



***EXTENDED DAY  
PARENT HANDBOOK***

**2020 – 2021**  
***PK – JK: JUNIOR CAMPUS***  
***GRADES K – 8: MAIN CAMPUS***

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## **TABLE OF CONTENTS**

<b>Extended Day Program</b>	<b>1</b>
<b>Extended Day Registration</b>	<b>2</b>
<b><i>Professional Development Day</i></b>	<b>4</b>
<b>Holiday Breaks</b>	<b>4</b>
<b><u>NO</u> Extended Day Dates</b>	<b>5</b>
<b>Extended Day Policies</b>	<b>6</b>
<b>Extended Day Room Locations</b>	<b>7</b>
<b>Extended Day Schedules</b>	<b>8</b>
<b><i>Extended Day Lunch and Snack</i></b>	<b>9</b>
<b><i>Personal Items</i></b>	<b>9</b>
<b><i>School Wide Policies</i></b>	<b>10</b>
<b><i>Junior School Campus Playground Rules</i></b>	<b>14</b>
<b><i>Main Campus C Building Playground Rules</i></b>	<b>16</b>
<b><i>Main Campus Upper Playground Rules</i></b>	<b>17</b>
<b><i>Natural Disaster Emergency Plans</i></b>	<b>18</b>
<b><i>Staff Directory</i></b>	<b>21</b>
<b>Appendix</b>	<b>i</b>

## **LE JARDIN ACADEMY EXTENDED DAY PROGRAM 2020 – 2021**

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. Kindergarten - Grade 8 students have the option for 3-day or 5-day a week from dismissal until 6:00 p.m.

During Fall Break, Winter 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). Extended Day is only open to students attending Face to Face learning. A child returning to Face to Face from Distance may enroll in Extended Day if space is available. Holiday Care is listed on the Registration Form and requires additional fees. Holiday Care is Fall, and Spring Breaks, and Professional Development Days. Registration can be completed in Summer prior to school starting. 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 at the same time as the Enrollment Contract (July 2019). 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.



## 2020-21 Extended Day Dates & Fees

### Enrollment Options: PK-5 Extended Day

Description	Dates/Times	Fee
PK-5 5x/ week	2:30 to 6:00 p.m.	\$3,961
K-5 3x/ week K-5 only	2:30 to 6:00 p.m.	\$3,125
PK-5 Professional Dev Days + JS/LS Conf days Ext Day add-on	9/25/20, 10/26/20, 2/16/21, 3/5/21 and 3/8/21 - 6:30 a.m. to 6:00 p.m.	\$188
Fall Break Ext Day add-on	10/13, 10/14, 10/15, 10/16 7:00 a.m. to 5:00 p.m.	\$150
Spring Break Ext Day add-on	3/15, 3/16, 3/17, 3/18, 3/19 7:00 a.m. to 5:00 p.m.	\$188

### 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	9/25/20, 10/26/20, 2/16/21, 3/5/21 and 3/8/21 6:30 a.m. to 2:30 p.m.	\$400
Grades 6-8 Professional Dev Days only	9/25/20, 2/16/21, 3/5/21 and 6:30 a.m. to 2:30 p.m.	\$240
Fall Break only	10/13, 10/14, 10/15, 10/16 7:00 a.m. to 2:30 p.m.	\$319
Spring Break only	3/15, 3/16, 3/17, 3/18, 3/19 7:00 a.m. to 2:30 p.m.	\$400

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

<u>Date</u>	
September 7, 2020	Labor Day
October 12, 2020	Discoverers' Day
November 11, 2020	Veterans' Day
November 25 – 27, 2020	Thanksgiving Break
December 21 2019 - January 3, 2021	Winter Break
January 4, 2021	Professional Development Day
January 18, 2021	Martin Luther King Jr. Day
February 15, 2021	Presidents' Day
March 26, 2021	Prince Kuhio Day
April 2, 2021	Good Friday
May 31, 2021	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.
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 are 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).
6. During regular school days, Professional Development Days, Fall Break, and Spring Break, a parent or authorized adult must sign their child out daily (state licensing requirement). *(Currently students will be signed in and out by Extended day leaders per COVID-19 Guidelines)*
  - 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.
7. 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.
8. 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.
9. 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 difference in tuition cost before the next day of care.
10. Students enrolled holiday care only may participate until 2:30 p.m. Late Fees will apply (See #9 for Late Fee policy).
11. 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. *(Field trips are cancelled pending COVID-19)*
12. 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.
13. 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.
14. If a student has been sick with a fever, a 72-hour fever clearance is requested before returning to school. (Please see illness policy for sickness below)

15. 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 instruments 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.
16. If a family is enrolled in Extended day but chooses Distance Learning then parents will need to withdraw in writing from Extended Day. Extended Day is for students who are enrolled in Face to Face Learning.

