

LITTLE HOKU MONTESSORI ACADEMY

PARENT HANDBOOK

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DISCLAIMER

Please note that this handbook does not constitute a legally binding contract between the Little Hoku Montessori Academy and families. While it provides guidance for parents, it is not intended to cover every aspect comprehensively. The preschool reserves the right to modify the content of this handbook. The final interpretation of all school rules and regulations rests with the Head of School, who holds the ultimate authority in this regard.

WELCOME LETTER FROM THE HEAD OF SCHOOL

As we begin the new school year, I want to extend a heartfelt welcome to all of our returning families and to those joining the Little Hoku Montessori Academy community for the first time. We're so happy to have you with us and are looking forward to a joyful year of growth, learning, and connection.

Last year was full of beautiful moments—engaging classroom work, exciting adventures beyond our campus, and deepening relationships with our families. Your involvement truly makes our school a special place, and I'm excited to build on that energy in the year ahead.

At Little Hoku, we believe in nurturing the whole child—academically, emotionally, and socially—through a Montessori approach that encourages independence, curiosity, and respect. As parents, you are an essential part of that journey. Your partnership, communication, and support are deeply valued, and I invite you to reach out any time with questions, ideas, or concerns.

I'd also like to remind you that Little Hoku is a licensed preschool through the State of Hawai'i Department of Human Services (DHS). Our lead teacher is Montessori certified, and our teaching team is dedicated to providing an enriching, supportive environment for every child.

Thank you for allowing us to be part of your child's early learning experience. Here's to a wonderful year ahead with our Little Hoku 'ohana.

Warmly,

Warm regards,

A handwritten signature in black ink that reads "Shadi Naderi". The signature is fluid and cursive, with the first name "Shadi" and last name "Naderi" clearly distinguishable.

Shadi Naderi, Ph.D.
Head of School
Little Hoku Montessori Academy

MISSION AND CORE VALUE

MISSION

Little Hoku's mission is to provide a safe and enjoyable environment for children to flourish as independent and creative individuals. Following the Montessori philosophy, our preschool engages children in diverse Montessori activities that nurture their creativity and academic development. We are dedicated to offering this mission in-person and adapting to remote learning when necessary, ensuring a consistent and enriching educational experience for all children.

CORE VALUES

At Little Hoku, we embrace the following core values:

- ★ Individualized Learning and Love for Learning: We believe in truly knowing each child and fostering a love for learning within them. Our dedicated staff strives to understand and support the unique needs and interests of every child, creating an environment where they can thrive academically and personally.
- ★ Transparency and Effective Communication: We value open and honest communication with parents and stakeholders. Transparency is crucial in building trust and maintaining strong partnerships. We strive to keep parents informed about their child's progress, school activities, and any relevant updates through clear and timely communication channels.
- ★ Respect for Self, Others, and the Environment: We cultivate a culture of respect and empathy. We emphasize the importance of respecting oneself, others, our diverse community, and the environment. Through our curriculum and daily interactions, we encourage children to develop a deep sense of responsibility and care for the world around them.
- ★ Parent Partnership and Role Modeling: We recognize that parents are essential partners in a child's education. We actively involve parents in their child's learning journey, seeking their insights and collaborating to create the best possible educational experience. Additionally, we understand that all adults within our community are influential role models, and we strive to uphold high standards of behavior and character.

By upholding these core values, we aim to create a supportive and enriching environment where children can thrive and reach their full potential.

LITTLE HOKU OVERVIEW

STAFF

HEAD OF SCHOOL AND DIRECTOR

Dr. Shadi Naderi

LEAD TEACHER

Stephanie Lewis

TEACHER'S AIDE

Alisha Jermulowske

SCHOOL HOURS

School hours are 8 a.m. to 4 p.m.

★ See school calendar for holidays and days the school is closed.

WHAT TO BRING TO SCHOOL

PERSONAL ITEMS

All items should be labeled with the child's name.

Daily Items:

To ensure a comfortable and enjoyable experience for your child at school, please remember to pack the following items:

★ **Lunch:** Please provide a nutritious lunch for your child. If you include warm food, we recommend using a thermos to keep it at an appropriate temperature. For food items that need to be kept cold, kindly use ice packs to maintain freshness and safety.

★ **Snack:** For part-time students, please pack one snack, and for full-time students, please provide two snacks. These snacks should be healthy and in line with any dietary restrictions or allergies your child may have. We kindly request that you refrain from including candy bars, cookies, or any sugary treats.

★ **Water Bottle:** It's important for your child to stay hydrated throughout the day. Please send a water bottle that is the proper size for your child to

carry easily. The bottle can be refilled at school, ensuring your child has access to water whenever needed.

★ **Napkins:** Include a small supply of napkins in your child's bag for convenience during meals and snacks.

★ **Nut-Free Policy:** For the safety of our students with allergies, we have a strict nut-free policy unless special permission has been granted by the school for specific nut products after reviewing all children's allergies. Please refrain from packing any nuts or nut products in your child's lunch, unless explicitly authorized by Little Hoku Montessori.

By preparing these essential items, you'll help ensure your child's comfort and well-being throughout their time at school.

When packing your child's lunch, it is important to ensure that all the components can fit inside a lunchbox that your child can comfortably carry. Additionally, it should be easy for them to unzip and open the containers independently. Here are some tips to achieve this:

1. Choose an appropriate-sized lunchbox: Select a lunchbox that is spacious enough to hold all the food items without being too bulky for your child to handle. Look for lunchboxes with multiple compartments or separate containers inside to keep different foods organized.
2. Use stackable or collapsible containers: Opt for stackable or collapsible containers that can save space when empty. This allows your child to carry multiple food items without the lunchbox becoming too cumbersome.
3. Use smaller-sized food containers: Instead of using large containers, consider using smaller-sized ones for individual food items. This not only saves space but also makes it easier for your child to handle and open the containers independently.
4. Pack bite-sized and finger-friendly foods: Choose foods that can be easily eaten without the need for utensils. Cut fruits, vegetables, and sandwiches into bite-sized portions, and include snacks like crackers, cheese sticks, or sliced fruits that can be eaten with fingers.
5. Minimize packaging: Remove unnecessary packaging from store-bought items to reduce waste and make it easier to fit everything inside the lunchbox. Place small portions of snacks or treats in reusable containers or bags instead.
6. Consider a bento-style lunchbox: Bento-style lunchboxes typically have multiple compartments that can accommodate different food items in separate sections. This helps in keeping the lunch well-organized and easy to access.
7. Provide utensils if needed: If your child will need utensils to eat the rice or pasta, remember to include them in the lunchbox.

Remember to take your child's preferences and dietary needs into account when planning and packing their lunch. Encourage them to practice opening and closing the lunchbox containers at home, so they can become more independent in handling their own meals.

