Authorized to Pick Up" list, parents need to email the Extended Day office with the authorized adult's first & last name, relation to the student (i.e.: family friend, uncle, coach, etc), and contact information.
6. Students must be picked up no later than 6:00 p.m. by a parent or authorized adult, who is at least 15 years or older. No student may leave Extended Day without the consent of the Director and a written permission from his/her parents. In case of an emergency, verbal permission will be accepted. An Extended day teacher will sign your child out per new COVID-19 restrictions.
7. Please observe the pick-up time at **6:00 p.m. for regular school days and 5:00 p.m. for holiday care**. A penalty of **\$20.00** is assessed for each 10-minute increment past 6:00 p.m.
8. Students registered for three-days-a-week must attend three days or less per week. The selection of days is at the parents' discretion and needs to be communicated to the Homeroom teacher in a timely manner. Unused days cannot be carried over to the following week.
  - a. If the Extended Day teachers notice a child is attending more than three times a week, parents will be notified of the enrollment change and will be responsible to pay the different in tuition cost before the next day of care.
9. Students enrolled holiday care only may participate until 2:30 p.m. Late Fees will apply (See #6 for Late Fee policy).
10. On Professional Development Days, Fall Break, and Spring Break, **drop - offs and pick-ups at the excursion site are not permitted**. Students are to travel to and from excursions by bus.
11. During Extended Day & Holiday Care, we will provide a nutritious snack for the Pre-Kindergarten and Junior Kindergarten students who are staying after 2:30 p.m.

12. During Extended Day, students in Kindergarten – 8<sup>th</sup> Grade must bring their own afternoon snack and drink from home; however, during Holiday Care, we will provide a nutritious snack for those who are staying after 2:30 pm.
13. If a student has been sick with a fever, a 24-hour fever clearance is requested before returning to school. \*See health policy\*
14. When circumstances require medication to be taken by a student at school, a written permission must be provided to the Nurse and the Extended Day Teacher. The written permission must have the following: the date, name of the medication, the health condition for which it is prescribed for, the exact dosage, the time to be taken, and the parent’s signature. All medication must be in the Pharmacy’s original packaging. Measurement instrument must be included, except for Tylenol—the school’s staff is not permitted to give medication to students. The school will not allow a student to take any medication without prior written parental permission. The student will be asked to take the medication himself/herself with adult supervision.

### **EXTENDED DAY ROOM LOCATIONS**

Rotations will be limited as much as possible per COVID-19 recommendations. At the Junior School campus, the students rotate rooms on a trimester basis. At the Main Campus, the students rotate rooms located in buildings B, C, D and E, on a semi- annual basis. Weekly, the students, depending on their grade level, will visit the pool, C-playground, Upper Playground, Basketball Courts, or the George L.T. Kerr Lookout. Changes in the room locations are communicated to the parents by email, website.

### **EXAMPLE EXTENDED DAY SCHEDULES**

#### **PRE-KINDERGARTEN**

11:20 a.m.	Attendance
11:20 – 11:50 a.m.	Lunch



11:50 – 12:20 p.m.	Recess
12:20 – 1:00 p.m.	Story time & restroom
1:00 – 2:15 p.m.	Nap time (½ hour rest on mat required)
2:15 – 2:30 p.m.	Wake up & dismissal for 2:30 p.m. students
2:45 – 3:20 p.m.	Playground
3:20 – 3:30 p.m.	Restroom & wash hands
3:30 – 3:45 p.m.	Snack in classroom provided by Le Jardin Academy
3:45 – 4:30 p.m.	Teacher activities or free play
4:30 – 6:00 p.m.	Playground/sidewalk activities Quiet room: craft activity, coloring, legos, etc.
<b>Fridays</b> 4:00 – 4:30 p.m.	Video (Rated G)

### JUNIOR KINDERGARTEN

2:30 p.m.	Attendance
2:40 – 3:20 p.m.	Playground
3:20 – 3:30 p.m.	Restroom & wash hands
3:30 – 3:45 p.m.	Snack in classroom provided by Le Jardin Academy
3:40 – 4:30 p.m.	Teacher activities or free play
4:30 – 6:00 p.m.	Playground/sidewalk activities Quiet room: craft activity, coloring, legos, etc.
<b>Fridays</b> 4:00 – 4:30 p.m.	Video (Rated G)

**Daily** - Students enrolled in the Extended Day program have the opportunity to participate in after school activities with extra fees (i.e., fine arts, sports, science, etc.) Schedules may be altered during pandemic to rotate groups.

