



# PRESCHOOL HANDBOOK

“Where Faith and Learning Reflect the Character of Christ.”

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*Waolani Judd Nazarene School is a ministry of*

**HONOLULU FIRST CHURCH OF THE NAZARENE**

Updated 07/11/2023

## **MINISTRY AND PHILOSOPHY**

Waolani Judd Nazarene School was founded in 1967. The school is a ministry of Honolulu First Church of the Nazarene. HFCN is a family friendly church with an emphasis on connecting with God and loving people. The church teaches that the spiritual life of a Christian is derived from faith in Jesus Christ, the written word of God (the Bible), and experience within the church. If you do not already have a church home, we invite you to join us for a worship service and make HFCN your church ohana. The pastoral staff is available for your support and pastoral counseling is available by making an appointment with the HFCN office.

Education is a life-long process that neither begins nor ends with the school experience. We recognize that parents have the primary responsibility for the training and education of their children. Our teachers, administrators, and staff strive to work closely with you in this vital task of providing a solid foundation both academically and socially in a nurturing environment. Education is a cooperative venture between home and school and the more closely the two work together, the more effective the efforts of both will be. Two-way communication is essential if we are to achieve our common goal, a productive and happy year for each child.

“Seek first the kingdom of God and his righteousness, and all these things will be added to you.” -Matthew 6:33

## **GENERAL INFORMATION**

Waolani Judd Nazarene School is licensed to operate by the Hawaii Council of Private Schools (HCPS). The Hawaii State Department of Human Services licenses our After school program as well as our Preschool Program. Waolani Judd Nazarene School is a member of the Association of Christian Schools International (ACSI) and the Nazarene International Education Association (NIEA). In addition, Waolani Judd Nazarene School is accredited through Hawaii Association of Independent Schools (HAIS) and the Western Association of Schools and Colleges (WASC).

## **MISSION AND SCHOOL-WIDE LEARNING GOALS**

WJNS - *Where faith and learning reflect the character of Christ*

Our goal for each WJNS student, from preschool to middle school, is to educate students to be:

### **A God-Honoring Individual who:**

1. Pursues a personal relationship with Jesus
2. Demonstrates knowledge of the Bible in making choices
3. Exhibits Christian character traits
4. Uses his/her gifts to serve God and others

### **A Life-Affirming Person who:**

1. Practices a healthy lifestyle
2. Displays good manners and respect for others

### **An Academic Achiever who:**

1. Makes acquiring knowledge and wisdom a personal priority
2. Works effectively as an individual and in a group
3. Strives for excellence in every endeavor

### **A Skillful and Discerning Communicator who:**

1. Listens actively and respectfully
2. Reads with comprehension
3. Analyzes and evaluates information from a Christian perspective
4. Speaks and writes clearly and effectively

### **A Disciplined Learner who:**

1. Follows directions accurately & completely
2. Gains & applies problem solving skills
3. Practices organizational and time management skills
4. Uses current technology appropriately

### **A Community Minded Individual who:**

1. Contributes to family, school and society positively and productively
2. Lives as a responsible citizen who appreciates diverse cultures
3. Protects and improves the environment as stewards of God's creation

## **NON-DISCRIMINATORY POLICY**

Waolani Judd Nazarene School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Neither does it discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies or in the hiring of faculty or administrative staff.

## **ENROLLMENT**

**NUMBER OF CHILDREN:** Waolani Judd Nazarene School enrolls a maximum of 84 children in our preschool program. We have a preschool 2's, 3's and 4's program. Enrolled children must be ages over 2 years old to under 6 years old.

### **ENROLLMENT PROCEDURE:**

Students seeking enrollment to Waolani Judd Nazarene School should submit an application by January 31 to meet the priority deadline. WJNS offers rolling enrollment throughout the school year if spaces are available. *Applicants must complete the two/three steps of the enrollment process listed below and the school must receive all necessary forms before students can be considered for enrollment. Our preschool 3's interested applicants are selected by a first-come, first-serve basis.*

1. **Application:** Each interested applicant must submit a completed application along with a non-refundable application fee of \$60.00.
2. **Campus Tour/Interview:** In addition to the application, each family should schedule a campus tour with our administrative staff.
3. **Student Observation:** Interested preschool four-year-old students are required to complete a group observation administered by a qualified staff member of WJNS. During this observation, we will quiz the child on appropriate preschool academics.