We kindly request parents to give special attention to the care and maintenance of water bottles. Living on the beautiful island of Maui, where the climate can be warm and humid, it is important to ensure that water bottles are carefully washed and thoroughly dried after each use. This precautionary measure helps prevent the growth of mold or mildew, ensuring the health and well-being of our children. We encourage parents to use mild soap and warm water, and to inspect the bottles regularly for any signs of mold or residue. By diligently cleaning and maintaining water bottles, we can ensure a safe and healthy hydration experience for our little ones at all times.

The following items are to be returned to the student at the end of the academic year. **Please keep them organized in a reusable bag for easy transportation:**

1. **2 Sets of Change of Clothing:** Include two sets of spare clothing for your child, including tops, bottoms, underwear, and socks. These sets will be used in case of accidents or spills.
2. **1 Pair of Comfortable Slippers or Indoor Shoes:** Pack a pair of comfortable slippers or indoor shoes specifically for indoor use. This will ensure your child's comfort and maintain a clean environment within the classroom.

For Students Taking Naps:

3. **1 Nap Mat:** We recommend using a KinderMat or a similar nap mat that can be easily wiped down. Bulky mats are not allowed. The school should be able to clean the mats weekly. (Please note: Little Hoku Montessori occasionally has extra nap mats available. Before purchasing a nap mat, we kindly request that you check with the school administration to inquire about the availability of mats. They may be able to provide a nap mat to you at no cost, ensuring a comfortable nap time experience for your child. For further information, please reach out to the school administration.)
4. **1 Crib Sheet:** Pack a crib sheet that fits the dimensions of the nap mat. This helps maintain cleanliness and provides a comfortable surface for your child to rest on.
5. **1 Small Blanket:** Include a small blanket for your child to use during naptime. Ensure it is an appropriate size for their comfort.
6. **1 Small Favorite Lovey:** If your child has a special comfort item, such as a stuffed animal or blanket, please include it in their bag for naptime.

Remember to use a reusable bag to keep these items organized and easily identifiable for your child's use throughout the academic year.

SCHOOL SUPPLY FEE

At the time of registration, there is a one-time fee of \$50 for supplies. This fee is intended to provide teachers with additional funds beyond the yearly supply budget. By doing so, teachers can incorporate extra innovative activities and materials into the classroom, enhancing the learning experience for the students.

PRACTICAL LIFE SUPPLY LIST

Our lead teacher incorporates food preparation and flower arranging into the practical life lessons. She prepares a list for parents to sign up to bring flowers and fruits (such as bananas, apples, tangerines, etc.) once a week. With contribution from all families, each family will be responsible only twice a year.

CURRICULUM

At Little Hoku, the curriculum is structured around five key areas to provide a well-rounded education for the students:

1. **Practical Life:** This area focuses on developing essential life skills and promoting independence. Practical Life activities include tasks such as pouring, dressing, and using utensils, which help children refine their fine motor skills, concentration, and coordination.
2. **Sensorial:** The Sensorial area aims to refine the senses and promote cognitive development. Through engaging materials and activities, children explore concepts such as size, shape, color, texture, and sound, which help them build a strong foundation for understanding the world around them.
3. **Math:** The Math area introduces children to foundational mathematical concepts through hands-on materials and activities. Students engage in counting, number recognition, basic operations, geometry, and problem-solving, fostering a deep understanding of mathematical principles.
4. **Language:** The Language area focuses on developing strong communication skills, reading, and writing abilities. Children are exposed to a rich language environment, engaging in vocabulary development, phonics, reading comprehension, writing, and grammar exercises.
5. **Cultural Studies:** This area encompasses a broad range of subjects, including Math, Science, Art, Geography, History, and more. Cultural

Studies at Little Hoku allows children to explore various aspects of the world around them, fostering curiosity, critical thinking, and a sense of appreciation for different cultures and disciplines.

By incorporating these five key areas into the curriculum, Little Hoku aims to provide a comprehensive and holistic education that nurtures each child's cognitive, social, and emotional development.

PRACTICAL LIFE

At Little Hoku, we recognize the value of Practical Life activities in fostering important life skills and promoting independence in children. We understand that parents often hesitate to involve their children in daily chores at home due to concerns about potential mess or time constraints. However, at our preschool, we actively encourage and provide opportunities for children to engage in these activities.

Through Practical Life activities, such as getting dressed, preparing snacks, setting the table, pouring their own milk, caring for plants and animals, and participating in cleaning tasks like washing windows and cleaning tables, children develop a sense of responsibility and learn the necessary skills to become self-sufficient individuals.

In addition to learning specific skills, Practical Life activities also focus on cultivating appropriate social interactions. Children are encouraged to use polite expressions like "please" and "thank you," practice kindness and helpfulness towards others, develop active listening skills without interrupting, and learn peaceful conflict resolution strategies. These social interactions are essential for building positive relationships and fostering a harmonious classroom environment.

Engaging in Practical Life activities also contributes to the development of fine and gross motor coordination. Through tasks like buttoning clothes, pouring liquids, or using utensils, children refine their motor skills, hand-eye coordination, and concentration abilities.

By incorporating Practical Life activities into our curriculum, we aim to empower children to become capable and confident individuals who can actively contribute to their own well-being and the community around them.

SENSORIAL

Sensorial education plays a crucial role in the Montessori approach, as Dr. Maria Montessori recognized the innate curiosity and exploration that children engage in through their senses from a very young age. She observed that children learn and make sense of the world by actively interacting with their environment using their senses.

The Sensorial area in Montessori education provides children with a wide range of materials and activities designed to refine their senses and develop their sensory perceptions. By engaging in sensorial experiences, children learn to observe, compare, and discriminate different qualities and attributes of objects in their environment.

Through touch, children explore textures, such as rough and smooth surfaces, allowing them to develop a vocabulary to describe and name their sensory experiences. They also engage in activities that involve visual discrimination of colors, shapes, sizes, and dimensions. This helps them develop skills in classification, sorting, and sequencing, which are foundational for future learning in subjects like math, geometry, and language.

By providing children with opportunities to refine their senses, the Sensorial area in Montessori education nurtures their ability to make precise observations, develop concentration and focus, and sharpen their cognitive skills. It also supports their overall cognitive development, as they learn to make connections between their sensory experiences and the abstract concepts they encounter in various academic disciplines.

In summary, the Sensorial area in Montessori education is dedicated to harnessing children's natural inclination to explore and learn through their senses. It lays the foundation for further learning and helps children develop the skills necessary for academic success in areas such as math, geometry, and language.

MATH

In the Montessori approach, the Math area is designed to provide children with a solid foundation in mathematical concepts and operations. The materials and activities used in the Math area promote an exploratory and hands-on approach to learning, minimizing rote memorization and emphasizing understanding of mathematical concepts.

Montessori materials, such as the number rods, introduce children to the concept of quantity and the association of numerals with their corresponding quantities. By using these materials, children develop a concrete understanding of numbers and learn to count, identify numerals, and match them to their respective quantity.