### KINDERGARTEN & 1<sup>st</sup> GRADE

2:30 p.m.	Meet on lanai in front of C, D Lanais facing playground
2:30 – 3:10 p.m.	Snack from home - students wash hands prior to snack
3:10 – 3:30 p.m.	Playground
3:30 – 5:00 p.m.	Homework / Special Activities
5:00 – 6:00 p.m.	Playground
<b>Fridays</b> 3:30 – 4:15 p.m.	Movie (Rated G)

### 2<sup>nd</sup> – 4<sup>th</sup> GRADES

2:40 p.m.	2 <sup>nd</sup> & 3 <sup>rd</sup> grades meet at D building lanais
2:50 p.m.	4 <sup>th</sup> grade meets at E building lanais
2:45 – 3:25 p.m.	Snack from home – students wash hands prior to snack Playground
3:30 – 4:15 p.m.	Homework/Quiet Reading
4:15 – 5:00 p.m.	Special Activities/Swimming
5:00 – 6:00 p.m.	Playground C Building
<b>Fridays</b> 3:30 – 5:00 p.m.	Movie (Rated G or PG if approved by teacher)

### 5<sup>th</sup> GRADE & UP

3:10 p.m.	Meet in front of E building courtyard Snack from home – students wash hands prior to snack
3:10 – 4:15 p.m.	Homework – playground available until 3:25 p.m.
4:15 – 5:00 p.m.	Special Activities/Homework/Swimming
5:00 – 6:00 p.m.	Playground
<b>Fridays</b> 3:30 – 5:00 p.m.	Movie (Rated G or PG if approved by teacher)

**Daily Homework/Quiet Reading** - The teachers will provide a quiet atmosphere during the homework period. Assistance is provided by the teachers and homework completion is checked. If a student does not comprehend the assignment after being helped, and has worked on it for a 10-20 minute period, depending on their age, the child will be redirected to another assignment or activity. In the event that your child is not penalized for not completing the assignment, the teacher will initial the top corner of the page and will write a notation that the student has attempted the assignment but still needs help. Help could be provided by the parents at home or by the homeroom teacher at school.

In the event the students do not have homework, student will read at least 15-45 mins depending on age. Furthermore, if the students have completed their homework early, the students will use the remainder of the time doing a quiet activity, like but not limited to reading, writing, and drawing.

**Daily Special Activities** - Students, depending on the grade level, participate in special activities organized by the Extended Day teachers (i.e.: recreational swimming, indoor and outdoor games, arts & crafts, gardening, cooking). Students have the opportunity to continue their homework during the special activities period.

### EXTENDED DAY LUNCH AND SNACK

- ◆ Hot lunches may be ordered or brought from home daily.
- ◆ 2% milk may be ordered for lunch annually.

- ◆ **Students in Grades K – 8 should bring a healthy afternoon snack from home.**
- ◆ Nutritious afternoon snacks are provided for PK – JK students on a monthly rotation. The menu is in accordance with the State’s regulations and guidelines, and is reviewed annually by a licensed nutritionist. Substitutions, which meet the nutritional guidelines, are based on availability.
- ◆ Food shall not be used as a punishment or reward.
- ◆ Students shall not be offered foods to which they are allergic, or for religious reasons cannot consume.
- ◆ In Extended Day, students in Grades K – 8 are not allowed to go the vending machines to purchase snacks.

## **PERSONAL ITEMS**

At the Junior School campus (PK-JK), personal items are kept in individual cubbies. Non-violent toys may be brought for share-and-tell, after which toys will be placed in the student’s cubby. Our young students may bring a stuffed animal or small cloth (aka a comfort item) for their naptime. Pacifiers need to remain at home.

At the Main Campus, electronic equipment, such as cell phones, laptops, iPods, and iPads, are **not** allowed at school. Toys, especially those that are violent, are prohibited.

On occasion, teachers will invite students to share a favorite toy with their fellow classmates. Parents should guide their child to make an appropriate selection. Trading cards, like *Pokemon*, *Yu-gi-oh*, and *Naturo*, are banned from our school, due to the distraction and unbecoming behaviors they bring to our place of learning. Inappropriate items brought to school may be confiscated for up to a maximum of one week or until parents are notified to pick up the item(s).