**ONCE ACCEPTED:** The following is needed prior to the start of school: a physical exam (and Form 14), TB clearance, deposit, authorization forms, Parents Web sign-up confirmation, and FACTS sign-up confirmation or payment for the annual school tuition.

1. **Physical Examination and Form 14:** A physical examination must be obtained within a year of the enrollment date. Health Form 14 must be

submitted, showing that all immunizations are current when entering school as per state guidelines. A medical appointment card or letter from a physician showing that the child has an appointment to complete the immunization and/or physical examination requirements must be presented to the office by the first day of school or the child will not be allowed to attend. If the above requirements are not met within 90 days from the start of school, the child will not be allowed to attend school beginning 30 days after the 90-day deadline. The child will not be allowed to return to school until completion of all immunizations and physical examination requirements are met.

2. **TB Clearance:** Proof of a negative Tuberculin Skin Test or X-Ray is also due prior to the start of school. The test must be dated less than 12 months prior to entering school. *According to the Department of Health regulations, there is no exception for TB clearance requirements. Children without a valid TB clearance will not be allowed to attend school.*
3. **Deposit:** A non-refundable deposit (which includes fees for the school year and the first month's tuition) is due upon acceptance.
4. **Forms:** Each parent or guardian must submit a signed: 1) Policies & Permission form and 2) Permission for student work and photos to be used for educational or promotional use. *All other forms such as medical information, allergy list, and pick-up authorization are filled out on Parents Web.*
5. **FACTS:** FACTS is our school-based management system. All parents must login and enter all necessary information into our database. If changes occur during the school year, parents are expected to promptly update any changes in phone numbers, address, employment, emergency contacts and authorized pick-up lists. Medical information and information regarding allergies must also be updated on FACTS.
6. **Pre-Registration:** Each February, Waolani Judd Nazarene School announces a pre-registration period for returning students. During this period, current students have the opportunity to secure their spots for the following year by properly completing and submitting the pre-registration form to the school office with a non-refundable, non-transferable deposit. If students have not submitted a completed pre-registration form and deposit at the end of the pre-registration period, their spots will be made available for the next accepted outside applicant.

**SPECIAL NEEDS:** Children accepted into our school must possess the ability to function independently in a classroom. WJNS will accept children with special needs if

the needs of the child can be met within the school's present staff and facilities. *It is our policy to operate within the state and federal laws and comply with the Americans with Disabilities Act of 1990.* Decisions on acceptance are always made with your child's best interest in mind.

**DISENROLLMENT:** The school shall dis-enroll any child who, after a reasonable trial as determined by the teacher and principal, demonstrates inability to participate in or benefit from the planned activities of the school or whose presence is detrimental to the group.

**WITHDRAWAL:** Parents withdrawing their child must give 30 days written notice or be charged tuition for the following 30 days. Parents are responsible for collection fees of unpaid tuition.

## **ATTENDANCE POLICY**

**ABSENCES:** Please notify the school by 8:00 am if your child will be absent. (You may leave a message on the school's voice mail at any time of the day.)

**Excused Absences:** The following absences will be considered excused:

1. Illness or injury.
2. Approved WJNS sponsored activity in which the student is involved.
3. Family Emergency.

When students are absent from school with a contagious disease, a physician's release is required before they can return to school. If students are ill, have elevated temperatures, or are feeling too ill to be up and around, parents are asked to keep them at home. *Students must be symptom free for 24 hours without fever-reducing medication before returning to school.* If a child is absent for more than 3 days, a doctor's note is necessary before he/she can return to the classroom.