The Montessori Math curriculum also focuses on the base-10 system, which forms the basis of our decimal number system. Through the use of manipulative materials like golden beads and numeral cards, children explore and internalize the concept of place value, enabling them to understand and work with larger numbers.

In addition to foundational concepts, children engage in activities that promote mathematical operations such as addition, subtraction, multiplication, and

division. Montessori materials, such as the bead stair, spindle boxes, and multiplication bead boards, provide children with hands-on experiences that allow them to explore and internalize these operations, making them more meaningful and tangible.

Another aspect of the Montessori Math curriculum is the exploration of patterns in the numbering system. Children discover patterns and relationships within numbers, enabling them to make connections and develop a deeper understanding of mathematical principles.

By emphasizing the concept behind each lesson and providing manipulative materials for hands-on exploration, Montessori Math aims to foster a solid understanding of mathematical concepts and operations. This approach allows children to develop a strong foundation in math and prepares them for more advanced mathematical concepts in the future.

LANGUAGE

In a Montessori school, the development of language skills is a fundamental aspect of the curriculum. The approach to language learning in Montessori education emphasizes a multi-sensory, hands-on approach that allows children to explore and engage with language in a meaningful way.

One notable aspect of Montessori language learning is the emphasis on pre-writing skills before reading. Through various activities and materials in the classroom, children are provided with opportunities to develop the foundational skills necessary for writing. They engage in exercises that strengthen their fine motor skills, such as tracing sandpaper letters, using moveable alphabets, or forming letters with playdough. These activities help children become familiar with letter shapes and develop muscle memory, preparing them for writing.

Alongside pre-writing skills, children also learn letter sounds and phonetic awareness. Montessori language materials, such as the sandpaper letters and the phonetic object boxes, enable children to explore the sounds of letters and their corresponding objects. By engaging with these materials, children learn the phonetic foundation of language and begin to understand the relationship between sounds and letters.

As children progress, they move on to combining letter sounds to form words. Materials like the movable alphabet and the phonetic word cards allow children to construct words independently, practicing their phonetic knowledge and developing their spelling skills.

Building on these foundational skills, children learn to compose sentences and engage in language expression. Montessori materials, such as the grammar symbols and the sentence analysis materials, support children in understanding the structure and syntax of sentences. These materials provide hands-on

experiences that enable children to analyze and deconstruct sentences, fostering their understanding of grammar and language mechanics.

By providing a rich language environment and utilizing hands-on materials, Montessori education promotes the acquisition of vocabulary, the development of writing and reading skills, and an overall appreciation for language.

CULTURAL STUDIES

In the Montessori curriculum, the Cultural Studies area encompasses a diverse range of subjects, allowing children to explore and appreciate various aspects of the world around them. It integrates subjects such as geography, science, art, music, and drama, fostering a well-rounded and holistic educational experience.

Geography: Montessori Cultural Studies includes geography lessons that introduce children to different continents, countries, and cultures. Children explore maps, globes, and puzzle maps to develop an understanding of the world's geography. They learn about landforms, bodies of water, and natural resources, fostering an appreciation for the diversity of our planet.

Science: The Montessori approach incorporates scientific exploration and inquiry. Children engage in hands-on activities and experiments that promote observation, exploration, and discovery. They explore various scientific concepts, such as the properties of matter, plant and animal life cycles, weather patterns, and simple machines, encouraging a curiosity for the natural world.

Art: Art is an integral part of the Cultural Studies area, allowing children to express themselves creatively and develop their artistic skills. They engage in activities such as drawing, painting, sculpting, and crafting, exploring different art forms, techniques, and materials. Through art, children learn to appreciate aesthetics, develop their fine motor skills, and express their imagination.

Music: Montessori education recognizes the importance of music in a child's development. Children are exposed to different musical genres, rhythms, and melodies. They have opportunities to sing, play musical instruments, and engage in rhythm and movement activities. Music fosters creativity, coordination, and an appreciation for the beauty of sound.

Drama: Drama activities help children develop their imagination, creativity, and self-expression. Through role-playing, storytelling, and dramatic play, children explore different characters, emotions, and narratives. Drama activities enhance communication skills, self-confidence, and empathy.

By integrating these subjects within the Cultural Studies area, Montessori education aims to provide children with a comprehensive and well-rounded education. It encourages curiosity, critical thinking, and a deep appreciation for the world's diverse cultures, scientific phenomena, artistic expressions, and the power of creativity.

LITTLE HOKU MONTESSORI ACADEMY DAILY SCHEDULE

8 A.M. TO 8:15 A.M.

Drop Off / Sign In

8:15 A.M. TO 11 A.M.

Montessori Work Cycle

11 A.M. TO 11:15 A.M.

Circle Time

11:15 A.M. TO 12:00 A.M.

Outdoor Play

12:00 A.M. TO 12:30 P.M.

Lunch

12:30 P.M. TO 3:00 P.M.

Rest/Afternoon Work Cycle

3:00 P.M. TO 4 P.M.

Pick up and Outdoor Play

ADMISSION AND ENROLLMENT PROCESS

Little Hoku Montessori Academy is a licensed educational institution regulated by the State of Hawaii Department of Human Services. Our license allows us to accommodate a maximum of 24 students aged between 3 to 6 years old, ensuring a safe and enriching learning environment for each child.

TOUR

We understand the importance of finding the right educational environment for your child, and we are delighted to offer tours of our campus prior to registration. Our tours provide you with a valuable opportunity to familiarize yourself with our school and experience our Montessori approach firsthand.

During the tour, you will have the chance to meet our dedicated and passionate teachers who play a vital role in creating a nurturing and engaging learning environment. They will be available to answer any questions you may have and provide insights into our curriculum, teaching methods, and classroom dynamics.

One of the highlights of the tour is observing our classrooms in action. By witnessing the Montessori approach in real-time, you can gain a deeper

understanding of how our students engage with the materials, collaborate with their peers, and foster their independence and love for learning.

We believe that a tour is an essential step in making an informed decision about your child's education. It allows you to assess the school's environment, meet our experienced staff, and see if our philosophy aligns with your expectations and goals for your child's educational journey.

APPLICATION

To begin the admissions process, we invite interested families to submit a completed admissions application. We believe in making the application process accessible to all families, which is why we do not charge an application fee.

Our admissions application serves as a means for us to gather important information about your child and family, enabling us to better understand their unique needs and ensure a suitable educational fit. The application form typically includes sections for personal details, educational background, and any specific considerations or preferences you would like us to be aware of.

We believe in making the application process accessible and efficient for all families, and providing the application form on our website allows you to easily access and complete it at your convenience. By eliminating the need for physical paperwork, you can conveniently submit your application electronically, saving you time and ensuring a smooth process.