## **SCHOOL WIDE POLICIES**

### **HEALTH AND ILLNESSES POLICY**

All members of the school community are asked to be respectful of others when they are sick by staying home until they are free from a fever for at least 24 hours.

A student, who becomes ill at the Junior School, will rest on a mat in the classroom or office. The student is never left unattended. Parents are called to pick up their child. Parents are notified, in writing, of significant communicable diseases.

A child, who becomes ill at the Main Campus, will rest in the sick room (the Nurse's Office). Parents are called to pick up their child. Parents are notified, in writing, of significant communicable diseases. All emergencies are referred to Castle Medical Center.

### **COMMUNICABLE DISEASE POLICY**

This policy applies to students and employees who have been diagnosed as having a serious communicable disease. For the purposes of this policy statement, people having such a disease are referred to as "infected individuals".

In the best interest of the student body and the school, Le Jardin Academy (the school) reserves the right to deny enrollment to any infected individual not previously enrolled at the school.

When an enrolled student is diagnosed as having a serious communicable disease, the decision as to what, if any, restraints or conditions shall be placed upon the infected individual's continuation at the school shall be made on a case-by-case basis by a committee called for that sole purpose. The committee shall be composed of the Head, a Board Representative, an Administrator, a Representative of the Faculty, and such Consultants and/or Advisors (medical/legal or other) as the committee may require in reaching a decision.

### **SCHOOL FUNDRAISING POLICY**

Le Jardin Academy conducts fundraising events to benefit specific programs in the Lower & Middle Schools. **Children and staff shall not be exploited in fundraising campaign activities which would be detrimental to the children of the program.**

### **MEDICATION POLICY**

For the benefit of the child and the protection of other students and staff, it is the policy of the school that the child remains at home when ill. Your child may return to school after he/she has been without a fever (below 100F), vomiting, or diarrhea for 24 hours. When circumstances require that a child take any medication, other than those listed on the Health Room Form, prescribed or over-the-counter, during school hours, the parent/guardian must complete one of the forms listed on the website. *All Medication Forms need to be completed each school year.* Self-administration of medication by students is not permitted at the Junior School.

The forms are located on the school's website, [www.lejardinacademy.org](http://www.lejardinacademy.org), at the Health Desk (Main Campus' Front Office) or the Junior School's office. The parent/guardian,

## UKUS POLICY

If a Junior School student is found with head lice during Extended Day hours, the Extended Day Director or Extended Day teacher will isolate the child in either the office or classroom. Parents are contacted and the Extended Day Director will check the child the following morning for readmission. The student will not be left unattended.

At the Main Campus, the Extended Day Director sends the student to the Main Office, and is responsible for the following: notifying the parents, speaking with the receptionist, and communicating with the appropriate Principals. The student will not be left unattended.

## CAPACITY POLICY

At the Main Campus, Le Jardin Academy Extended Day program has a ratio of 15:1 students per teacher for grades Kindergarten – third and 20:1 students for 4th and up.

At the Junior School, Le Jardin Academy Extended Day program has a ratio of 12:1 students per teacher for Pre-Kindergarten and 15:1 students per teacher for Junior Kindergarten.

## STATEMENT OF INSURANCE COVERAGE

It is the operating policy of Le Jardin Academy (the school) that liability insurance is carried at all times. The liability insurance is consistent with meeting or exceeding the minimum requirements dictated by regulations and prudent business practices. If for any reason, such insurance coverage is to be cancelled or terminated, the school will provide in writing a notice to all parents or guardians. Such notification will occur at least seven (7) working days prior to the coverage termination or cancellation.

Our liability insurance information:

Certificate of Liability Insurance:  
Brigitte Egbert/ Monarch Ins.  
Philadelphia Indemnity Ins Co  
c/o Brigitte Egbert  
PH# (808) 537-2564  
Fax# (808) 521-2832  
Email [information@monarch-hi.com](mailto:information@monarch-hi.com)  
PO Box 3050  
Honolulu, HI 96802

Policy effective date: 06/30/2021- 06/30/2022

Limits:

Each Occurrence – \$1,000,000

Damage to Rent Premises (Each Occurrence) – \$ 300,000

Medical Expense (Any One Person) – \$15,000

Personal & ADV Injury – \$1,000,000

General Aggregate – \$2,000,000

Products – COMP/OP AGG – \$2,000,000

## TRANSPORTATION POLICY

It is the operating policy of Le Jardin Academy (the school) that it does not provide transportation from home to school and from school to home. In the Extended Day program, transportation is generally provided by contracted services (hired buses).