**TARDINESS:** Please help your child get a good start in the morning by getting him/her to school on time. School starts at 8:00am. Students will be considered late if they arrive after 8:05am. **If a student is tardy, a parent must accompany the student to the office and obtain a tardy slip. A parent and office staff must sign the tardy slip before the student can enter the classroom.**

All excuses for tardiness are subject to the approval and interpretation of Waolani Judd Nazarene School's administrative staff and if necessary, the school board. 3 tardies = 1 absence                      20 absences = cause for retention.

## **OPERATIONAL POLICIES**

**SCHOOL HOURS:** The school opens at 7:00 am-5:00 pm daily. The regular classroom day begins at 8:00 am and ends at 5:00 pm.

**MORNING ARRIVALS:** Drop-off time is from 7:00-8:00 am. Preschool students must be accompanied by a parent/guardian to the classroom.

**AFTERNOON PICK-UP:** Student pick-up is from 2:30-5:00 pm. All students must be picked up from the classrooms by authorized pick-up person(s).

If WJNS staff is unfamiliar with the individual picking up your child, they may ask for a photo ID before releasing any child. Until the ID has been checked against the authorized pick-up list, the child will remain under the supervision of the WJNS staff.

*Please remember not to engage your child's teacher in long conversations during pick-up or drop off times, as their primary responsibility is the supervision of your child. If you would like to discuss information with your child's teacher, please email or schedule a meeting at a later time.*

**LATE PICK-UP FEE:** Parents who do not pick up their children by 5:00 pm will be charged \$20 for every 15 minutes or fraction thereof.

**EARLY PICK-UP:** Parents needing to pick up their children prior to 2:30 pm must contact the school office first. Parents must wait in their vehicle until an office staff will take your child to your vehicle.

**ABSENCES:** Please notify the school by 8:00 am if your child will be absent. (You may leave a message on the school's voice mail at any time of the day.)

**CHAPEL AND DEVOTIONS:** As a Christian school, weekly chapel service, daily class devotions, prayer, learn Bible verses, and listen to Bible stories are important in starting each day with the right focus. Chapel services are held on Fridays.

**RULES:** Certain guidelines are necessary for the safety and general welfare of the boys and girls in our preschool program. Classroom teachers will review these guidelines with the students.

Children are expected to:

- Respect the rights of others
- Do nothing that can hurt anyone
- Do nothing that will interfere with the work of other children
- Be courteous to adults and other students

**PLAYGROUND SAFETY:** Preschool children may play on the court area, the playground structures, and along the playground turf. The grassy area on the makai side of the educational building is designated for preschool students.

**DISCIPLINE:** The teaching staff and the principal will work closely with parents when problems arise. No major action is taken without careful consideration of all persons working with the child. WJNS staff and parents will communicate regularly in order to keep one another informed of progress made.

**CLOTHING:** Children should wear comfortable clothing daily. (Please do not send your children in their “Sunday best”, as clothes will often get dirty throughout the day from participation in daily classroom activities.) *Every preschool student should have an extra set of clothes labeled with their name and kept at school in case of emergency.*

**FOOTWEAR:** Crocs, slippers or sandals with back-straps, and athletic shoes may be worn on a daily basis. Your child should be easily able to remove his/her own shoes. Athletic shoes (with covered heels and toes) are required for all excursions and PE class. *Athletic shoes with Velcro straps, zippers, or elastic tops are recommended.*

**PERSONAL ITEMS:** Each child will have a “cubby” assigned to him/her for personal belongings. We ask that each child keep an extra change of clothes in his/ her cubby for emergencies. Names must be on each item. Each child will also need a sleeping bag or blanket and a crib sheet to cover the cot bed.

**TOYS:** Toys from home and other personal belongings are not to be brought to school. On Show-and-Tell days and at the request of teachers, students are allowed to bring items to share in class. (The school is not responsible for broken or lost items.)

**NAP TIME:** Children in preschool take naps between 12:00-2:00 pm daily. Sleeping bags/blankets will be sent home every Friday to be washed.

**SUPPLIES:** A comprehensive list of supplies is available on the website.

**INSURANCE:** WJNS is covered by a comprehensive liability policy that covers its staff, students, and families when they are on campus or school related activities.