## EXTENDED DAY ROOM LOCATIONS

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, or signs posted by the B-Building. *(Per COVID -19 Guidelines students will not rotate classrooms to the extent possible)*

\*Per COVID-19 guidelines schedules are subject to change per restrictions\*

## 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)

### 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. 2:50 p.m.	2 <sup>nd</sup> & 3 <sup>rd</sup> grades meet at D building lanais 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** - Students enrolled in the Extended Day Program have an opportunity to participate in after school activities offered at their grade level, with extra fees (e.g., sports, hiking, performing arts, Spanish, fine arts, environmental club, robotics, coding). **(POSTPONED at this time)**

**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, students 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 (Times Vary )** - 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).

## HEALTH AND ILLNESSES POLICY

### STUDENT HEALTH REQUIREMENTS

Student Health Record (SHR)/Form 14: The SHR/Form 14 contains the physical exam, TB clearance and up-to-date immunizations required by the Department of Health. Documentation must be completed by a U.S. licensed professional and can be turned in on Magnus Health starting July 1 and is due before entrance into school. The SHR/Form 14 is completed at point of entry only.

The physical exam and tuberculosis clearance must be dated no later than one year from the start date of school. A student who has not completed the physical exam or all the required immunizations may be allowed a provisional attendance **ONLY** upon submitting a medical appointment card or letter from a practitioner with the date of the next appointment to show the student is in the process of obtaining the required immunizations or physical.

At the Junior School, students missing any immunizations will be granted a provisional entrance with a three month grace period to complete the immunizations, required by the State of Hawaii.

**Student Health Record (Form 14)** [http://doe.k12.hi.us/forms/form14\\_StudentHealthRecord.pdf](http://doe.k12.hi.us/forms/form14_StudentHealthRecord.pdf)

For more information concerning Hawaii Department of Health requirements for school:

Dept. of Health Examination & Immunizations: <http://gen.doh.hawaii.gov/sites/har/AdmRules1/11-157.pdf>

Or call Hawaii Immunization Program (‘Oahu) at 808-586-8332.

### **Tuberculosis (TB) Clearance**

For TB clearance, either *TB Document G: State of Hawaii Risk Assessment* or a valid skin test **must** be presented prior to the first day of attendance at a Hawaii school. A student may not attend school without a valid TB clearance. Once a student turns 16 years old, they are required to obtain another TB clearance. LJA strongly encourages all students and families who travel to high risk countries to be reevaluated by a healthcare practitioner upon return.

### **Emergency Form and Health Room Policy**

PK-JK and K-12 Health Room/Emergency Information & Medication needs to be completed once online and updated yearly. Food allergies are compiled and distributed to the teachers, aides and lunch staff (PK-8) to prevent reactions from food allergies.

In the event of an emergency and the parent/guardian is not able to be reached; the school nurse/staff may need to arrange transportation to the nearest medical facility at the parent/guardian expense. Castle Medical Center is the nearest medical facility to LJA. The parent/guardian is responsible to update information by phone or email with the school nurse and/or Junior School office as soon as possible.

### **SICK AT SCHOOL**

Parents are expected to pick up the sick child within one hour or make arrangements with an authorized person to pick up the child in that one hour time frame. Students will be kept in a well ventilated resting area until parents arrive. Parents are advised to consult their physician before sending their child back to school. Parents are asked to be respectful of others by keeping their child out of school to minimize the risk of spreading illness until without fever or other symptoms, such as vomiting or diarrhea, for 72 hours. A fever is considered 100 degrees Fahrenheit and above. Parents are asked to contact the school office if their child has contracted a communicable disease (i.e. conjunctivitis) as we will send a health alert to the school community. Parents are notified of significant communicable diseases in writing. Medication shall be kept in the original container bearing prescription label in child's name. It must show the date filled and physicians' directions for use. Refer to the General Section of the Handbook, under "Health", for more details.

If COVID-19 symptomatic follows procedures outlined in *Section 5 : In-School Illness Procedures and Protocols* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#).

## **COMMUNICABLE DISEASE POLICY**

In the best interest of the student body and the school as a whole, LJA reserves the right to deny enrollment to any infected individual not previously enrolled at the school.