## **STUDENT WORK PUBLIC RELEASE POLICY**

It is the operating policy of Le Jardin Academy (the school) that a student's work or photograph may be used in publications for circulation outside the school unless the permission of parents has been denied on the School's Release Form. This form is circulated to all Le Jardin parents at the start of each academic school year.

## **DISABILITY POLICY**

It is the operating policy of Le Jardin Academy (the school) that it operates within our State and Federal law to follow the American Disabilities Act (ADA) and accept students with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the school.

## **SPECIAL NEEDS POLICY**

Le Jardin Academy (the school) recognizes and addresses students with special needs on a case-by-case basis. For example, the Allergy and Health Concerns lists, which are distributed to all employees dealing with students, are a manifestation of this policy.

## **ACCIDENT PREVENTION POLICY**

It is the policy that Le Jardin Academy (the school) to minimize the risk of accidental injury by asking the employees to report to the Maintenance Department for any hazardous situations using email or Le Jardin Repair and Maintenance Work Order - Safety Item Form.

## **LIFEGUARD POLICY**

It is Le Jardin Academy's policy to require a certified lifeguard on duty for all water activities. The ratio for ocean activities is 1:30 (one lifeguard for every 30 students) and for pool activities, it is 1:40 (one lifeguard for every 40 students).

## **DISCIPLINE POLICY**

Physical punishment or methods of influencing behavior which are frightening, humiliating, damaging, or injurious to a child's health or self-esteem will not be used.

If safety is a concern, the student is immediately removed from the situation and counseled. If safety is not a concern, the following measures are taken:

Junior School campus:

- The first offense will be redirected to another activity and/or loss of privileges, such as the right to play in certain areas.
- Time-out period. The length of time-out corresponds with the student's age.
  - For example, a three-year-old student will reflect on his/her action for a three-minute period.
- During outside activities, the student is holding the teacher's hand and going around the playground reviewing the rules.
- Counseling with the Director, which parents are informed of these visits.
- Plan of action set by the Junior School Principal. Parents are informed.

Main campus:

- The first offense is redirection to another activity and/or loss of privileges, such as the right to play in certain areas.
- Time-out period. The length of time out corresponds with the student's age.
  - For example, a six-year-old student will reflect on his/her action for a six-minute period. After the time out, the supervising adult should follow up with a conversation about the cause and effect of the behavior.
- Community service as an alternative to time-out (i.e. picking up litter on the playground or sorting toys in the sidewalk containers).
- Counseling with the Director and filling out a Student behavior form. Parents, homeroom teacher, and appropriate Principal are informed of visits.
- Additional consequences to be determined, which might include behavior contract, in-school or out of school suspensions, law enforcement intervention, reparations, or expulsions.

## **NATURAL DISASTER/EMERGENCY PLAN**

It is very important that parents are aware of the major disasters conducive to the Hawaiian Islands and the procedures we will follow should one of them affect us. The following information is provided to ensure that we are making necessary preparations for the safety and welfare of the students.

The Extended Day Director and Head of School will determine all emergency actions. In the Extended Day Director's absence, the Acting Director will be in-charge.



## **FIRE**

1. The signal for a drill or an actual fire is an intermittent buzzing sound and a strobe light. Students, faculty, and staff exit in an orderly fashion in accordance with the evacuation procedures posted. Drills are practiced regularly on each campus.
2. Those with physical limitations or who have difficulty walking are excused from all drills (State policy). In the event of an actual fire, they will be carried to the designated safety area.
3. According to the Evacuation Plan, students proceed to the designated place of refuge (i.e.: the Soccer Field). Under staff supervision, students shall remain there until the inspection of the campus is completed and it is safe to return to the buildings.
4. Should any Le Jardin Academy facilities be damaged by fire to the extent that we are unable to occupy them, we will be temporarily housed at different locations. Parents will be notified of where to pick up the students.
  - (a) Junior School campus relocates to the upper lot of the Methodist Church.
  - (b) The Main Campus relocates to the Junior School.

