



# **Le Jardin Academy Summer School 2023 Parent and Student Handbook**

## **Le Jardin Academy Summer School Office**

**917 Kalaniana'ole Highway**

**Kailua, Hawai'i 96734**

**(808) 261-0707 x7005**

**[summer.school@lejardinacademy.org](mailto:summer.school@lejardinacademy.org)**

**[www.lejardinacademy.org](http://www.lejardinacademy.org)**

**Earl Kim, Head of School**

**Katy Nakayama, Summer Programs Manager**

**Travis Smith, Summer Programs Coordinator**

**Faith Butterfield, Summer School Administrative Assistant**

**Heather Tucker, Enrichment and Extended Day Programs Manager**

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### **Philosophy**

The Le Jardin Academy Summer School program is designed to reinforce basic skills and engage students in learning new concepts that stretch their creative, academic, and physical limits. LJA offers academic and enrichment courses in all disciplines from Kindergarten to Grade 12.

### **Registration and Payment**

Students register for courses for the grade they will be entering the school year 2023-2024.

Registration for current LJA students begins on March 1, 2023. Deadline for LJA Early Enrollment is March 7, 2023. Early enrollment is encouraged for LJA students as registration opens to the public on March 8, 2023 after which we cannot ensure LJA student priority placement. The registration deadline for all courses is May 15, 2023. Please [click here](#) for Summer fun Registration dates.

### **The Registration Process**

Fill in the online Registration Form completely. By clicking submit, you have read and agreed with the Summer School 2023 policies and procedures, including withdrawal, course change, and refund policies.

### **Course Selection**

Select courses you would like your child to be registered in. If there is a waitlist you will be notified by the Summer School office, should space in the full course become available.

**Submit Application**

Submit your course selection, select payment amount, pay online and choose to submit an application. A non-refundable deposit of \$100 per course is due at the time of registration on or before April 15. Thereafter, full tuition is required at the time of registration and a \$100 fee per course for withdrawals through May 15 will be applied. No refunds after May 15 unless a course is canceled. All balances must be paid in full by May 15 or attendance will not be granted.

**Submit Payment**

Payments are made online with a MasterCard, Visa or eCheck. Credit card payments will be charged a 2.75% service fee. This fee does not apply to eCheck payments.

**Registration Changes/Withdrawal**

A fee of \$25 per course will be assessed for all course changes made. No refunds after May 15 unless a course is canceled.

Homeschool, U.S. Mainland, and International students are required to provide the following documents by May 15 which includes documentation of immunizations from a U.S. licensed professional and a tuberculosis clearance dated within 12 months from June 13, 2023. Student Health Record forms are available.

**Disclosure Policy**

Parents or guardians are required to disclose special needs and/or accommodations of their children. By registering for the summer program, you understand if a parent or guardian does not disclose special needs, LJA reserves the right to transfer the student to a more appropriate class or withdraw the child.

**Registration Confirmation**

The final confirmation will be mailed in early June. Students must bring their schedule on the first day of Summer School for admittance to each class. Notification will be made by phone or email if we are unable to process a registration. LJA reserves the right to cancel a course due to insufficient enrollment or unforeseen circumstances.

NOTE: If the deposit is not received within seven days of online registration submission, your registration may be canceled.

**Tuition**

A non-refundable deposit of \$100 per course is due with registration on or before May 15, with the balance due on or before May 15. After April 15, full tuition is due with registration. Tuition must be paid in full or attendance will not be granted. In the event a class is canceled due to insufficient enrollment or unforeseen circumstances, a full refund will be issued. Tuition will not be prorated for missed days. No refund will be issued in the event a student is expelled. Financial aid is not available for the Summer School program.

### **Registration Changes**

A fee of \$25 per course will be assessed for all course changes made. Changes in course selection (i.e. replacing one course for another, switching times) may be made online and the change will not be confirmed until the fee has been received. Changes due to ability misplacement may occur with the approval of the Summer Programs Manager within the first 3 days of the program. Changes to accommodate social preferences will not be granted.

### **Withdrawals and Refunds**

There will be no tuition refunds after April 15 unless a course is canceled due to insufficient enrollment or unforeseen circumstances, in which case a full refund will be issued. Withdrawals on or before April 15 will forfeit the deposit of \$100 per course. No refunds will be dispensed after April 15. No refund is issued in the event of expulsion. Credit card service fees are non-refundable.