**DISCLOSURE OF INFORMATION:** Information pertaining to any child will not be disclosed to persons other than the school staff unless required by law, at the request of a parent or guardian, or if an emergency arises. Parents/legal guardians of a child may grant written permission for release of information. The school will furnish forms requested.



**PERMISSION FOR PHOTOS AND STUDENT WORK:** Parents are asked to sign a form at the beginning of each year granting permission for student photographs, video clips, artwork, and/or student work to be used for educational and promotional use.

**TRANSPORTATION:** Parents/legal guardians are responsible to arrange transportation to and from school. Home/school transportation is not provided. Parents/legal guardians will be notified in advance of transportation arrangements for excursions and any applicable fee. Transportation on excursions will be provided by a licensed bus service.

**VISITORS:** WJNS is a closed campus during the school day. All outside visitors must contact the school office to schedule an appointment. Individuals arriving on campus prior to 2:30 pm to pick up students must contact the school office prior to campus entrance. The office will issue an early-release slip and notify the teacher(s) for student release.

**BIRTHDAY SNACK AND SPECIAL CELEBRATIONS:** Parents are welcome to bring a snack, dessert, and/or goodie bag to share with their child's class. *Items brought to school will be shared during snack or after lunch.* Please notify your child's teacher if you would like to bring a snack that requires refrigeration.

## HEALTH

**HEALTH CARD:** Each child must have a current Health Card (Form 14) prior to the first day of school. This is a Department of Health requirement. Physicals are required every 2 years thereafter. An annual dental certificate is recommended.

**MEDICAL INSURANCE:** Each student must provide proof of medical insurance.

**ILLNESS:** The health of our children is of utmost importance to us. The administrative office will employ long term screening protocols to monitor and track the health and safety of the WJNS community. A child should be kept at home if he/she is not feeling well (please refer to the next paragraph). However, if a child becomes ill during the normal school day or if a child has a temperature of 100 degrees or higher, the school will contact a parent or guardian to make arrangements for the child to be picked up.

Sick or injured students will not be allowed to play or be active. The student will sit or lie quietly until an authorized pick-up person arrives. A child must remain at home

for all illnesses, including but not limited to fever, vomiting, diarrhea, impetigo, sore throat, acute cold, rash, head lice, or headaches.

***A child must be symptom free for 24 hours (without fever reducing medicine) before returning to school.***

Students having the following diseases must have a written consent from a physician or the Health Department to return to school:

Chicken Pox	COVID-19	Hand, Foot, and Mouth	Impetigo
Measles <sup>6</sup>	Mumps	Mononucleosis	Pink Eye
Pinworms	Pneumonia	Ringworm	Scabies
Whooping Cough			

**COVID-19 HEALTH POLICY:** Waolani Judd Nazarene School (WJNS) understands that teachers and students are in close contact for much of the day, and schools can become a place where respiratory diseases like COVID-19 can quickly spread. To protect our staff and students, WJNS will be practicing and promoting healthy habits during illness outbreak. WJNS offers resources on our web page that can help families regarding Health and Hygiene tips.

**Daily Health and Safety:** WJNS will conduct daily health checks if there is a rise in COVID-19 illnesses within our community. Your families will be notified ahead of time if daily health checks will be implemented.

If it is determined that the facility has been exposed and has affected a substantial amount of the WJNS population to COVID19, proper state and local health authorities will be contacted. WJNS will follow all guidelines and measures required by these government agencies to meet safety and health requirements to maintain a safe school environment for all students and staff. These will include, as required: school closure, cleaning and sanitizing of all classrooms, playgrounds, and common areas of the buildings used in the school's daily functions.