## **INTRUDER**

1. The signal that there is imminent danger on campus is the intruder alarm. Students, faculty and staff take refuge in the nearest classroom or building in accordance with the intruder procedures posted. Drills are practiced regularly on each campus.

## **FLOODING**

1. Our school is not located in an identified flooding zone. However, during extremely heavy periods of rain, or under Tropical Storm or Hurricane conditions, flooding in our area is possible.
2. In the event we are advised to evacuate or water should begin to rise around our building, the Junior School campus students will immediately move to higher ground at the upper lot of the Methodist Church. If necessary, we will relocate to the public evacuation shelter at Kailua High School or another facility designated by the Oahu Civil Defense Agency.
3. Movement will be accomplished by walking, and if necessary by privately owned vehicles or vans.

## TSUNAMI

### Definition:

A series of waves generally caused by earthquakes on or near the ocean floor anywhere in the Pacific Basin.

### Alert Procedure:

- (a) **Tsunami WATCH** - an earthquake has occurred somewhere in the Pacific that could produce a Tsunami, but the presence of waves has not yet been confirmed.
- (b) **Tsunami WARNING** - waves have been confirmed and all coastal areas of Oahu identified on the maps in the front of the telephone book, must be evacuated.

### Evacuation Procedures:

1. Our facility is not in a tsunami evacuation zone, therefore, we do not have to consider evacuation when a watch or warning is issued during school hours. We will remain on campus under either condition and there should be no significant change to our normal routine. Please do not leave work or rush to the school if a watch or warning is announced. We will take care of your children until pickup can be safely accomplished. If you are in or can get to a safe area close to where you work, do so. It is recommended you remain in the safe area until the "All Clear" is announced. Delaying such unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.
2. If a **Tsunami WARNING** is issued or a local tsunami-producing earthquake occurs before our school opens, classes will be canceled and we will be closed. See the "rule of thumb" comment at the end of this bulletin for determining whether we will open or close.

## HURRICANE/TROPICAL STORM

### Definition:

Hurricanes and Tropical Storms are intense weather systems, usually generated over warm Pacific waters from June through November and are capable of producing damaging surf, destructive winds, and heavy flooding.

### Alert Procedure:

- (a) **The National Weather Service issues Hurricane / Tropical Storm WATCH** about 36 hours prior to the arrival of hazardous storm effects on Oahu.
- (b) **The National Weather Service issues Hurricane / Tropical Storm WARNING** when the storm effects could affect Oahu in 24 hours or less.

### Evacuation Procedures:

1. When a WATCH is issued, the Headmaster and Extended Day Director will monitor the storm and make decisions to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience the parents at work.
2. The Hurricane/Tropical Storm public evacuation shelter closest to the school is Kailua High School. If the sequence of weather events occurs as outlined in Paragraph 1, above, it is unlikely that movement from the school to a shelter will

be necessary. However, our plans will consider evacuation in detail and under the constraints noted in paragraphs below.

## **EARTHQUAKES**

### **Definition:**

An earthquake occurs when plates deep within the earth's crust shift causing a trembling effect that can be felt on the earth's outer surface. Scientists measure these trembles on a Richter Scale giving them points from 1 - 10. Earthquakes can cause major damage to trees, roads, buildings and other structures putting lives in danger.

### **Evacuation Procedures:**

1. Should an earthquake of significant magnitude occur on Oahu, we can anticipate possible damage to our facility, the loss of electrical power, telephones and water, and considerable disruption to the road networks around us. Even if you live close by, you may not be able to reach us.
2. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under desks, tables, in supported doorways, etc. If outdoors, we will stay outdoors and move toward the parking lot, away from electrical lines, tall buildings and trees. When the shaking stops, the Director will treat and care for anyone who is injured and then evaluate the condition of the school.
3. If the facility is damaged or could sustain damage as the result of an aftershock, we will gather ourselves, and attempt to move to Kailua High School or an open area in the neighborhood. We will sustain ourselves the best way we can, for perhaps up to 72 hours, until assistance can be provided by civil authorities.
4. Oahu Civil Defense Agency Note: Public evacuation shelters will not be opened until they too, have been inspected for structural integrity. Although such inspections have a high priority, delays, because of damaged road systems or other hazards, can be expected.

## **SUGGESTIONS**

1. A good rule to follow for determining whether the school will open or close in the event of a disaster: LJA will follow the Oahu Civil Defense recommendations. If it is announced over radio or television that the public schools are closing for some disaster-related event that has or will affect Oahu, we will also, be closing.
2. Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
3. It is essential that you establish individual and family plans for the disasters discussed above. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will relocate 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 Oahu Civil Defense Agency. In summary, we will do everything possible to ensure your children's safety in the event one of these hazards was to threaten or affect us.

# **JUNIOR CAMPUS PLAYGROUND RULES**

## **GENERAL**

1. Always walk on sidewalks.
2. Throwing of sand, rocks, or toys is dangerous to others and not permitted.
3. Students need to inform a teacher before going to the restroom.
4. Activities such as karate and Kung Fu are discouraged.
5. Students must respect playground boundaries. Climbing on the fence or gates is not permitted.
6. Trees are not for climbing. Benches are for sitting only.
7. Students need to return the toys they used to the appropriate container at the end of the lunch Recess, and at the end of the day.
8. Cops are to wear two to three per student. Trucks on grass area only it is not allowed to ride on trucks. Ball play will be directed to center of playground away from windows.
9. Keep all sand in sandbox. Sand toys and sand are not allowed on other playground structures.

## **PLAY STRUCTURE**

1. Walk on structure. No toys or sand on structure.
2. Climbing above platform, on outer edges of structure, and on top of covered slide is not permitted.
3. Proceed down slide in a sitting position.

## **HOME/BUS**

1. Keep all “house” items in the house. No sand toys or sand on structures.
2. Keep trucks off the house counters.
3. Standing or sitting on counter edges is not permitted.

## **BARS/GYM**

1. Climbing on the top rungs is not allowed.
2. Line up at the big tree – one direction only.
3. Wait until previous student in line is at least halfway across before starting.
4. Pushing and pulling is dangerous and not permitted.
5. Students may not stand on buckets to reach low parallel bars.
6. Students need to hold on to parallel bars with both hands at all times.

## **SWINGS**

1. Upon request, push students on swings to give them a head start.
2. Sit on swing only.
3. Swinging at an angle or twisting chains is not permitted.
4. Climbing swing poles is not permitted.

## **STEPPING STOOLS**

1. Climbing swing poles is not permitted. Line up at one end.
2. Walk from one stool to next. Jumping and running is redirected.

## **SANDBOX**

Sandbox is closed during CVOID-19

# MAIN CAMPUS PLAYGROUND RULES

## GENERAL

1. Students are to remain within the playground boundaries. Teachers and students should never enter the cliff side of the playground in order to pick fruit or retrieve balls this is unsafe.
2. All students to be included in play as long as they can adhere to the game rules and their participation is not disruptive.
3. Students are to ask permission to use restrooms and report back to duty person when done. Students are to take turns using restroom.
4. Lanais are for quiet play, not for running or hiding.
5. Side hallways and classrooms are off limits.
6. Gravel is for landscaping, not for play of throwing.
7. Climbing the fence or throwing items over the fence is not permitted.
8. Rough, aggressive, physical contact, mock fighting is not allowed.
9. Feeding or throwing anything to the goats is not allowed. Petting the goats through the fence is permitted.
10. Basketball courts near upper playground are off limits at times due to high school traffic.
11. Anyone other than Extended Day students and Teachers should not be on the playground. **Extended Day License Requirement.**

## BALL PLAYING

1. Balls to be thrown or kicked as part of a game with control and rules adhered to. No random kicking allowed.
2. Kicking of high balls (above waist) or hard kicking are discouraged.
3. Balls to be used for their designated purpose – soccer balls for soccer,
4. Balls and Toys are not allowed on the structures.
5. Tackle football is not allowed.

## PLAYGROUND STRUCTURES

- A. Traffic to flow in one direction only.
- B. Students wait until area is clear before sliding. Students slide one at a time. Slide down in a sitting position.
3. Students should not dig in yellow play house or under playhouse.
4. Playing under the structure is encouraged, however, students must keep clear of base of slides.
5. Jumping from, swinging from, or climbing on the outside of any play structure is dangerous and prohibited.
6. Jumping from swings, twisting, or swaying side-to-side is not allowed.
7. Hanging on green safety pads is prohibited.
8. One person at a time on the small spinners and 5 at a time on the large spinner. Spinner person/s spinning pushes self no friends pushing.
9. No climbing past the second bar on the Large Spinner.
10. Kindergarten students are not allowed on the play structure closest to the gym as it is not age appropriate.

## **STAFF DIRECTORY**

### **Extended Day Teachers**

Charlton, Meagan  
Charlton, Christina  
Coolen, Cheryl  
Corson, Meghan  
Coules, Ryann  
Cruz, Caroline  
Funn, Leina Rose  
Irvine, Tesia  
Kaio-Perez, Keala  
Megonigal, Annie

Miyatake, Kira  
Pickford, Breeze  
Snyder, Krissy  
Spriggs, Rori  
Timsing, Stephanie  
Villegas, Isabella  
Wahl, Justus  
Wandasan, Austin  
Wesley, Michelle  
Wu, James

### **Administration**

Masagatani, Josh  
Domenic, Rachel  
Do, Julie  
Fraser, Jana  
Freitas, Leah  
Brennan, Barney  
Handy, Melissa  
Magana, Leah  
Kilty, Stacy  
Lee, Earl  
Lunn, Nicole  
Maeda, Noelle  
Masagatani, Josh  
McNeill, Victoria  
Moniz, Ala  
Omori, Kara  
Praetorius, Lori  
Ramsvig, Alex  
Smith, Lizbeth  
Souza, Jen  
Tucker, Heather

Junior School Principal  
Director of Advancement  
Middle School Principal  
Athletic Director  
Ass. Development Director  
Facilities Director  
Education Technology Director  
Lower School Principal  
Business Manager  
Head of School  
Stewardship and Relations Coordinator  
Human Resources Manager  
Summer School Vice Principal  
Dean of Students: 6 to 12 High School, Middle School  
Ass. Director of Communications  
Activities Director/Summer School Principal  
Lower School Vice Principal & PYP Coordinator  
Principal High School  
Registrar High School, Middle School  
Director of Admissions  
Extended Day/Summer Fun Director/Afterschool Activities Coordinator

### **Staff**

Baptiste, Irma  
Broussard, Alessandra  
Elkins, Mary  
Franke, Michele

Admissions Coordinator  
Administrative Assistant, Summer School/High School  
School Nurse  
Advancement Assistant

Gagnon, Amanda  
Harrison, Deidre  
Hui, Liz  
Kakio, Jennifer  
Lunn, La'amea

Executive Assistant, Head of School  
Administrative Assistant, Athletic Director  
Accounts Receivable  
Administrative Assistant, Extended Day  
Accountant

McKillop, Aimy  
Nakayama, Kyle  
Omori, Eli  
Sutton, Amanda  
Rimsinth, Ryan  
Witten, Leslie  
Ventura, Lisa

Administrative Assistant, Junior School  
Food Service Manager & Athletics Manager  
Security Guard  
Receptionist  
Technology Director  
Technology  
Administrative Assistant, Lower School



## Permission Form 2021-2022

*As parent or legal guardian of the minor student(s) named, by signing this form, I grant permission to Le Jardin Academy:*

- **Item # 1:** for my child to attend all types of trips and excursions from Le Jardin Academy which may be taken during the school year. I understand the school will take every precaution necessary to insure the safety of my child on all such trips and excursions; but the school, the teacher, and/or the driver do not assume responsibility for accidents.
  
- **Item # 2:** to use my child's work or photographs of my child in media authorized or published by the school. I understand the term *work* can include both visual arts and written pieces. I understand the term *media* can include our school's website, school publications (newspapers, programs, handbooks, videos, marketing material), newspaper articles, and television clips.
  
- **Item # 3:** to allow my child to use the City Bus from the bus stop on the main campus (does not apply to students attending Junior School).

Student's Name	Grade	Approved	Not Approved	Approved	Not Approved	Approved	Not Approved

Student's Name	Grade	Item #1		Item #2		Item #3	
		Approved	Not Approved	Approved	Not Approved	Approved	Not Approved
1.							
2.							
3.							
4.							

**Please indicate Approved or Not Approved for ALL 3 ITEMS by initialing in the appropriate box and returning it to the front office by July 1<sup>st</sup>.**

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Name (print): \_\_\_\_\_