### **Acts Beyond the School's Control**

Parents agree that in the event of any failure or delay in Le Jardin Acadmey's performance under this Agreement resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, acts of nature, fire, pandemic, US Government restrictions, wars and insurrections, the payment obligation shall continue and the School shall not be liable for any such failure or delay in its performance.

### **Parent Orientation Night**

In early June, the Summer School administration will host a Summer School Parent Night and will welcome new summer school parents to the school. There will be a review of routines and policies, and answer questions regarding school procedures. Inquiries regarding curriculum should be directed to the appropriate teacher after reviewing the syllabus distributed on the first day of Summer School. This event is for adults only.

## **Summer School Policies**

### **Absence Policy**

If a student is absent, please notify the office by phoning 261-0707 ext. 7005 and leaving a message before 8:00 a.m. of that day. Provide the student's name, grade level and reason for absence. Requested homework for excused absences may be picked up from noon-4 p.m. in the administration building by the reception desk. Teachers are not required to provide homework for unexcused absences such as vacations.

### **Arrival & Early Care**

Lower School, Middle School and High School, courses start at 8 a.m., 10:10 a.m. and 1 p.m. Students in grades K-5 who arrive between 6:45-7:40 a.m. should report to early care in the Wang Auditorium and will transition to their first class at 7:50 a.m. Please do not drop off your child before 6:45 a.m. as no supervision is available. Students arriving after 7:45 a.m. may report directly to their classrooms and wait outside for the teacher.

#### **Grades K-5**

Drop-off is in the loop in front of the Schuler Administration Building. Proceed left at the school entrance to the loop for drop-off only. Keep the traffic flow moving. Parking in the loop is never permitted. Please use the walkways at all times. Crossing the roadway is not permitted.

#### **Grades 6-12**

Middle School and High School drop-off is in front of the Middle School building. Proceed right at the school entrance and around the back of the school. Drop-off is in the left lane only, along the sidewalk in front of the building. The right lane is for traffic proceeding to the parking lot or loop/exit. Parking in the fire lane is never permitted. Student parking is available for licensed drivers with motorized vehicles. Student drivers must notify the Summer School office if they are planning to park on campus.

### **Dismissal**

Students are dismissed at 10 a.m., 12 p.m., or 3 p.m.

#### **Grades K-5**

Loop in front of the Administration Building near the proper grade level sign (K, 1, 2, 3, 4, 5). K-5 students must be picked up promptly from the designated dismissal area at the front loop only.

### **Grades 6-12**

Pick-up/Drop-off line of the Middle School.

Students are expected to be picked up within ten minutes of their dismissal time. A late fee of \$20 for every ten-minute increment after 3:15 p.m. will be charged and collected within three days of the late pick-up. Students not picked up must wait in front of the Administration Building. Students may not remain on campus unless enrolled in consecutive classes. Only students enrolled in a 1 p.m. course may stay for supervised lunch and recess. Students who are picked up during school hours must wait in the office for their ride. No student may wait by him/herself.

The Extended Day program offers student activities from 3:00-5:45 p.m. Extended Day students are to be signed out by an authorized adult and must be picked up no later than 5:45 p.m. A late fee of \$20 for every ten-minute increment after 5:45 p.m. will be charged and collected within three days of the late pick-up.

Students who are picked up from semi-private swimming classes at the pool after 3 p.m. are to be signed out by a parent or authorized adult.

### **Dress Code**

We believe that it is primarily the parents' duty to ensure that their children are dressed appropriately for school. With enrollment at LJA, students and parents agree to accept, support, and abide by the dress code, as they agree to follow other established school guidelines. Students who do not conform to the dress code may be asked to wear a LJA t-shirt or shorts, at student's cost, or may not be permitted to attend class.

Students may wear casual clothing that is neat and clean, without tears or excessive fading. Dresses, skirts, and shorts must extend at least to thumb-tip length or longer. Tube tops, spaghetti straps, halter tops, bare midriff garments, see-through clothing, and short shorts are not acceptable. Sleeveless tops must have straps at least two inches wide. Clothing with offensive language or images advertising liquor, tobacco, drugs, etc. is not permitted. Hats are allowed for outdoor use only. Footwear must be worn at all times. For safety reasons, students may not wear shoes with inset wheels.