Upon receipt of notice that 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 of School, 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.

## **MEDICATION POLICY**

For the benefit of the child and protection of the other students and staff, it is the policy of the school that children remain at home when ill. Your child may return to school after he/she has been without a fever (below 100F), vomiting or diarrhea for 72 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 below. All medication forms need to be completed each school year. Self-administration of medication by students is not permitted at the Junior School.

The parent/guardian, not the student, needs to drop-off and pick-up the medication at the health desk or Junior School office between the hours of 7:00 a.m - 4:00 p.m. Medication is kept out of reach of students and shall be returned to the parents after the prescription period ends.

Cuts and abrasions will be cleaned with soap and water. Ice may be applied to bumps and bruises.

To attend Extended Day all Health/Medical forms must be fully completed per DHS License.

## 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.**

## 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.

*Both campuses may operate at smaller ratios as recommended by the DHS COVID-19 guidelines.*

## **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:  
Philadelphia Indemnity Ins Co  
Monarch Insurance - HNL  
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: 06/30/2020 - 06/30/2021

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.

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.

## **EMERGENCY PROCEDURES**

In every classroom, there is an updated emergency contact list and emergency guides, referred to as quicksheets, to help navigate potentially harmful and stressful situations. It is our goal to implement and regularly practice the best methods to ensure the safety of our students.

### **Fire**

Fire drills for Junior School through High School are held regularly. Students, faculty, and staff exit areas in an orderly fashion, in accordance with the evacuation procedures posted in each classroom, multi-purpose rooms, and the faculty work area.

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. Students, faculty, staff and administration proceed immediately to the designated "places of refuge." Upon receiving the "All Clear" signal, everyone returns to the school.

In the event of an actual fire, and should our buildings be damaged to the extent that we are unable to occupy them, the school population will remain at the "place of refuge." Parents will be notified to pick up their children.

### **Intruder Situation**

Intruder Alert guidelines are posted in every classroom. The signal that there is imminent danger on the campus is the intruder alarm. Students and their teachers shall remain in their classrooms or seek refuge in the nearest available classroom.

### **Tsunami**

Our school is not in a Tsunami Evacuation Zone, so we do not have to consider evacuation when a TSUNAMI WATCH or WARNING is issued. The school population will remain in place under either condition and there should be no significant change to our normal routine.

Parents are asked not to rush to the school if a WATCH or WARNING is announced. We will take care of your children until pick-up can be safely accomplished. If you are in or can get to a "place of refuge" close to where you work, do so. It is recommended you remain in the "place of refuge" until the "All Clear" is announced. Delaying unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

If a TSUNAMI WARNING is issued or a LOCAL TSUNAMI PRODUCING EARTHQUAKE occurs before our school opens, classes will be canceled and school will be closed. See the "Standard Procedures" section that follows.

### **Hurricane/Tropical Storm**

Hurricanes and Tropical Storms are intense weather systems, usually generated over warm Pacific waters from June through November, that are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of HURRICANE or TROPICAL STORM WATCHES and WARNINGS.

The National Weather Service issues hurricane or Tropical Storm WATCHES about 36 hours prior to the arrival of hazardous storm effects on 'Oahu. Hurricane or Tropical Storm WARNINGS are issued when the storm could affect 'Oahu in 24 hours or less.

When a WATCH is issued, the Head of School will monitor the storm and may make the decision to close school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience parents at work.

### **Flooding**

Both campuses are not located in an identified flooding zone. However, during an extremely heavy period of rain, or under Tropical Storm or Hurricane conditions, unsafe conditions in our area are possible. In the event we are advised to evacuate or should water begin to rise around our buildings, students will immediately move to higher ground, or if necessary, to a public evacuation shelter facility designated by the 'Oahu Civil Defense Agency. The Junior School will move to higher ground at the Kailua Methodist Church's upper lot. If necessary, they will relocate to the public evacuation shelter at Kailua High School or another facility designated by the 'Oahu Civil Defense Agency. Movement will be accomplished by walking, on hired busses, and/or, if necessary, by privately owned vehicles or vans.

### **Earthquake**

Should an earthquake of significant magnitude occur on 'Oahu, we anticipate possible damage to our facility, the loss of electrical power, telephones and water, and considerable disruption to the road networks around us. Even families who live close by may not be able to reach the campus. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under desks, tables, and in supported doorways. If outdoors, we will stay outdoors and move away from electrical lines, tall buildings, and trees. When the shaking stops, the injured will be cared for and the condition of the school evaluated.

If the facility is damaged or could sustain damage in an aftershock, we will gather outside in designated areas and determine the safest course of action. The Junior School will attempt to move to Kailua High School or an open area in the neighborhood. They will sustain themselves as best as they can, for perhaps 72 hours, until assistance can be provided by civil authorities.

'Oahu Civil Defense Agency NOTE: Public evacuation shelters will not be opened until they 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.

### **COVID-19 Pandemic**

Please refer to [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#).

### **Standard Procedures**

In the event of a hurricane, the school will follow the 'Oahu Civil Defense Agency's recommendation concerning the closing of public schools in the Kailua area. In any natural disaster situation, parents should listen to AM Radio station K59 (KSSK) or watch the news for updates. The administrative procedure of canceling a day of scheduled school will be initiated before 6:00 a.m., if possible.

When faced with the possibility of a hurricane, tsunami, heavy flooding, or emergency, during the regular school hours or during school-sponsored activities, the school will follow the above procedures. To notify parents in the most expedient manner and to keep the school's telephone lines clear, the school will initiate a telephone alert to all parents. In addition to telephoning, early school closings will be announced on AM Radio Station K59 (KSSK), and local television stations. .

These procedures cut down on the confusion which naturally surrounds an unexpected early dismissal. Children whose parents cannot be reached will either be (1) sent in their regular carpool to the home of someone living nearby or (2) detained at school until a parent or a responsible adult has been contacted and comes to the school. We ask that parents do not call the school during an emergency in order to keep the telephone lines open and available for those who have urgent needs. In summary, we will do everything possible to ensure your children's safety in the event one of these hazards were to threaten or affect us.

### **SCHOOLWIDE EMERGENCY NOTIFICATION**

In the event of a natural emergency, our automated phone service, BlackBoard-Connect, will be activated, providing information and directing parents as to any action that should be taken.

# **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 martial arts 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. 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. *(Sandbox is closed at this time)*

## **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**

1. Standing or walking on edges is not permitted.
  2. Running through sandbox is not permitted.
  3. Keep sand in sandbox.
- \*Sandbox is closed at this time per DHS guidelines*

# 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.
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 Teacher

Aurio, Melanie  
Calderella, Nadia  
Coolen-Deroiser, Cheryl  
Costa, Cheryl  
Jennifer Ingellies-Dupre  
Lee, Deja  
Megonigal, Annie

Snyder, Krissy  
Spriggs, Rori  
Tu, Jacqueline  
Viarnes, Nora  
Villegas, Isabella  
Wyckoff, Tina

### **Administration**

Masagatani, Josh	Junior School Principal/Summer School Vice Principal
Chow, Courtney	Director of Advancement
Do, Julie	Middle School Principal
Fraser, Jana	Athletic Director
Cook, Wendy	Facilities Director
Handy, Melissa	Education Technology Director
Magana, Leah	Lower School Principal
Kilty, Stacy	Business Manager
Lee, Earl	Head of School
Lunn, Nicole	Stewardship and Relations Coordinator
Maeda, Noelle	Human Resources Manager
McNeill, Victoria	Dean of Students: 6 to 12 High School, Middle School
Moniz, Ala	Ass. Director of Communications
Omori, Kara	Activities Director/Summer School Principal
Praetorius, Lori	Lower School Vice Principal & PYP Coordinator
Ramsvig, Alex	Principal High School
Smith, Lizbeth	Registrar High School, Middle School
Souza, Jen	Director of Admissions
Tucker, Heather	Extended Day/Summer Fun Director/Afterschool Activities Coordinator

### **Staff**

Baptiste, Irma	Admissions Coordinator
TBD	Administrative Assistant, Summer School
Elkins, Mary	School Nurse
Franke, Michele	Advancement Assistant
Gagnon, Amanda	Executive Assistant, Head of School
Harrison, Deidre	Administrative Assistant Athletic Director
Hui, Liz	Accounts Receivable
Lee, Deja	Assistant Director of Extended Day
Lunn, La'amea	Accountant
Miyahara, Kimberly	Administrative Assistant, Junior School
Nakayama, Kyle	Food Service Manager & Athletics Manager
Omori, Eli	Security Guard
Sutton, Amanda	Receptionist
Rimsinth, Ryan	Technology Director
Witten, Leslie	Technology
Ventura, Lisa	Administrative Assistant, Lower School

# Permission Form

## 2020 – 2021

*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):