**Child and Parent Expectations:** If a child is experiencing symptoms such as fever (temperature of 100 degrees or higher), cough /shortness of breath, or shows illness based upon our current WJNS health policy, parents must keep them home. Children who are sick are not permitted to come to school. If a child shows signs or symptoms of COVID19 or other infectious diseases, WJNS requests parents seek professional care and notify WJNS. If a COVID19 test is required for anyone in your household, your child(ren) must quarantine until negative results are presented. Please see the current health policy in the WJNS School Handbook for other illnesses that require a

doctor's clearance for a previously ill child to return to normal school activity. The WJNS health policy will be strictly enforced. All emergency contact information must be current for each child. Parents will continue to use physical distancing of 6 feet when entering the school building. Parents must notify the school office when arriving on campus to conduct business that differs from the drop-off and pick-up times.

**UNEXPECTED ILLNESS / EMERGENCY:** Each family is required to fill out emergency contact information at the start of each school year. If an emergency arises and a parent/legal guardian or other individuals on the emergency contact list cannot be reached, the school will act in the best interest of the child. If immediate medical assistance is needed, your child will be taken to the doctor/hospital. Parents/legal guardians will be responsible for all fees involved in the transportation and treatment of such services.

**MEDICAL EMERGENCY PROCEDURE:** We will follow the procedures below:

1. Parents/legal guardians are notified.
2. If the school staff is unable to contact a parent or guardian, the emergency contact persons listed on FACTS will be contacted.
3. In the event none of the above contacts can be reached and medical treatment is necessary, the child's doctor will be contacted. If the doctor is not available and emergency care is deemed necessary, an EMERGENCY, #911 will be called.

If a child must be transported to the hospital, a teacher or staff member will remain with the child until a parent, guardian, or authorized person can be with the child.

**ALLERGIES:** Parents are asked to list any student allergies on FACTS. In addition, parents of students with allergies must fill out an additional allergy form. (A copy of this form is kept with the classroom teacher, and another copy is kept in the office.) The allergy form provides the school with a detailed written explanation of the type of allergy, measures that must be taken to avoid triggering a reaction, and what is to be done if the child suffers an allergic reaction at school.

***Students with severe food allergies need a note from their doctor. Parents should be aware of the lunch menu and provide alternatives for foods that trigger allergic reactions. If there are severe allergies or dietary needs, restrictions, or sensitivities, students are encouraged to bring their own lunch/snack.***

**MEDICATION:** Any child requiring medication must have: 1. Medication labeled in its original pharmacy container with complete instructions and 2. Consent to administer medication form signed by a parent. *All refrigerated medication will be*

*kept in the office refrigerator and must be taken home at the end of each week by the parent.* No over the counter medicine will be administered to children without written parental consent.

**MEDICAL APPOINTMENTS:** Please do your best to schedule doctor and dental visits after school, on Saturdays, or during school breaks. If it is necessary for a child to leave WJNS for a medical appointment, please submit a written request to the school office or to your child’s teacher prior to the appointment. No child will be released to anyone other than those on the authorized pick-up list.

**TRAVEL:** Families deciding to travel must comply with the following guidelines:

**Interisland/Domestic/International Travel:** Notify the WJNS Administrative staff of the student’s travel dates and preferred clearance plan at least 72 hours prior to departure in writing with the “Travel Notification Form” issued by the school office. If a parent/household member has an official Work Exemption letter (government, medical, military, flight employees, and any other work-related exemptions), your child may bypass the clearance plans. Please send a copy of the official Work exemption letter to the school office and complete the travel notification form.

*WJNS Clearance Plans:*

1. Inter-Island travel: No travel clearance necessary.
2. Domestic travel: Student or household traveler(s) may quarantine for 24 hours or present a negative result before returning to school.
3. International travel: Student or household traveler(s) may quarantine for 3 days or present a negative result before returning to school.

## **FOOD AND NUTRITION**

**LUNCH AND SNACKS:** Waolani Judd Nazarene School works with a nutritionist and follows recommended guidelines in providing well-balanced, nutritious meals and snacks. Included with the cost of tuition, WJNS provides an afternoon snack and lunch. *Home lunches are not recommended.*

We do not serve breakfast at WJNS. Children arriving on campus before 8:00am may bring their breakfast with them to eat in their classroom. Breakfasts from home should be nutritious, (sugar and caffeine are highly discouraged,) and may not contain peanuts or peanut products.

**MENUS:** Monthly lunch and snack menus are available at our website at [wjns.org](http://wjns.org).

**WJNS is a peanut-free school.** No food items may be brought to school that contain peanuts or peanut products. *If food items containing peanuts are brought, students will not be allowed to eat the items here at school. Parents will be notified, and the food will either be sent home or thrown away.*

## **FINANCIAL POLICIES**

Waolani Judd Nazarene School is a non-profit institution. The operation of the school is dependent upon tuition and fees.

**APPLICATION FEE:** A \$60 non-refundable fee is required with each application. A child previously withdrawn must pay another application fee to re-enroll.

**TUITION:** Monthly tuition payments are made through FACTS Tuition Management only. ANNUAL TUITION IS PAID AT THE SCHOOL OFFICE. Tuition must be paid and is non-refundable. This is our legally binding contract. Habitual late payments of tuition are subject to late fees. Delinquent tuition or nonpayment of tuition is cause for disenrollment. Tuition is based on enrollment and not attendance.

**DISCOUNTS:** The following discounts are applicable to families with more than one child attending WJNS:

1<sup>st</sup> child (paying highest tuition) – full tuition

2<sup>nd</sup> child (paying 2<sup>nd</sup> highest tuition) – 10% discount

3 or more children (paying 3<sup>rd</sup> highest tuition) –50% discount

Children of families who regularly attend Honolulu First Church of the Nazarene and contribute financially to HFCN are eligible for a 10% discount on tuition. A written statement must be signed annually by the parent, pastor, and principal for the discount to be approved. *The school may revoke the church discount if families are not actively involved or attending HFCN.*

**RETURNED CHECKS:** There will be a \$35 charge for checks returned by the bank.

**FUNDRAISING POLICIES:** WJNS has one general school fundraiser at the start of each school year that all families are asked to participate in. Families may choose to participate in the sale or make a donation in lieu of participation.

Throughout the school year, smaller groups may hold fundraisers for educational trips, school camps, various non-profit organizations, and additional classroom supplies and events. Participation in these additional fundraisers is on a voluntary basis.

**TUITION AND OTHER CHARGES (2023-2024 school year)**

Preschool 2's Annual Tuition	\$14,400.00
Preschool 2's Monthly Payments (August – July)	\$1,200.00
Preschool 3's and 4's Annual Tuition	\$12,600.00
Preschool Monthly Payments (August – July)	\$1,050.00
Annual Comprehensive Fee	\$410.00

**DISASTER PLAN**

In the event of a natural disaster, PARENT ALERT will begin contacting parents/legal guardians providing information and direction as to any action that will be taken by WJNS. Through PARENT ALERT, parents have the option to be notified by email, text, and/or by phone with an automated message from the school. *Please be sure to update your Parents Web accounts as needed, so that we will have your current contact information on file.*

**Please note the following guidelines during any emergency or disaster:**

**EARTHQUAKE:** Should an earthquake of significant magnitude occur on Oahu, we could anticipate possible damage to our facility, the loss of electrical power, telephones and water, and considerable disruption to the road networks around us. If you live close by, you may not be able to reach us. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under desks, tables, in supported doorways, etc. If outdoors, we will stay outdoors and move toward the

middle of the playground, away from electrical lines, tall buildings and trees. When the shaking stops, we will treat and care for anyone who is injured and then evaluate the condition of the school.

Option 1: If the facility is sound, we will remain in place with Civil Defense instructions.

Option 2: If the facility is damaged or could sustain damage as the result of an aftershock, we will gather our survival kits and ourselves and attempt to move to the playground or an open area in the neighborhood.

**FIRE:** Drills will be held periodically. We will leave the building in an orderly fashion and, under staff supervision, proceed to the designated areas. In the event of an actual fire, our evacuation procedures and destinations will be the same as for a drill and the staff will assist. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will be temporarily housed in the Worship Center or playground and you will be called to pick up your child.

**FLOODING:** Our school is not located in an identified flooding zone. However, during extremely heavy periods of rain, or under Tropical Storm or Hurricane conditions, flooding in our area is possible. In the event we are advised to evacuate or should water begin to rise around the building, we plan to gather our survival kits and immediately move to the 2<sup>nd</sup> floor or another facility designated by the Oahu Civil Defense Agency.

**HURRICANE/TROPICAL STORM:** Hurricane or Tropical Storm WARNINGS are issued when the storm effects could affect Oahu in 24 hours or less. The time of the closure will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.

The Hurricane/Tropical Storm public evacuation shelter closest to WJNS is Ma'ema'e Elementary School on Wyllie Street. It is unlikely that movement from WJNS to Ma'ema'e will be necessary. However, our plans will consider evacuation in detail under the options noted under "Earthquakes".

**TSUNAMI:** Our facility is not in a tsunami evacuation zone so we do not have to consider evacuation when a TSUNAMI WATCH or WARNING is issued. We will remain in place under either condition and there should be no significant change in our normal routine. Please do not leave work or rush to the school if a WATCH or WARNING is announced. We will take care of your child(ren) until pick-up can be safely accomplished. If you are in or can get to a safe area until the "All Clear" is

announced, you should remain in that area. Delaying unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

**LOCK-DOWN:** If there is imminent danger and a lock-down is required an alarm will sound and the police will be immediately notified. Students and their teachers will remain in their classrooms or seek refuge in the nearest available classroom. Classroom doors and windows will be closed and locked. Lights will be turned off. If necessary, students, teachers, and staff will conceal themselves under their desk or along the walls. Teachers will call roll and inform the office of any missing students. Once the situation is under control and the campus is safe, the all-clear alarm will sound.

**PANDEMIC:** It is a priority of WJNS is to provide a safe and healthy environment. Should a pandemic occur, WJNS will take every safety precaution provided by CDC. If school closure is imminent, students will continue their education through distance learning.

### **HOLIDAYS, VACATION AND IN-SERVICE**

Waolani Judd Nazarene School is closed on most state and federal holidays. In addition, we are closed one week for fall and spring and three weeks for Christmas break. The school office will be closed during fall break, one week at Christmas break, and during spring break. In an effort to work on professional development WJNS also has in-service days at the end of each quarter. (Please refer to the annual school calendar for exact dates the school will be closed.)

*\*When possible, WJNS offers childcare during the week leading up to Christmas for an additional cost. (Information for interested parents is available in November.)*



## **CHANGES TO SERVICE OR POLICIES**

Notification of any changes to services or policies will be made no later than 30 days before the date of the change. In addition, any changes will be included in both the operating policies of the school and relevant handbooks. Parents will be notified of said changes in writing.

## **PARENT COMMUNICATION**

**COMMUNICATION WITH THE OFFICE AND TEACHING STAFF:** Parents are welcome to contact the school office and/or teachers via telephone or email. If you need to reach the teacher during the school day, please call the school office and a message will be given to the teacher. Calling teachers directly can disrupt classroom instruction. WJNS posts monthly menus, school calendars, classroom supply lists, updated information, and photos of school activities on our school website at [wjns.org](http://wjns.org). Both FACTS Family Portal (our school-based management system) and FACTS Financial (our tuition payment system) may also be accessed through our website. *We will also be sending a monthly newsletter to your email.*

**CONTACT INFORMATION:** The school office is open from 7:30 am to 4:00 pm from Monday through Friday. *Please feel free to call or email the school office if questions or concerns arise.*

**WJNS Website:** [www.wjns.org](http://www.wjns.org)

**TELEPHONE:** 808-531-5252, school office ext. 302

**EMAIL:** [office@wjns.org](mailto:office@wjns.org)

**FAX:** 1-866-586-WJNS (9567)

## **HANDBOOK AGREEMENT**

*Thank you for taking the time to read this parent handbook. Please complete the Policies and Procedures Form acknowledging that you have read the handbook. If there are any areas that are unclear or perhaps need consideration, please contact the school office. Again, thank you for choosing Waolani Judd Nazarene School and for partnering with us in the education of your child.*