EVALUATION

As part of our admissions process, we schedule a short evaluation session for each child. This evaluation allows us to gain insights into your child's individual strengths, interests, and learning style. It also helps us assess their readiness for our Montessori program and determine how we can best support their educational journey.

The evaluation session is designed to be a positive and interactive experience for your child. Our experienced teachers create a welcoming environment where your child can engage in various activities and demonstrations. Through observation and interaction, we aim to understand your child's cognitive, social, and emotional development.

The evaluation session serves as an opportunity for us to get to know your child on a more personal level and tailor our approach to their unique needs. It also enables us to ensure that Little Hoku Montessori Academy is the right fit for your child and that we can provide them with a supportive and enriching learning environment.

Rest assured that our evaluation process is not intended to be intimidating or overwhelming for your child. We strive to create a nurturing and comfortable

atmosphere during the evaluation, allowing your child to showcase their abilities and demonstrate their potential.

During the evaluation session, we kindly request that parents do not accompany their child. This is to create a comfortable and independent environment for your child to engage with our teachers and participate in the evaluation process.

Our experienced teachers are skilled at putting children at ease and ensuring a positive experience during the evaluation. They will guide your child through various activities and interactions that allow us to assess their abilities, interests, and readiness for our Montessori program.

We understand that it can be challenging for parents to be separated from their child during this time. However, by allowing children to participate independently, we can better understand their individual capabilities and ensure an unbiased evaluation.

Rest assured that our teachers are trained to create a supportive and nurturing environment for your child throughout the evaluation session. We aim to make the experience enjoyable and engaging, allowing your child to showcase their unique qualities and potential.

Once the evaluation is complete, our admissions team will review the results and communicate with you regarding the admissions decision. We value open and transparent communication throughout the process, and we will provide you with any necessary information and guidance as you move forward.

ENROLLMENT

After the admissions decision has been made, the school will promptly notify applicants of the outcome. If space is available and your child's application is accepted, you will be provided with the necessary enrollment forms.

To secure your child's enrollment at Little Hoku Montessori Academy, an upfront payment of \$1,700 will be required. **Please note that this payment is non-refundable** and is intended to confirm your commitment to the enrollment.

The enrollment forms will include essential information about your child, emergency contacts, health records, and any specific considerations or preferences that will help us provide the best possible care and education for your child.

Once you have completed the required forms and made the enrollment payment, your child's spot will be reserved at our academy. This ensures that we can adequately prepare for their arrival and provide a seamless transition into our Montessori community.

WITHDRAWAL PROCESS

At Little Hoku, we strive to maintain a safe and harmonious classroom environment that promotes the optimal development of all our students. However, in certain circumstances, it may become necessary to initiate the withdrawal process. Please take note of the following policies:

- ★ **Professional Assistance and Behavioral Issues:** Parents of children displaying excessively disruptive or hurtful behavior will be encouraged to seek professional assistance. If the family does not provide the necessary support or if the problems persist and pose a risk to the classroom climate and the safety of other children, parents will be given a specific date by which the student must be removed from the classroom. It will then be the parents' responsibility to arrange alternate care for their child. In such cases, the student will be considered withdrawn from the school after the last date of attendance. Tuition will be prorated based on the time attended, and the upfront payment and fees will be retained by the school.
- ★ **Payment Delinquency:** The school relies on timely payment of tuition and fees to operate effectively. If a family's account is not brought up to current status by the 10th of the month, the child will be withdrawn from the program until the account is settled. For more information on late payments, please refer to the Tuition section below.
- ★ **Notice of Withdrawal:** Written notification of intent to withdraw a child must be submitted at least 30 days prior to the intended withdrawal date. This allows us to effectively manage class sizes and make necessary arrangements.
- ★ **Potty Training:** Children who have not yet achieved potty training will be immediately withdrawn from the school. We kindly request that children be fully potty trained before enrolling to ensure the best possible experience for all students.
- ★ **Naptime Participation:** If a student is of an appropriate age for naps but consistently refuses to rest at school, the student will be invited to participate in activities with the older group. However, if the student's fatigue affects their ability to engage in afternoon activities consistently, a change may be made to the student's enrollment schedule, transitioning them to a half-day program.
- ★ **Suspension and Expulsion:** Little Hoku reserves the right to suspend or expel students whose behavior disrupts the educational program, is deemed improper, or violates school policies. Before any suspension or expulsion, the school will provide parents with written notification outlining

the specific concerns that could lead to such actions. The Head of School has the sole authority to determine whether suspension or expulsion is warranted, and the timeline for suspension will vary based on the severity of the situation. In cases of immediate disruption, suspension may occur promptly, while in other cases, the timeline for resolution may extend over a period of time, potentially up to several months. The school will maintain detailed records of the conditions leading to suspension or expulsion, including parental notifications, the actions taken by the school, and any correspondence between the school and parents regarding the issue. Parents will be involved in discussions and decisions regarding their child's suspension or expulsion. The school is committed to ensuring transparency in these situations, aiming for a resolution that considers the best interests of the student and the school community.

We understand that each child and family is unique, and our aim is to ensure the well-being and positive experience of all students.

TUITION

SCHEDULE: M-F, 8 A.M. TO 4 P.M.

\$15,300 / Year

= \$1,700 Non-Refundable Enrollment Payment* + \$1,360 / Month

***Upfront Payment at Registration**

*The upfront payment amount at Little Hoku is determined based on the student's enrollment time at the school. For a full academic year, the upfront payment is set at \$1,700. However, if a student enrolls after the start of the academic year, the upfront payment will be prorated on a monthly basis. It's important to note that the upfront payment is an annually recurring fee for both new and current students.

Please be aware that the upfront payment, ranging from \$170 to \$1,700, is non-refundable. In the event of a withdrawal from enrollment, the Parent Handbook withdrawal policy must be followed.

We value transparency and encourage you to refer to the Parent Handbook for detailed information on the withdrawal process and policies

TUITION POLICIES

- ★ **Supply Fee:** There is a \$50 supply fee due at registration, which is payable once a year.
- ★ **Upfront Payment:** An initial upfront payment ranging from \$170 to \$1,700 is required at the time of registration to secure your child's slot. This payment is nonrefundable, even if the student withdraws or is dismissed from the school.
- ★ **Monthly Tuition Payments:** Tuition payments are due on the 1st of every month, for a total of 10 payments throughout the academic year.
- ★ **Absences and Closures:** Tuition deductions will not be made for days, weeks, or months that a student may be absent from school, including vacations or long illnesses. Deductions will also not be made for closures that are out of the school's control, such as weather-related, pandemic-related, state-mandated, or federally-mandated closures. All payments made to the school are non-refundable.
- ★ **Payment Methods:** Parents have two options for tuition payment: ACH (automatic recurring payments) or 10 postdated checks. For ACH payments, your bank account will be charged automatically on the 5th of each month. If you choose the postdated checks option, all checks must be delivered to the school before the first day of school, with the payment date set to the 5th of each month and payable to Little Hoku Montessori.
- ★ **Late Payments:** If a payment is not received by the 5th of each month, a \$50.00 late charge penalty will be incurred. If tuition is not paid by the 10th day of the month, the student will not be accepted in class, and their enrollment will be terminated. For new families, the first payment is due upon the child's start date, and late payments beyond the 5th day after the start date will be charged a \$50 late fee. Payments not received by the 10th day after the start date will result in enrollment termination.
- ★ **After School Care:** The after-school care program is not included in the tuition fee.
- ★ **Returned Check Fee:** There is a \$35.00 fee for any checks returned by the bank. Families will be notified of the returned check and the amount due, which must be paid within 2 days of receiving the notice. Failure to comply will result in termination of enrollment. Delinquent accounts may be submitted to a collection agency.
- ★ **Withdrawal Notice:** A written notice is required to withdraw your child at least 30 days prior to the desired withdrawal date. Failure to provide the written notice in advance will result in a one-month tuition fee charged to the family. This notice requirement applies to all conditions, including school transitioning to e-learning during a pandemic or outbreak. It's important to note that tuition will not be discounted, prorated, or waived.

for any extended absences, including travel, sick days, required quarantine/isolation due to a pandemic or outbreak. The upfront payment is non-refundable, and a 30-day notice is always required for withdrawal.

★ **Suspension or Dismissal:** Little Hoku Montessori Academy reserves the right to suspend, dismiss, or require intervention for a student if their conduct disrupts the educational program or is deemed improper. The Head of School has the sole authority to determine whether disruption or improper conduct has occurred.

★ **School Closure:** Little Hoku Montessori Academy reserves the right to close for any reason that compromises the safe operation of the preschool, such as the loss of electricity, water, or extreme circumstances like the loss of air conditioning, medical epidemics, or pandemics. Tuition will not be discounted, prorated, or waived for any of these circumstances.

GENERAL SCHOOL POLICIES

ARRIVAL/DROP-OFF

1. **Parking and Entry:** Parents should park their vehicles in the designated parking lot and enter the school building.
2. **Greeting and Sign-In:** Upon entering the building, a guide or assistant will be present to greet you and your child. It is mandatory to sign your child in at arrival, as required by the state of Hawaii. To ensure a smooth and hassle-free experience, we will be sending you an email containing detailed instructions along with a secure link. This link will take you directly to the sign-in page.
3. **Pandemic Modifications:** During a pandemic, specific procedures may be implemented to ensure the health and safety of everyone involved. Parents will be informed of any modified arrival/drop-off procedures to follow during such times. It is important to stay updated and adhere to the guidelines provided by the school.

FIRST DAY OF SCHOOL:

On the first day of school at Little Hoku Montessori Academy, we want to ensure a smooth and comfortable transition for both you and your child. Here are some suggestions and guidelines to make the first day a positive experience:

- ★ **Preparing for the First Day:** In the days leading up to the first day of school, you can read books with your child that have a starting-school theme. These stories can help your child understand and express their feelings about going to a new place and being away from you. It also provides an opportunity for them to ask questions and discuss what to expect. For returning students, revisiting the school gallery on our website (littlehoku.com/virtual-tour-and-gallery) can help refresh their memories and excitement about their previous experiences at school.
- ★ **Reviewing the Schedule:** Going over the daily schedule with your child and discussing the different activities that will happen throughout the day can help them feel more prepared. Highlighting important transitions such as drop-off, lunchtime, outdoor play, rest time, and pick-up can provide reassurance and help them navigate these moments with confidence.
- ★ **Timely Arrival:** It is important to arrive on time for the first day of school. Walking into a classroom where everyone is already engaged can be more challenging for a child compared to arriving with the group at the beginning. Being there on time allows your child to start the day with their peers, making the transition smoother.
- ★ **Transition Phase:** The school may implement a multi-day, phased-in start to facilitate a well-planned transition. This approach benefits both the classroom environment and ensures that all children have a successful start to the school year. The specific details of the transition phase will be communicated to you by the school.
- ★ **Saying Goodbye:** When it's time to leave, it's important to say a proper goodbye to your child. Sneaking out without their knowledge can cause confusion and anxiety. Let your child know that you will be leaving and inform them of when you will be back. Once you have said your goodbyes, it's best not to linger or worry. Our experienced staff will take care of your child from there.

By following these suggestions, we aim to create a positive and supportive environment for your child's first day at Little Hoku Montessori Academy.

ATTENDANCE

At Little Hoku Montessori Academy, we emphasize the importance of regular and **punctual attendance** for all students. It allows your child to fully benefit from our Montessori program and ensures a consistent learning experience. Here are some guidelines regarding attendance:

1. **School Start Time:** School begins promptly at 8:00 am for all students. It is important for students to arrive on time to minimize disruption and ensure they can fully participate in the day's activities.

2. **Notification of Absence:** If your child is unable to attend school due to illness or any other reason, we kindly request that parents notify the teachers by 9:00 am. You can do this by calling or sending a text message to our designated attendance line at 808-866-6380. Providing this notification helps us maintain accurate attendance records and ensures the safety and well-being of your child.
3. **Contagious Diseases:** If your child has a contagious disease, it is essential to keep them at home to prevent the spread of illness to other children. Please inform the school office if your child contracts a contagious disease so that appropriate measures can be taken. For more detailed information regarding our health policies, please refer to the relevant section in our handbook.

DISMISSAL AND RELEASE OF CHILDREN

Dismissal and the release of children is an important aspect of our daily routine at Little Hoku Montessori Academy. To ensure a smooth and organized dismissal process, we kindly request your cooperation with the following guidelines:

1. **Pick-up Time:** Please arrive at school approximately 15 minutes before the designated dismissal time. This will give you enough time to gather your child's belongings and ensure a timely departure. It is important to note that school closes at 4:00 p.m., and we kindly ask that all students are picked up and out the door by that time.
2. **Respectful Conversations:** Out of respect for our teachers, we kindly request that you limit conversations with them during pick-up time. If you have any concerns or matters you would like to discuss regarding your child, we encourage you to schedule a meeting with the teachers. They need to attend to their own families and complete school closing tasks efficiently.
3. **Dismissal Times:** Dismissal times are:
 - Half-Day Pick up: Dismissal time is at 12:30 p.m.
 - Full-Day Pick up: Dismissal time is at 3:45 p.m.
4. **Late Pick-up Policy:** We understand that unforeseen circumstances can cause occasional lateness. However, if your child is not picked up by the designated dismissal time mentioned above, a late fee of \$1 will be charged for each minute beyond that time. Please make every effort to arrive on time. Please note that this late charge will not be applied in the event of road closures or natural disasters that prevent parents from reaching the school.
5. **Authorized Pick-up:** For the safety and protection of your child, we will only release them to individuals designated on the family information sheet

or those with written authorization provided in advance. Photo identification will be requested from anyone picking up your child. If there are any changes in regular dismissal arrangements, please include a note or update the emergency information form accordingly.

6. **Signing Out:** Please remember to sign your children out at dismissal. This helps us maintain accurate records and ensure the safe release of your child.

PERSONAL BELONGINGS

To ensure a safe and organized learning environment at Little Hoku Montessori Academy, please take note of the following guidelines regarding personal belongings:

- ★ **Discouraging Favorite Possessions:** We kindly request that you discourage your child from bringing their favorite possessions to school. While we understand the sentimental value of such items, it is best to keep them at home to avoid any potential loss or disruption during the school day.
- ★ **Labeling Belongings:** It is important to label all of your child's belongings, including their backpack, lunchbox, water bottle, and any other items they bring to school. This helps us identify and return items to the correct child if they become misplaced or mixed up.
- ★ **Avoiding Jewelry:** For the safety of your child and their classmates, we advise against sending them to school with jewelry. Jewelry can pose safety concerns and may also cause distractions during classroom activities. It is best to keep jewelry at home to ensure a focused and safe learning environment.
- ★ **Naptime Belongings:** If your child is napping at school, parents are required to bring a mat for their child's naptime. Additionally, you may also provide a blanket, small comforting pillow, or a favorite lovey for their comfort. Please ensure that these items are kept in a reusable bag labeled with your child's name. ***It's important to note that these items will remain at school every day and cannot be taken home and brought back daily.*** Remember to take them home every Friday for washing and hygiene purposes.

TRANSPORTATION

At Little Hoku Montessori Academy, it is the responsibility of parents to arrange for the transportation of their child to and from school. Please note that our school does not provide any transportation services.

Parents are expected to drop off their child at the designated drop-off area in the morning and pick them up at the designated pick-up area in the afternoon. We recommend arriving at school about 15 minutes early to allow enough time for drop-off and to ensure a smooth transition for your child.

FIELD TRIPS

Notification of a field trip is given to the parents at least one week prior to an off-campus event. If you wish to have alternative care for your child for the duration of the outing, you will be responsible for making these arrangements. DOT regulated buses will be arranged if needed.

POTTY TRAINING POLICY

To attend Little Hoku, your child must be fully potty-trained. This means that your child demonstrates the following abilities:

1. **Communication:** Your child is able to communicate to the teachers that they need to go to the restroom before it becomes an emergency.
2. **Independence:** Your child is able to alert themselves to stop what they are doing and independently go to the bathroom when needed.
3. **Clothing Management:** Your child is able to remove and replace their clothing without assistance, including managing buttons, zippers, and fasteners.
4. **Self-Hygiene:** Your child is capable of wiping themselves after using the toilet and maintaining proper personal hygiene.
5. **Toilet Skills:** Your child can independently get on and off the toilet without assistance.
6. **Handwashing:** Your child understands the importance of handwashing and can wash and dry their hands properly.
7. **Naptime Awareness:** Your child awakens during nap time, if necessary, to use the bathroom.

Please note that wearing pull-ups to school is not permitted as part of our potty-training policy. If a child has accidents for three consecutive days, they are no longer considered potty trained and may be asked to take a break from school to focus on toileting at home. Once the child is consistently using the toilet independently and without prompting, they may return to the classroom.

COMMUNICATION

General and informational communication will be conducted in some or all following mediums:

- ★ **General email list.** The email list consists of all parents/guardians that have children enrolled at Little Hoku. Emails addresses will not be revealed to other parents when communicating via the general email list.
- ★ **Individual email and/or call.** When necessary, individual parents/guardians will be contacted at the contact information provided.
- ★ **Facebook Group: Little Hoku Families**
(facebook.com/groups/littlehokufamilies). Little Hoku has a private Facebook group for parents/guardians of enrolled children. The group is a place for Little Hoku to communicate same information as in the general email list and repeated reminders. The group can also serve as a place for parents to connect with one another.
 - To join the Facebook Group, individuals MUST like the Little Hoku Montessori Academy public Facebook page first (<https://facebook.com/littlehoku>).
 - Group admins will then invite the individual into the group.
- ★ **Questions/Inquiries:** parents/guardians can contact Little Hoku anytime via email at info@littlehoku.com or during work hours at 808-866-6072.

SUBSTITUTE TEACHERS:

At Little Hoku Montessori, we understand that there may be occasions when our regular teachers are unable to attend their classes due to unforeseen circumstances. In such situations, we strive to ensure continuity in your child's education by providing competent and caring substitute teachers.

Substitute Teacher Qualifications: We carefully select substitute teachers who meet our standards and possess the necessary qualifications and experience to effectively manage the preschool classroom environment.

Parental Notification: In the event of a ***scheduled absence*** of a regular teacher, we will promptly inform parents through our established communication channels, such as email, text message, or a dedicated parent portal. We will strive to provide as much notice as possible, but *please understand that certain situations may require immediate substitutions.*

In rare instances where no substitute teacher is available, we may be forced to temporarily close the school for the day. The safety and well-being of our students remain our top priority, and we will make every effort to communicate any such closures as soon as possible.

INCIDENT REPORTS:

In the event of an incident involving a child, we have established the following policy:

1. Incident Reporting:

- If an incident occurs that involves any contact with a child's head, regardless of the severity, or if there is any visible mark on their body, an incident report will be completed by the staff member who observed or was informed about the incident.
- The incident report will include the date, time, location, a description of the incident, any immediate actions taken, and the names of the staff members involved.

2. Parent Notification:

- Parents will be notified about the incident through a written incident report.
- The incident report will be sent home with the child to ensure parents are informed about the incident and its details.

3. Review and Documentation:

- The school administration will review all incident reports to assess the nature of the incident and determine if any further actions or precautions are necessary.
- Incident reports will be securely maintained in the child's file for documentation and reference purposes.

4. Communication and Follow-up:

- Incident reports provide an opportunity for parents and the school to communicate about the incident.
- Parents are encouraged to review the incident report and discuss any concerns or questions they may have with the school administration or the staff involved.

5. Privacy and Confidentiality:

- The information provided in incident reports will be treated with strict confidentiality and will only be shared with authorized individuals involved in the care and well-being of the child.

We take all incidents involving children seriously and strive to maintain a safe and secure environment. By promptly reporting and documenting incidents, we aim to foster open communication with parents and address any concerns or issues that may arise. Our commitment to the safety and well-being of our students remains a top priority.

SANITATION PRACTICES

At our facility, maintaining a clean and safe environment for all students and staff is a top priority. Classrooms, restrooms, and shared spaces are cleaned and sanitized daily using effective cleaning agents to ensure thorough disinfection. Handwashing is strongly encouraged, and students are guided to wash their hands thoroughly before meals, after using the restroom, and after outdoor activities. Additionally, hand sanitizing stations are available in all common areas for quick and effective hygiene for adults. We work closely with staff, parents, and health authorities to ensure all sanitation practices align with current health and safety guidelines.

GRIEVANCES

We are committed to maintaining open communication and resolving concerns in a timely and respectful manner. If a concern arises, we encourage families to first address the issue directly with the school administration to seek a resolution.

If a satisfactory resolution cannot be reached, families may file a formal complaint with **Child Care Licensing – Central Maui Unit** by calling **808-243-5866**.

Please note that direct contact information for individual staff members, such as personal phone numbers or email addresses, will not be provided to maintain privacy and ensure proper communication channels are followed.

FUNDRAISING

Our program does not currently engage in fundraising activities. However, should the need for fundraising arise in the future, all efforts will ensure that children and staff are not exploited or required to participate in activities that could be detrimental to their well-being or the program. Any such activities would be carefully planned to align with our mission and values, ensuring they are age-appropriate, voluntary, and respectful of everyone involved.

MANDATED REPORTING

As required by law, all staff members are mandated reporters of suspected child abuse or neglect. If any staff member has reasonable cause to believe that a child is being abused or neglected, they are legally obligated to report their concerns to **Child Welfare Services (CWS)**.

Our primary responsibility is to ensure the safety and well-being of all children in our care. Reporting is done in accordance with state guidelines and is handled with the utmost confidentiality and professionalism. We understand that this

process can be sensitive, and our staff is trained to approach such matters with care and respect for all parties involved.

If you have any questions about this policy, please feel free to reach out to the administration for clarification.

HEALTH POLICIES

IMMUNIZATIONS

Hawaii State's law requires physical examination, immunization, and tuberculosis clearance form for attending children to any public or private school. Please see more information [on the Hawaii Department of Health \(health.hawaii.gov\) website](https://health.hawaii.gov) for information about exemptions.

ALLERGIES, MEDICAL CONDITIONS, AND DAILY MEDICATIONS

Please list all your child's allergies in the [allergy form \(littlehoku.com/admissions/forms\)](https://littlehoku.com/admissions/forms). If your child requires medication at time of exposure, a Special Care Plan for students with allergies; medical conditions and/or daily medications is needed.

Please inform school if your child has a dietary restriction.

- ★ The Department of Health requires a Special Care Plan for students with allergies; medical conditions and/or daily medications that require the school to store and administer medication.
- ★ Only medication outlined in Special Care Plan by a physician, brought to school by a parent, and in original container will be administered. First dose must be administered at home.

Medication cannot be kept in the child's lunch bag. Parents have to give the medication to the school's staff.

ILLNESS

For the protection of all of the students at the school, the school reserves the right to send a child home whose health poses a threat to other children in the program. These policies are subject to change depending on community wide outbreaks and pandemics. Any ill child should be kept home. Children should not be brought to school if they:

- ★ Have a loss of taste or smell
- ★ Congestion
- ★ Have a fever over 100 degrees Fahrenheit within the last 24 hours.
- ★ Have or had diarrhea within the last 24 hours
- ★ Are or were vomiting within the last 24 hours
- ★ have a rash
- ★ have mouth sores
- ★ they are lethargic
- ★ have a cough
- ★ have an ear ache
- ★ have lice
- ★ have a runny nose with colored discharge
- ★ have a runny nose and are not able to properly manage it
- ★ have any pain like sore throat, stomach pain, headache
- ★ or have any other sign of serious illness

Note that if your child experiences any communicable disease for which immunization is required by the Department of Health, we will follow the Department of Health regulations. Children can only come back to school if they have a clearance note from their medical provider (approved by the State of Hawaii as described in the above link).

Pandemic: During an outbreak, epidemic, or pandemic, schools reserve the right to change the policies as needed to assure the safety of the children, and staff. Travel restrictions will be in place during a pandemic.

If your child has a doctor's note, they may still be sent home if symptoms are excessive and the child cannot manage them or if they are experiencing discomfort.

TO RETURN TO SCHOOL:

- ★ Children must be symptom(s) free for at least 24 hours. In case antibiotics are prescribed, then 24 hours after the first dose is administered.
- ★ For any sign of COVID-19, a negative PCR test or a clearance note from the medical doctor is required to come back to school.

- ★ For serious illnesses, children need a medical note from their doctor (MD, DO, ND, APRN, PA).
- ★ Lice: Children will be checked frequently at school and should be lice and nit free to return to school.
- ★ Outbreaks: Following state and federal mandates

EMERGENCY OCCURRENCES

In the event of an emergency, we have established the following procedures:

1. **First Aid Administration:**

- Trained staff members will promptly administer first aid to any student requiring immediate medical attention.
- Parents will be notified immediately regarding the nature of the incident and the steps taken to address it.

2. **Parent Notification:**

- Parents will be contacted immediately in the event of an emergency involving their child.
- It is essential for parents to provide up-to-date contact information to ensure effective communication during emergencies.

3. **Emergency Contacts:**

- If parents are unavailable or cannot be reached, the emergency contacts listed on the child's registration form will be contacted.
- These emergency contacts should also be readily available and reachable during school hours.

4. **Physician Notification:**

- If neither the parents nor the emergency contacts can be reached, the child's physician will be notified.
- It is crucial for parents to provide accurate and updated information about their child's healthcare provider.

5. **Contacting Emergency Personnel:**

- In severe cases where immediate medical attention is required, emergency services will be contacted first before notifying parents or emergency contacts.
- The safety and well-being of the child will always be the top priority in such situations.

6. Medical Expenses:

- It is the responsibility of the family to cover any medical expenses incurred as a result of emergency services and/or transportation.

7. Reporting Requirements:

- Little Hoku Montessori Academy is committed to maintaining transparency and complying with regulations.
- In the event of a child's hospitalization, including emergency room admittance, or any illness or injury received at our facility, we will report the incident to the Department of Human Services within one working day.
- Similarly, any death of a child, employee, or household member will be reported promptly to the Department of Human Services.

We understand that emergencies can be unsettling, and we assure you that our staff is trained to handle such situations with care and professionalism. The well-being of your child is our priority, and we will take all necessary steps to ensure their safety and provide timely communication throughout the emergency process.

EMERGENCY PLANS

IN CASE OF EMERGENCY

At Little Hoku Montessori, the safety and well-being of our students is a top priority. We have measures in place to handle emergencies and ensure the safety of everyone in our facility. In the event of an emergency, please take note of the following procedures:

- ★ **Smoke detectors and sprinklers:** Our facility is equipped with smoke detectors and sprinklers to detect and address fire emergencies.
- ★ **Trained teachers:** Our teachers are trained to stay calm and are familiar with the escape routes in our facility. They are prepared to handle emergency situations efficiently and effectively.
- ★ **Exit doors and markings:** All exit doors in our facility are clearly marked with glow-in-the-dark exit signs for easy identification.
- ★ **Attendance and communication:** In an emergency situation, teachers will gather the students and take attendance using the attendance tablet. They will also have access to a phone to contact emergency services and notify the head of school.

- ★ **Secure the premises:** Teachers will check the bathrooms and doors, ensuring they are clear and locked. They will also turn off the lights to conserve energy.
- ★ **Evacuation:** Teachers will guide the children outside to designated safe areas away from the building. They will follow established safety protocols and await further instructions from emergency services.
- ★ **Parent notification:** Once the necessary safety steps have been taken, parents will be promptly notified of the emergency situation. Our priority is to keep you informed and ensure the well-being of your child.

Please rest assured that we have procedures in place to handle emergencies and protect the safety of our students and staff. Our staff is well-prepared to respond to different emergency scenarios, and we continuously review and update our emergency response plans to ensure they align with best practices.

IN CASE OF NATURAL DISASTER

IN CASE OF HURRICANE

At Little Hoku Montessori, the safety and well-being of our students are of utmost importance. In the event of a hurricane approaching our island, we have a straightforward emergency procedure to ensure the protection and well-being of our preschool community. Here is our hurricane preparedness plan:

1. **Monitoring the News:**

- We closely monitor weather updates and stay informed about any approaching hurricanes through reliable sources such as the National Weather Service and local news channels.
- Our staff keeps a close eye on the progress and projected path of the hurricane to assess the potential impact on our island.

2. **Communication with Parents:**

- As soon as we receive news that a hurricane is approaching and poses a threat to our island, we will promptly notify parents using our established communication channels, including phone calls, text messages, and email.
- We will inform parents that school will be closed due to the impending hurricane and provide details about the closure.

3. **Safety Recommendations:**

- We will encourage parents to follow local authorities' instructions and emergency protocols for their own safety and the safety of their families.

4. Resuming Operations:

- Once the hurricane has passed and local authorities have declared it safe to do so, we will communicate with parents regarding the resumption of school operations.
- We will provide updates on when the school will reopen and any necessary information or requirements for students' return.

Please note that during a hurricane, our primary concern is the safety of our students, their families, and our staff. We will closely follow the guidance of local authorities and make decisions regarding school closure based on the projected impact of the hurricane on our island. The decision to close the school will be communicated promptly to parents through our established communication channels.

We appreciate your understanding and cooperation in implementing these procedures to ensure the safety and well-being of our preschool community during hurricane events.

IN CASE OF FIRE

1. Prevention and Preparedness:

- Regular inspections: Our facility undergoes regular inspections to ensure compliance with fire safety regulations. We maintain functional smoke detectors, fire extinguishers, and fire alarm systems.
- Fire drills: Fire drills will be conducted periodically to familiarize students and staff with evacuation procedures and ensure a prompt response in case of a real emergency.

2. Fire Alarm Activation:

- When the fire alarm is activated, teachers and staff will immediately initiate the following steps.

3. Evacuation Procedures:

- Alerting students: Teachers will calmly alert students of the emergency, using age-appropriate language and maintaining a calm demeanor to avoid causing panic.
- Exit routes: Teachers will guide students to the nearest exit routes, which will be clearly marked and well-known to all staff members.

- Accountability: Teachers will ensure that all students are accounted for and that no one is left behind.
- Assistance for younger students: Teachers and staff will provide necessary assistance to younger students, ensuring their safe and timely evacuation.
- No elevators: It's important to note that elevators should not be used during a fire emergency. Students and staff will use stairways to evacuate the building.

4. Assembly Point:

- Designated safe area: Once outside, teachers will guide students to a designated assembly point in a safe area away from the building.
- Attendance: Teachers will take attendance to ensure that all students are accounted for and report any missing individuals to emergency responders.

5. Communication and Notification:

- Calling 911: Teachers or designated staff members will immediately call emergency services (911) to report the fire and provide essential information about the situation.
- Parent notification: As soon as the safety of students has been ensured, parents will be notified about the incident and given instructions regarding the reunification process.

6. Reunification and Post-Emergency Support:

- Reunification plan: Little Hoku Montessori will have a well-defined reunification plan in place to facilitate the safe and orderly reunification of students with their parents or authorized guardians.
- Emotional support: We recognize that emergencies can be stressful for children. Our staff members will provide emotional support to students, reassuring them and addressing their needs after the incident.
- It is important for parents to review and understand our fire safety procedures. We encourage you to discuss fire safety at home and reinforce the importance of following instructions during emergencies.

Please note that our emergency plan may be subject to specific local regulations and may be revised periodically to ensure its effectiveness. The safety of our students and staff remains our utmost priority, and we are committed to maintaining a safe learning environment at all times.

IN CASE OF AN EARTHQUAKE

In the event of an earthquake, Little Hoku Montessori has established procedures to ensure the safety of our students. Here's what you can expect:

- ★ **Stay inside:** If the students are already inside the building when an earthquake occurs, teachers will guide them to stay indoors. It is generally safer to take shelter inside the building during an earthquake rather than attempting to evacuate.
- ★ **Drop, cover, and hold on:** Students will be instructed to drop to the ground, take cover under a sturdy piece of furniture (such as a table or desk), and hold on until the shaking stops. This position helps protect their head and torso from falling objects.
- ★ **Assess safety before exiting:** If there is immediate danger inside the building, such as structural damage or the presence of hazards, teachers will evaluate the situation and determine if it is safe to evacuate. They will only instruct the students to exit if it is deemed safe to do so.
- ★ **Outside safety measures:** Find a clear spot and drop to the ground: Once outside, students will be directed to move to a clear area away from buildings, power lines, trees, and streetlights. Open spaces away from potential hazards are safer during an earthquake.

It's important to note that earthquake response procedures may vary depending on the specific circumstances and recommendations from local authorities. Little Hoku Montessori will follow established safety guidelines and prioritize the well-being of our students and staff.

LITTLE HOKU MONTESSORI ACADEMY SMALL MONTESSORI MATERIALS DISCLAIMER STATEMENT

Some Montessori materials used at Little Hoku Montessori Academy are small and not recommended to be left unattended with children under the age of 5 due to potential choking hazards. For this reason, these items will be stored out of the reach of students at all times except when a trained teacher or staff member will be utilizing the materials. When the small items are used, the teacher will be directly supervising each student one-on-one basis.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

It is Little Hoku Montessori Academy's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the Little Hoku Montessori Academy program and services, in compliance with the state federal laws of the American with Disability Act.

INSURANCE POLICY

Little Hoku has general liability insurance under insurance associates specialty. For more details contact the Head of School.

COVID-19 POLICIES

Please review and sign the Little Hoku Montessori Academy COVID-19 outbreak policies document provided as a separate addendum to the Parent Handbook. These policies must be agreed upon by families. **Please note, that failure to follow the procedures and/or failure to provide requested information/documents will result in termination of enrollment, as it is considered a breach of your contract with the school.**