Athletic shoes must be worn for sports activities, required classes, and excursions. Tattoos must be covered.

### **Discipline**

LJA believes in a positive environment where courtesy, consideration, and respect for others is the norm. Each student is to exercise care of school property, maintain respect for others and their property, and behave in a manner that positively contributes to the daily life of the school.

Smoking and the use of drugs or alcohol is prohibited on campus, as is the possession of firearms, knives, or other dangerous weapons, ammunition or the like. Such conduct will result in serious consequences.

### **Sickness and Medication Policy**

It is the school policy that a student remains at home when ill. A student may return to school after he/she has been without fever or other symptoms, such as vomiting or diarrhea, for 24 hours. When circumstances require that medication be taken by a student at school, the medication must be provided by an adult, to the front desk staff in the office, with a completed permission form (available at the reception desk). At LJA, a fever is considered anything above 100.4 degrees.

### **Electronic Devices**

For High School students, electronic devices, such as cellular phones, iPods, and handheld games may not be used at school during instructional time. For Lower and Middle School students, electronic devices, such as cellular phones, iPods, and handheld games may not be used during school hours at all; they may be used before or after school. Devices such as Readers, Kindles, and iPads for reading purposes only are allowed for all grades. Laptops may be required for some Middle School and High School classes. Playing video games on such devices is not allowed and could result in devices being confiscated. If these items are lost, it becomes the student's responsibility and not the school's.

### **Bus and Bicycles**

Bicycle usage is not appropriate nor allowed for our campus. The school is normally served by city bus No. 70 and 56. New routes and schedules are posted in May on TheBus website – [www.thebus.org](http://www.thebus.org) or call (808) 848-5555. Lower school students may not take the bus unless accompanied by a Middle or High School student. School policy does not allow students to walk from the bus stop on Kalaniana'ole Highway to the campus or from the campus to the bus stop.

### **Transition**

Students in Grades 1-3 and those unfamiliar with the campus will be escorted between classes until they become comfortable with the setting.

### **Lunch Policy**

Students in Grades K-12 have the option to enroll in the lunch program if they are enrolled in both a 10:10 a.m. class and a 1 p.m. class. Students not enrolled in a 1 p.m. class will not be allowed to remain on campus. Registration and menu will be available on the Summer School section of our website.

### **Snack and Lunch**

Students are encouraged to bring a nutritious mid-morning snack and water along with an afternoon snack if they're staying past 3:00 p.m., which they may consume during the break period at the end of their first class and after their last class. Sodas, candy, and gum are not permitted, and high-sugar content foods are discouraged. Only students enrolled in a 1 p.m. course may stay for supervised lunch and recess. Students should bring a healthy lunch and drink from home, or you may choose to purchase from the Lunch Program available on the school website. A link can also be found on the Summer School web page. Snack and lunch periods are supervised.

### **Supplies**

Grades 1-5 are expected to bring on the first day of school in an enclosed box or container the following items: 2 sharpened #2 pencils, 1 box of 12 crayons, 1 box of 8 thin markers, 1 glue stick, 1 child size scissors. No supplies are needed for sports classes.

Grades 6-8 are expected to bring on the first day of school: 2 sharpened #2 pencils, 1 red pen, 1 eraser, 1 ruler, and 1 composition book. Students enrolled in a math class should also bring a calculator.

High School students will need to bring supplies listed in the individual class descriptions from the teacher. .

### **Photography & Video Policy**

LJA may use photographs, audio, and/or video recordings of students for purposes of education, publicity, and student recruitment on behalf of the school via the Internet, print and promotional material, and all other media.

If a parent/guardian does NOT want their child to be photographed or recorded, a written request must be submitted to the Summer School Office. Please specify that you are requesting that your child be placed on the school's Do Not Publish List.



Students on the Do Not Publish List will either be blurred out of pictures or quietly asked to remove themselves from scenes that are to be photographed or recorded in any manner. If you decide to have your child placed on the Do Not Publish List, it is recommended that you talk with your child about your decision so that they can fully understand the reasoning behind it.

**Privacy Policy**

Le Jardin Academy is committed to protecting your privacy and will not collect personal information about you unless you choose to provide it to us. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever.