



Ke Kula ‘o Samuel M. Kamakau-
Nā Pualei ‘o Sarah Ha‘inakolo
Kupanihi Kamakau
Kulekela Kula
(Operational Policy)



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Greeting and Welcome

We at Ke Kula ‘o Samuel M. Kamakau Nā Pualei (Nā Pualei) would like to welcome you and your child into our school. We are about to begin on incredible journey, a journey that will be the building block for your child’s continuous learning. Ke Kula ‘o Samuel M. Kamakau has embarked on a new horizon in a partnership with the Nā Pualei project. Nā Pualei’s goal is to improve school-readiness and success for Native Hawaiian children entering Kindergarten by providing a free high quality Hawaiian language immersion Junior Kindergarten (JR-K) program for 4-year olds. Studies showed that there are three early care influences that affect a Native Hawaiian child’s outcomes: 1) availability, 2) affordability, 3) quality, and for the KAI LOA – Kamakau school – community the focus on 4) Hawaiian language immersion education.

Nā Pualei will provide Hawaiian language immersion, focused on improving early learning outcomes including beginning reading and literacy. The program will adapt a Montessori approach for our early learning center that is congruent to the cultural practices and values found in Hawaiian immersion schools. The Montessori approach is recognized for being the most developmentally appropriate model in early childhood. Studies show that children that attend Montessori schools were significantly better prepared for elementary schools with higher reading and math scores than their counterparts.

Ka Nu‘ukia

E mālama ‘ia ana aka mauili ola o kākou mai kēlā hanauna a i kēia hanauna.

Vision

Our spirit of being is nurtured from generation to generation.

Ke Ala Nu‘ukia

‘O ko mākou ala nu ‘ukia ka mālama ‘ana i honua mauili ola i waiwai i ka ‘ike a me ka lawena aloha o nā kūpuna i mea e lei ai kākou i ka lei o ka lanakila.

Mission Statement

Our mission is to foster success for all members of our learning community by providing a culturally healthy and responsive learning environment.

Nā Ala Ho‘okele

Ma o ka ‘ōlelo Hawai‘i e ola ai nā iwi o nā kūpuna.

‘O ke kumu Honua Maui Ola ka pou hale o kākou.

E lei ‘ia ana nā ‘ano a ‘o a pau i ka lanakila ma o ka ‘ike kino.

‘O nā ‘ohana ke kula, ke kaiaulu nā kōko ‘okolu e kāko ‘o ai ka hale

Guiding Principles

- The Hawaiian language is our foundation that enables us to honor our ancestors and perpetuate our traditions.
- The principles of Kumu Honua Maui ola, the Hawaiian Educational Philosophy, form the support structure of our school.
- All learning styles will be supported so that our children will attain equitable success.
- The family, school and community are all equal partners of our success.
- Our guiding principles serve as our core values in which all school engagements must withstand. It guides the why and how of our work. Our role is to uphold these values and infuse them into everything that we do.

Transition Tips

Is your child entering a new school this fall? Starting preschool, kindergarten, middle school, or high school?

During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel...

-
- Sadness at the loss of the old school, friends, neighborhood (and if a preschooler or kindergartner, separation from parents)
 - Anxiety about the unknown Fear of not making friends, being accepted
 - Apprehension about their ability to do the work or master the logistics involved (getting lost or on the wrong bus, getting lunch, learning the rules, finding the bathrooms, etc.)

Parents may feel...

-
- Sadness about their child growing up and moving on to the next stage Anxiety about whether the new school and/or teacher is the best for their child

- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family life will change

Here are some things you can do for a smooth transition.

If the school has scheduled an open house, orientation, welcome day or other opportunity for parents and/or children to get acquainted, be sure to attend.

Take the time to talk. Ask your child what he would like to know about the new school. Write down the questions and find out the answers; or if it's an older child, suggest ways he can get the answers himself.

Take the time to visit the school. Call ahead to get an appointment or get permission for you and your child to take a self-tour of the building. Practice the walk to school, or the walk to the bus stop.

Talk about what will happen during a typical day. Go through the schedule with your child. Help your child anticipate possible trouble spots and discuss what to do if these problems occur.

Let your child know it's normal to feel apprehensive. Share childhood memories of times when you were apprehensive about a new situation and it worked out okay.

Child Abuse Policy

Staff that work with your child and family, care about your health and well being. We are required by law (Chapter 350-1.1) to report child abuse or neglect. Being a parent is no easy task and we are here to support you by offering guidance in alternative discipline techniques and resources to parenting classes and other useful workshops.

In the event that a report is to be made, our staff will assist you through the process. We will also be cooperating thoroughly with Child Protective Services and the Honolulu Police Department.

Family & Community Partnership

He Papahana 'Ohana

Na kākou kēia papahana kūikawā i koho 'ia. He koina nō ke komo maoli 'ana o nā 'ohana i mea e ola ai ka 'olele Hawai'i a e 'oi loa ai ka ho'ona'auao 'ana o kāou. E kūlike a kūkahi kākou a pau (nā haumāna, nā 'ohana a me nā limahana) o Ke Kula 'o Kamakau i mea e 'imi a ho'omau a i nā 'ano kūpono o ka lāhui. Na kēlā me kēia 'ohana e 'ae ana inā kuleana no ka holo pono.

Family-Based Program

This program belongs to all of us as we have chosen to be part of this unique learning community. All families are expected to actively participate in the school program. The united commitment of Ke Kula o Samuel M. Kamakau Nā Pualei ‘ohana (student, families, and faculty) is imperative in developing and maintaining this maui ola school as we collectively work to promote culturally based values, practices and behaviors. Each family commits to be a partner in the success of their child’s education.

Hana Makua

Ma ke ‘ano he papahana ‘ohana, kauka‘i ‘ia ke kākō‘o o nā mākua no ka holomua pono o ka papahana. Eia kekahi o nā hana e pono ai: ho‘omākaukau meaa‘o; mālama keiki ma ka wā pā‘ani; ho‘oma‘ema‘e lumi papa, ke‘ena, a kahua kula; kikokiko, a pēlā wale aku. Ua ho‘okumu ‘ia nā kōmike penei; ‘Uo Mamo, Pono Kanaka, Kulekele, Ho‘oulu Kālā, Palekana, Kahua Kula, a me ka Hanana Kula. Koi ‘ia nā ‘ohana a pau e ho‘okō i 4 hola o ka hana makes i kēlā me kēia mahina.

Mandatory Monthly/Quarterly Parent Meeting

Nā Pualei ‘ohana will attend the **mandatory monthly Naepuni Aloha parent meetings** upcoming school events and activities. Additionally, **attendance is also mandatory at a quarterly Nā Pualei meeting**. The importance of family members being engaged in a child’s learning is essential in the development of your child.

Nā Pualei is a pilot project, families are expected to meet all obligations and fully participate in the program components.

Family School Service

As a family-based program, there are many opportunities for your participation and involvement in creation and maintaining a quality educational experience. Some of the areas that need parental involvement include: preparing classroom resources, supervising keiki during outdoor play, classroom, and yard maintenance, as well as serving on one of the following committees: School Governance, Naepuni Aloha (parent group), Facilities, and School Events. **Families are required to contribute 4 hours of school service each month and will be review each month to ensure that parents are meeting this requirement.**

Ke A‘o ‘Ana i ka ‘Ōlelo Makua

He kula kaiapuni ‘ōlelo Hawai‘i kēia, no laila, he kuleana ko kākou a pau no ka mālama ‘ana i ka ‘ōlelo Hawai‘i. Koi ikaika ‘ia ke a‘o ‘ana o nā lālā pau o ka ‘ohana i ka ‘ōlelo Hawai‘i, ‘o ia ke kuleana ko‘iko‘i o kākou inā e ola mau ana ka ‘ōlelo. Hiki nō ke komo i ka papa ma ‘ane‘i a i ‘ole ma ke kulanui a kaiāulu paha. Koi ‘ia 4 hola no kelā me kēia mahina.

Hawaiian Language Learning

Ke Kula o Samuel M. Kamakau is a Hawaiian language immersion program and it is a shared responsibility to maintain a Hawaiian language environment. It is strongly encouraged that all families actively learn the Hawaiian language, which is acknowledged as our primary responsibility as a Hawaiian language community. At this time language classes are not available here at Kamakau, however, enrollment in classes at the University, Community Adult learning center, ‘Aha Pūnana Leo – Niuolahiki online language, or Kamehameha School distant learning center is also available. Families are also required to attend 4 hours a month of Hawaiian language classes.

E ‘ōlelo Hawai‘i kākou i nā lā a pau, i nā wahi a pau!

Speak Hawaiian everyday, everywhere

Program Services and Program Hours

Ka Makahiki Keiki

‘Ae ‘ia nā haumana 4 & 5 makahiki i kēia papahana ‘o Nā Pualei.

Ages of Children Accepted

Nā Pualei accepts children four and five years of age.

Ka Nui o Nā Keiki ma ka Papa

‘Ae ‘ia he 18 mau keiki ma ka papa o Nā Pualei.

Maximum Number of Children Permitted

Preschool Program

18 Students

Ka Papamanawa Kula

Ua ho‘opōkole ‘ia ka lā kula i mea e lawa kūpono ka manawa no nā kumu e ho‘olālā i nā ha‘awina a hālāwai.

Hola kula no Nā Pualei:

- Pō‘akahi, Pō‘alua, Pō‘ahā & Pō‘alima- 7:30 am – 2:15 pm; 2:15pm-4:30pm
- Pō‘akolu- 7:30 am– 1:00 pm; 1:00pm-4:30pm

E ‘olu ‘olu, e ki‘i koke i kāu keiki ma ka hola kūpono!

School Hours

The school hours are provided below. Please note that school ends early on Wednesdays to allow the staff ample time to meet in their respective teaching teams. An after school program will be offered at an additional charge. Register your child with the administration staff.

School Hours for Nā Pualei:

- Monday, Tuesday, Thursday, & Friday 7:30 am – 2:15 pm
- Wednesday 7:30 am – 1:00 pm

Please pick up your children promptly.

Extended Day Program

Qualified preschool workers will supervise all children. The safety and well being of children are crucial. Only children paying for the service are permitted to be in the childcare classroom. Children will receive a healthy afternoon snack. The teachers will provide afternoon activities that coincide with the daily lesson plan. Play dates are not considered a part of this service, and play dates must take place

somewhere other than the school property and not under the supervision of Kamakau Nā Pualei after-school childcare personnel.

After-school care will be provided from 2:15 pm Monday through Friday with an exception for Wednesday's schedule. Hours will be on and from:

- *Monday, Tuesday, Thursday, and Friday from 2:15 pm – 4:30 pm*
- *Wednesday from 1:00 pm – 4:30 pm*

A separate after-school enrollment form is available from Nā Pualei staff. Enrollment form and fees need to be completed and collected by the first day of the month.

Arrival and Pick-up Procedures

Arrival

Students shall arrive to school between 7:30 a.m. and 8:00 a.m. (wearing their appropriate uniform) and be ready for the Piko Wehena (morning assembly) by meeting in the classroom. Absences are excused for illness, emergency medical and dental appointments, and funerals. Upon return from an absence of 3 or more days, the student must present a doctor's note.

Absences may be excused for pre-planned family vacations (with a minimum of 2 weeks prior written notice to kumu). Please be cautious that your child will be responsible for all class/homework missed during this time.

Tardy

A student is considered tardy if the child arrives after the Piko Wehena has begun (8:00 am).

Call to inform the school prior to 8:00 am (235-9175) if your child will be tardy.

A tardy will be excused for the following reasons (call must be made to office):

- Medical/dental/funeral appointments: 5 days written prior notice or in cases of emergency care.
- Unforeseen incidents (i.e. car accident on way to school, car trouble).

Pick-up/Drop-off Procedures

To ensure the safety and well being of each child in Ke Kula 'o Samuel M. Kamakau the following procedures will be followed by parents for pick-up/drop-off:

1. An adult (a person 18 years or older), must accompany and "sign-in" the child when dropping off the child in the morning. At pick-up time an adult must "sign-out" the child.

2. If your child is unable to attend school that day, you must call the school no later than 15 minutes prior to the start of the school day.
3. If you are running late, you must call the office to notify him/her of your approximate arrival time.

Late Pick-up Policy

Ke Kula o Samuel M. Kamakau Nā Pualei will be implementing the following late pick-up procedures.

1. Parents will notify staff immediately in writing of any changes in authorization for pick-up, emergency contact numbers.
2. Parents will notify staff immediately if for some unforeseen circumstances arise and they will be late and should indicate an anticipated arrival time at the classroom.
3. If parents do not call and /or designated contact persons are not available to pick up child, child may be taken to the nearest police station. If this occurs, the Honolulu Police Department will consider the child to be “abandoned” and will call Child Protective Services (CPS) to initiate a temporary custody process.

Application Process

Ke Kula ‘o Samuel M. Kamakau’s Nā Pualei classroom will be able to serve 18 children island-wide. Enrollment into the Nā Pualei will be limited to available space. The submittal of an application does not guarantee that your child will be enrolled into the program. The selection of the children are based on: siblings of returning students (Kamakau), children of staff members, children of Hawaiian speaking families, and new students. Children must be 4 years of age on or before December 31 of that school year. Applications are available online and must be submitted by the posted date each year. In the event that there are more applications than space, a lottery will be held.

Enrollment Procedures

Once acceptance is granted and before a child enters Nā Pualei the following documents must be completed and on file:

1. Student Enrollment Form
2. Form 14 child’s Health and Immunization Records signed by a physician and dated no earlier than 90 days prior to child’s entrance
3. Department of Human Services Form 908- Early Childhood Pre-K Health Record Supplement
4. Tuberculosis (TB) clearance
5. Emergency Medical / Hospital Referral forms

6. Family Communication Form
7. Waivers (1) Publicity Release
8. Family Compact (School-Family Success Partnership Agreement)
9. Free and Reduced Meal Application and Eligibility- although we do not participate in the National School lunch Program, we do collect data as required for the federal funding that we receive.
10. Optional after school care an additional cost to families
11. Authorization for Pick-up
12. Nā Pualei/Kamakau parent interview form
13. Notice to parents regarding educational rights & privacy

Financial Information

Tuition and Fees

Nā Pualei was designed as a public preschool model and therefore, there are currently no tuition fees for the regular full-day program hours. Regular school hours are as follows-

- Monday, Tuesday, Thursday, & Friday: 7:30 am – 2:15 pm
- Wednesday: 7:30 am – 1:00 pm

An extended day program is available for \$225/month for families that require this service. This afterschool fee includes breakfast, lunch and an afternoon snack. This service is open to preschool students and covers the hours below-

- Monday, Tuesday, Thursday, and Friday from 2:15 pm – 4:30 pm
- Wednesday from 1:00 pm – 4:30 pm

Student Fees

Prior to entry into the program, an annual non-refundable \$75 student fee is due for the first child in the family, \$25 for each additional children.

Late Pick-up Fees

Children participating in the regular day program should be picked up no later than 2:30 p.m. After that time, a late pick up fee of \$1.00 per minute will be charged. For extended day participants, Nā Pualei closes promptly at 4:30 p.m. Therefore, all children should be picked up by this time. Should a child be picked up after that time, the teacher will be compensated for working past his/her scheduled time. Therefore, parents or guardians will be charged \$1.00 per minute for each minute past 4:30 p.m. until the child is picked up. Late charge fees are to be paid directly to the staff member who is working at the time the child is picked up.

Refund Policy

Temporary Withdrawals

Temporary withdrawals due to a medical or family emergency will require documentation to verify the medical or family emergency and will be handled on an individual basis. Therefore, it is important that the teachers are notified immediately of any such situations so that it can be handled in a way that is satisfactory to all parties involved.

Withdrawals

Withdrawals from Nā Pualei for any reason require a one month notice. Any extended day care payment paid in advance will be reimbursed contingent upon any outstanding fees or penalties. In cases of extreme family circumstances that make it difficult to fulfill the financial requirements of Nā Pualei, the family should contact the director immediately. The director will confer with the business office in determining the disposition of this case.

A parent/guardian planning to discharge their child from Ke Kula ‘o Samuel M. Kamakau’s Nā Pualei program must notify kumu, administration, and complete a discharge form in the Ke‘ena.

Fundraisers

Ke Kula ‘o Samuel M. Kamakau’s parent support group, Naepuni Aloha, may conduct fundraisers and will not be detrimental to our Nā Pualei students.

Meals / Snacks

Kamakau will not be participating in the National School Lunch Program. Ke Kula ‘o Samuel M. Kamakau Nā Pualei ‘ohana will be purchasing lunch through KAI LOA Inc. Meals will be provided by Hale Kealoha. The Jr. K program will be implementing family style meals during breakfast, lunch, and snacks (for children enrolled in the extended day care). A \$75 monthly meal fee for breakfast and lunch will be charged to the families by the 15th of the prior month. Please make all payments (cash and credit card) to the ke‘ena. Children attending the extended day care will also be provided an afternoon snack- all meal/snack fees are included in the afterschool extended day care fees.

Ke Kula ‘o Samuel M. Kamakau Nā Pualei Jr. Kindergarten will implement family style meals. Children are learning independence, decision-making, and problem solving. Serving family-style meals allows the children to make decisions as they begin to develop their individual personalities. It offers the children advantages in developing:

- *Fine motor skills*
- *Social skills*
- *Language development*
- *Table manners*
- *Self-esteem*
- *Independence*

Children develop these skills through their interaction with peers and adults these shared meals provide a safe and relaxing atmosphere where children are encouraged to talk freely with each other.

Liability Insurance Coverage

Nā Pualei carries liability insurance for all programs through the Philadelphia Insurance Company. Information regarding the policy number is included as required in form 952.

Personal and Address Change

All personal changes to address phone numbers, and emergency contacts need to be updated ***immediately***. It is important for the safety and daily well being of your child that your contact information is updated. Please come to the office and fill-out a new emergency form.

Disclosure of Information

Information pertaining to an individual child or parent or guardian of the child shall not be disclosed to persons other than Nā Pualei staff unless the parent or guardian of the child grants written permission for the disclosure or an emergency arises. Authorization for release of records or confidential information forms is available for parents or guardians in the event that information needs to be released

First Aid and CPR Trained Teachers

All teachers and staff are required annually to participate in training for First Aid and CPR certification. A first aid kit is available at all times in the Nā Pualei classroom(s).

Drug/Smoke Free Facility

The indoor and outdoor environment and vehicles used by Nā Pualei are designated as nonsmoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility, premises and at school related events.

Meeting Individual Needs

It is Nā Pualei'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 center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

When the parent or guardian of a child indicates that the child has special needs, Nā Pualei staff and the parent or guardian will meet to review the child's care requirements. Nā Pualei does not discriminate on the basis of special needs. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child. Where indicated, parents will be encouraged to refer the child to appropriate state agencies for a diagnostic assessment to determine whether the child is eligible for IDEA services. To help the Nā Pualei staff better understand the child's needs, the staff will ask the parent or guardian of a child with special needs to complete a "Special Care Plan" in conjunction with the child's health care provider(s).

We will attempt to accommodate children's individual needs as well as children with special needs consistent with the requirements of the Americans with Disabilities Act. If Nā Pualei is unable to accommodate the child's needs as they are defined by the child's health care provider(s) or the Individual Family Service Plan/Individual Education Plan without posing an undue burden as defined by federal law, we will work with the parent or guardian to find a suitable environment for the child.

Transportation

Transportation to and from school is provided by parents.

Excursions and related activities outside of the school

Nā Pualei may go on excursions away from the program facility by walking or riding a bus. These trips are carefully planned and appropriately supervised. We will inform parents and guardians prior to the event (with the exception of short walks within the immediate neighborhood). Parental permission is required prior to each field trip.

Parent participation

Nā Pualei recognizes the parent as the child’s first teacher. Therefore, parents are encouraged to be active participants in their child’s education. Parents can participate in classroom activities, in morning protocol and pule, and other daily activities. Parents are also encouraged to accompany the teachers and keiki on field trips. In these instances parents may choose to provide transportation for their own children.

Ke Kulekele Lole

Ke Kulekele Lole

‘O ka maiiau a me ka ma‘ema‘e ka mea nui o ko kākou hui pū ‘ana no kākou pākahi. E komo ‘ia ka pālule kula ma nā Pō‘akahi, Pō‘alua, Pō‘ahā, a me Pō‘alima a pau. ‘O ka Pō‘akolu he lā “noa” ia no ke komo ‘ana i ka lole ma‘amau. ‘O ka hopena no ke komo ‘ole i ka lole makalie kula (‘a‘ole ka pālule hā‘uki) ka ho‘ololi ‘ole ‘ana i ka lole, no laila, mai ‘oe ‘oki a pupuka. E ha‘aheo kākou i ka nani lua ‘ole o ka lole makalike.

Eia ke ‘ano o ka lole kūpono:

- Pale wāwae: kalipa, kāma‘a hāwele, a i ‘ole kāma‘a
- Lole wāwae: lō‘ihi, pā‘ū, pōkole (I kīko‘o ma luna o ke kuli ka pōkole loa)
- Lauoho: Kahi a ho‘opa‘a ia

‘A‘ole ‘ae ‘ia kēia mau ‘ano lole ma ke kula:

- Lole pa‘a a i ‘ole i pukapuka ‘ia a lole i hō‘ike ‘ia ka ‘ili ma nā wahi kūpono ‘ole
- Pālule kaula ‘ili
- Lole wāwae kā‘awe i ho‘opa‘a ‘ole ‘ia
- Lole alualu i hō‘ike aku i ka pale ma‘i o nā haumāna
- Lole i ho‘olah aku i ka lā‘au ‘ion, ka lam, ka paka, a pēlā wale aku

- Pāpale a me nā makaaniani pale lā i loko o ka lumi papa

Lole Kūpono No Nā Huaka‘i: Kāma‘a/tabī, mikilima, pāpale, lole ‘au‘au, kāwele.

Koi ‘ia ka ‘ohana e komo i ka lole kūpono ma ke kahua kula.

Ke Komo ‘Ana i ka Lole Makalike

- E komo ka lole makalike i ka hiki ‘ana i ke kahua kula
- E komo kūpono ma ke kino

Nā Hopena Inā ‘A‘ole Komo i ka Lole Kūpono

1. E kipa ke keiki i ke ke‘ena kula a komo i ka lole kūpono (pālule/lole wāwae pōkole) ma luna o kona lole kūpono ‘ole
2. Ho‘opa‘i ‘au‘a
3. E kelepona ‘ia ana nā mākuā i ka manawa ‘ekolu.

Dress Standards

Neatness and cleanliness add to our positive identity as a group and as individuals. The school t-shirt uniform supports the unified appearance as a school ‘ohana and is to be worn daily, except Wednesdays, which are “free” dress days, as defined below. Detention will be given to students who are not in uniform. No alterations are allowed to the school-issued uniform.

Appropriate attire included:

- Footwear- slippers, sandals, or shoes
- Pants- long pants, skirts, shorts (no shorter than mid-thigh length or no higher than a measure of thumb and index finger from knee)
- Hair styles – neat and secured

The following are considered inappropriate and are not acceptable anytime:

- Clothing which is revealing (showing of midriff area or cleavage), suggestive, or tight, low cut at neckline, spaghetti straps, faded, tattered or ripped with holes;
- Unfastened overalls with open bibs;
- Loose fitted clothes that reveal underwear or torso;
- Offensive clothes with graphics/text that promote drugs, alcohol, tobacco, sex, violence, vulgarity.
- Hats and sunglasses are not appropriate indoors.

Outdoor learning: Covered shoes, tabis, gloves, hat, bathing suit, towel, as needed.

Family members are requested to adhere to these dress policies while on campus.

Wearing of Uniforms:

- Uniform should be worn at all times on campus
- Uniforms should be WORN properly (not draped over shoulder or hanging around neck)

If child is not wearing appropriate clothing the following steps will occur in progression:

1. Child reports to school office and will be supplied with an appropriate t-shirt or shorts to wear over their inappropriate clothing.

2. Child will serve detention either after school or during school hours
3. Parents will be notified by phone/letter on the third penalty.

Health and Safety

Health Consultation Provisions

In order to assist Nā Pualei in developing and maintaining current health and safety policies, we have arranged for Martina Kamaka, MD, a local general family practice physician, to be our medical advisor. She will provide medical consultation to the staff of Nā Pualei.

Evidence of children's health

Nā Pualei requires that each family provide a health record for the child entering the program. This record must include:

1. Tuberculosis (TB) clearance
2. Complete and up-to-date immunization record
3. Current physical examination
4. The name, address, and telephone number of a physician or health resource that will be called at the time of an emergency
5. Permission from the parents or guardian to call the stated physician or health care resource if the parent or guardian cannot be reached in the case of a health emergency.

Health Standards for Staff

Evidence that Nā Pualei staff are free from health problems which would have a harmful effect on the children or would interfere with effective functioning will be maintained at the office as follows:

- Evidence of an employment physical examination for:
 - each person employed at Nā Pualei and
 - each volunteer who serves 10 or more hours
- Evidence that each employee or volunteer is free from communicable tuberculosis as a result of a negative tuberculin skin test or a chest x-ray taken within 12 months before beginning work at Nā Pualei.
- Any employee with an identified health problem will provide Nā Pualei with a written physician's statement indicating that the caregiver is able to care for young children.
- Nā Pualei has a plan for substitution of staff who are too ill to function effectively or who present a serious health hazard to others at Nā Pualei.
- When a volunteer provides direct care for 10 or more hours per week, the volunteer will be subject to the same health requirements as the provider.
- If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required (per Kamakau's Employee Handbook 2014).

Personal Health Habits of Staff

The personal health habits of the staff of Nā Pualei will not interfere with the protection of the health of the children as follows:

- Health policies are developed regarding control of the spread of communicable diseases.
- In-service training for the child-care staff regarding personal health care and habits are conducted.
- Nā Pualei staff will abide by Kamakau's policy that states that "The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility, premises and at school related events."
-

Health Requirements

Hawaii State Attendance Law (§17-892.1-20) requires that all children enrolled have a physical examination from a licensed physician. At the time of enrollment, a physical examination is required that is dated closest to the current age of the child in accordance with the well child schedule. Children entering school for the first time are required have a TB test and medical Form 14 completed. Children that are transferring from another preschool or childcare facilities can submit their update Form 14 with the updated immunization records and TB results. For preschool, physical examinations performed within one year prior to the date of school entry are acceptable for enrollment purposes.

Non-Admission of Ill Children

If your child is sick, please keep your child at home. We are concerned with the health and well being of your child and the other children in the classroom.

Children with the following communicable disease/illness will be excluded from school:

1. ***Fever 100°***- child will be sent home. Child may return to school after being fever free for 24 hour.
2. Should a child appear to have a severe illness, a medical professional evaluation and clearance is required before the child may participate in the program. Signs and symptoms of possible severe illness include the following:
 - i. ***Unexplainable drowsiness or sleepiness***
 - ii. ***Uncontrolled coughing***
 - iii. ***Excessive irritability or persistent crying***
 - iv. ***Difficulty breathing***
 - v. ***Wheezing***
3. ***Diarrhea*** - child maybe able to return to school when the child's diarrhea resolves
4. ***Scabies***- child may return after the treatment has been completed with a Doctor's note.
5. ***Rash***- child may return with a Doctors note stating that the symptoms do not indicate a communicable disease.
6. ***Impetigo***- child may not return to the program until 24 hours after treatment has been initiated.
7. ***Head Lice (uku)***- child may return after the first treatment and all nits (eggs) are removed.
8. ***Conjunctivitis (pink eye)***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
9. ***Influenza*** - child may return to school with a Doctor's note that states that the symptoms are not communicable disease.
10. ***Chicken Pox***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
11. ***Measles***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
12. ***Whooping Cough***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
13. ***Mumps***- child may return to school with a Doctor's note that states that the symptoms are not communicable disease.
14. ***Rubella (German measles)***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
15. ***Scarlet fever, Strep sore throat and other Streptococcal infection (Beta Hemolytic Group A)***- child may return to school with a Doctor's note that states that the symptoms are not communicable disease.
16. ***Active Tuberculosis***- child may return to school with a Doctor's note that states that the symptoms are not from a communicable disease.
17. Any illness that, if in the opinion of the physician, healthcare provider or the child care staff, can endanger the child's health and/or the health of other children in the facility may be excluded from participating in the program.

Please note that Nā Pualei is not equipped to provide childcare for sick children.

Emergency Medical Care

Children who become ill after arrival at Nā Pualei are cared for until the child’s parent or guardian can be notified to provide alternative arrangements. If in the opinion of the school staff, a medical emergency is occurring and urgent care is required, an ambulance may be called and the child immediately transported to the nearest medical facility or emergency room. A staff member will accompany the child to the emergency facilities and will remain until the child’s parent and/or guardian arrives.

Nā Pualei will maintain records of the name, address, and the telephone number of a physician, health resource that will be called in case of an emergency as well as the name of the nearest hospital or clinic (Castle Medical Center) where such care may be provided. At the time of enrollment written permission is required from the parent or guardian to allow staff to call the specified physician, health resource, or another responsible source of care if the parent or guardian cannot be reached. In these instances, parents are responsible for all charges incurred by the emergency.

Daily Health Check

To reduce the transmission of communicable diseases in the preschool the staff will conduct a daily health check for recent illness or injury. The health check will address the following:

1. Reported illness or injury in child or family members since last date of attendance.
2. Complaints of pain or of not feeling well
3. Changes in Childs behavior or appearance (lethargy or drowsiness)
4. Elevated body temperature
5. Skin rashes, itchy skin or scalp, or nits

Ke Kula ‘o Samuel M. Kamakau Nā Pualei will assess children through observing the child, talking to the parent or guardian, and conversing with the child. The daily health check will be done in a respectful manner. Respecting the child’s body, feelings, and culture.

Ke Ka‘ina Hana Ulia

Ke Ka‘ina Hana Ulia

| <i>Ke ‘ano o ka ulia</i> | <i>He La‘ana</i> | <i>Nā hana a ka limahana/kula</i> |
|---------------------------------|---|---|
| Mea ma‘amau | <ul style="list-style-type: none">○ Nā ‘ano ‘eha iki,○ He nahu, he māui paha○ Nā ‘eha iki o ke○ kino | <ul style="list-style-type: none">○ Palapala ‘ia nā ‘eha○ Lapa‘au ‘ia○ Ho‘omaopopo ‘ia nā mākua |
| | <ul style="list-style-type: none">○ Haki kahi iwi | <ul style="list-style-type: none">○ Palapala ‘ia nā ‘eha |

| | | |
|--------------------------|---|--|
| Ko'iko'i a weliweli paha | <ul style="list-style-type: none"> ○ Kahe ke koko ○ Pau ka lohe | <ul style="list-style-type: none"> ○ Ho'omaopopo koke 'ia nā mākua ○ Lawe 'ia ka haumāna e kona mau ○ Inā ho'eha nui 'ia kāu keiki, e lawe 'ia ana 'o ia i ka haukapila |
|--------------------------|---|--|

Inā 'a'ohē pane mai nā mākua, e ho'oku'u 'ia ana ka haumāna me ke kanaka nona ka inoa ma luna o ke Kāleka Uliā Haumāna. Inā nō he weliweli wale ka 'eha a ke keiki, e hāhai ana ka limahana i ka hana i kākau 'ia ma ke Kāleka a me nā hana i pono ai ke keiki, 'o ke ka'a ulia 'oe, 'o ka haukapila 'oe.

He mea nui ka pololei o nā 'ikepili ma luna o ke Kāleka Uliā Haumāna. E ho'omaopopo koke ma i ke Ke'ena Kula ke kupu mai kekahi loli (helu wahi, kelepona hana/hale).

Accident Procedures

| <i>Type of injury</i> | <i>Example</i> | <i>School Procedures</i> |
|-----------------------|---|--|
| Minor | <ul style="list-style-type: none"> ○ Cuts, scrapes, bruises, headache ○ Aches and pains ○ Insect bites | <ul style="list-style-type: none"> ○ Injuries documented ○ Injuries treated by staff ○ Parents notified if necessary |
| Significant | <ul style="list-style-type: none"> ○ Broken bones ○ Open wounds ○ Unconsciousness | <ul style="list-style-type: none"> ○ Injuries documented ○ Parents immediately notified ○ Students to be taken by parents to family physician for examination ○ If serious injury, student should be transported to the nearest emergency room |

Despite all efforts to promote safety and injury prevention, should a child be involved in an accident or receive an injury, it is important to communicate this to parents both verbally and in writing. The information provided is essential should there be a need for follow-up with the medical home or to continue monitoring of the injury and its progress at home.

In the event parents cannot be reached, the student will be released to the person named on the emergency card. In case of extreme injury, staff will follow procedures listed on the emergency card as well as their best judgment.

It is essential that the Student Emergency Card information be current at all times. Please be sure to notify the school of any changes in your address, phone, or work number.

Items from Home (Personal belongings)

Children are required to have two sets of clothing to be left in the child's cubby. Please label all items with the child's name.

The following personal items should not be brought to school:

- Gum, candy, soda
- Toy guns, guns, knives or other sharp objects
- Any type of toxic substance
- Money or valued personal items
- Personal toys, pets, or animals except at the request of the kumu
- Matches or lighters
- Fireworks of any kind

Medication Policy

In accordance with the State of Hawai'i Department of Human Services (§17-89.1-23) Ke Kula 'o Samuel M. Kamakau will implement the following medication policies and procedures to ensure the health and well being of all children in our care. When administering medication prescribed by a physician, the following must occur:

1. If a medication requires specialized administration instructions, (asthma inhalers, injections such as epi pen, etc.), arrangements must be made to train the staff.
2. The medication must be kept in the original container, which bears the prescription label showing the child's name, the date filled, the physician's direction for use.
3. The prescription will be returned to the parents or guardians when it is no longer in use.
4. The medication will be properly stored out of the reach of children (and refrigerated if necessary).
5. Parents will be required to complete and sign an authorization allowing the kumu to administer the medication.

Special Events

Birthdays: If you would like to provide a special treat for your child's birthday please contact your child's teacher directly to make arrangements. We encourage healthy alternatives to cake and ice cream.

Ka‘ina Ho‘onā ‘Ōhumu

‘Oiai he mau kānaka wale nō kākou a pau, e kupu mai ana kahi pilikia. Inā nō pēlā, paipai ‘ia ka ‘imi ‘ana i ‘ike, ka noi‘i ‘ana i ke kumu o ka pilikia, a me ka huli ‘ana i ke alaehele kākou ma luna o ke ka‘a‘ike pono kekahi i kekahi.

“Hewa ‘ole kauhale kānaka ‘ole.”

| <i>Ke ‘ano o ka ‘ōhumuhumu</i> | <i>Iā wai e ‘ōhumu ai</i> |
|---|---------------------------|
| No ke ‘ano a‘o a ho‘ona‘auao ‘ia ‘ana | Kumu Lumi Papa |
| Ke kime alaka‘i a i ‘ole ke kulekele kula | Kime Ho‘olauka‘i |
| Inā ‘a‘ole lawa ka pane i loa‘a | Nā lālā o ka ‘Uo Mamo |

Complaint Procedures

Should a particular problem or concern surface, everyone is encouraged to get all the facts, evaluate problem ownership, and to seek out appropriate solutions as quickly and as respectfully as possible. Please use good judgment and strive to keep the lines of communication clear, open, and cordial.

“Only an uninhabited house is free of flaws”

| <i>Type of concern</i> | <i>Contact Person(s)</i> |
|---|-------------------------------|
| Instructional, academic and/or behavioral | Appropriate classroom teacher |
| School administration or policy | Administration/Ed. Team |
| If a satisfactory resolution is not reached | ‘Ua Mamo Board members |

Disaster Plan

A disaster is any event, which seriously disrupts the normal functions of the Kamakau Nā Pualei regardless of the cause. Special detailed planes are included which address such scenarios as fire, bomb threat, loss of electrical power, and severe weather.

Should an internal disaster cause many injuries among faculty, staff, children and/or visitors, Castle Hospital will be called on to initiate their external disaster plan to assist in treating the injured

Safety & Emergency Procedures

Organizational chart



Kuleana Laulā / General Responsibilities

Where: Ke Kula ‘o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

1. Assess the situation
2. Take charge immediately.
3. Contact Administration.
4. Address life safety (first aid, safety of victim, etc.)
5. Call 911 (if necessary).
6. Start communication with Kōmike Palekana.
7. Preserve evidence.
8. Refer media to the Kahu, Director.

Director

Kahu

SSC

Kumu Kukui

Emergency Evacuation Bomb Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

Papa Malaa'o-Bldg G walk outside of gate up to the left
Papa 1/2-Bldg F walk outside of gate up to the left
Papa 3/4-Bldg E walk outside of gate up to the left
Papa 4/5-Bldg D walk outside of gate up to the left
Pae Waena/Alaka'i-Bldg J walk outside of gate up to the left
Nā Pualei-Bldg A walk outside of gate up to the left
Nā Ke'ena-Bldg B/C walk outside of gate up to the left

- ! No cell phones or walkie-talkies should be used.
- ! Designated staff member to go from room to room with emergency notice card.
- ! Kumu/Staff take a quick scan of room, let Ke'ena Kula know if you notice anything suspicious.
- ! Calmly and quickly evacuate classrooms/offices.
- ! Kumu take your roll books with you. Take your bags.
- ! Leave the doors open.
- ! Ke'ena Kula personnel takes First Aid bag to field.
- ! Ke'ena Kula takes attendance and emergency cards.
- ! Once assembled, an accurate head count will be taken by all Kumu and staff.

ALL CLEAR SIGNAL Administrator/designated staff

member will sound
a signal when re-entry into buildings is permissible.

BOMB

Emergency Evacuation Fire Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

Papa Malaa'o-Bldg G walk outside of gate up to the left
Papa 1/2-Bldg F walk outside of gate up to the left
Papa 3/4-Bldg E walk outside of gate up to the left
Papa 4/5-Bldg D walk outside of gate up to the left
Pae Waena/Alaka'i-Bldg J walk outside of gate up to the left
Nā Pualei-Bldg A walk outside gate up to the left
Nā Ke'ena-Bldg B/C walk outside gate up to the left

- ! Kumu/Staff use the walkie-talkie and sound the alarm.
- ! Kumu take your roll books with you. Take your bags.
- ! Ke'ena personnel takes First Aid bag to evacuation site.
- ! Ke'ena personnel takes attendance and emergency cards.
- ! Once assembled, an accurate head count will be taken by all Kumu and Staff.

ALL CLEAR SIGNAL Administrator/designated staff
member will sound
a signal for re-entry into buildings is permissible.

Note:

Fire Extinguisher in each class and office.
Post evacuation maps.
Fire Drills done once a month.

HAZMAT

Call 911

Evacuate appropriately.

FIRE

Emergency Evacuation Earthquake/Tsunami Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

INDOORS:

- ! Drop to the ground,
- ! take cover under a sturdy table or other piece of furniture and hold on until the shaking stops.
- ! If there is no table or desk near you, cover your face and head with your arms and crouch in the inside corner of the building.
- ! Stay away from glass windows, outside doors and walls and anything that could fall such as light fixtures or furniture.
- ! Stay inside the room until the shaking stops and evacuate outdoors only if it safe to do so.
- ! Ke'ena personnel takes attendance.

OUTDOORS:

- ! All students/staff evacuate to Area in front of Caretaker's
- ! Kumu take your roll books with you. Take your bags.
- ! Ke'ena personnel takes First Aid bag.
- ! Ke'ena personnel takes attendance and emergency cards.

NOTE:

In the case of a tsunami, the school is not located in an INUNDATION ZONE and no extraordinary measures are required according to Civil Defense. Waves should not exceed 4 feet above sea level but remain vigilant and cautious at all times.

Emergency Evacuation Hurricane/Tropical Storm Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

HURRICANE / TROPICAL STORM:

Hurricanes and Tropical Storms are intense weather systems, usually occurring from June through November that are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of Hurricane or Tropical Storm **Watches** and **Warnings** by the National Weather Service.

WATCHES are issued about **48 hours** prior to the arrival of hazardous storm effects on Oahu.

WARNINGS are issued when the storm could affect Oahu within **36 hours** or less.

- a. When a **Watch** is issued, the administration will monitor the storm and make preparations to evacuate in the event a **Warning** is issued.
- b. The Hurricane/Tropical Storm public evacuation shelter(s) closest to this facility are:
He'eia Elementary School, Kapunahala Elementary School

Watches are typically issued far enough in advance to allow time to close the facility in an orderly manner, or to remain closed if we are not yet open for the day. It is, therefore, unlikely that evacuation to a shelter will be necessary.

Emergency Flooding Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

FLOODING:

- a. During extremely heavy periods of rain, or under Tropical Storm or Hurricane conditions, flooding in our area is possible. If Civil Authorities advise our neighborhood to evacuate, or water begins to rise around the facility, we plan to gather our survival kits and immediately move to:

Higher ground

OR

Any other shelter announced by the City's Department of Emergency Management.

- b. I plan to assist those who are unable to walk by...

Use of school vans and/or personal vehicles

FLOODING

Emergency Lockdown Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500 Kūneki Street

- ! Kumu/staff grab any students who are right outside their classrooms/ke'ena and lock doors.
- ! Visitors, students and staff go immediately to the closest classroom/ke'ena.
- ! Windows and doors of classrooms/ke'ena will be secured from the inside.
- ! Students will remain low to the floor and away from the windows and doors.
- ! Ke'ena personnel will take roll with each classroom teacher using the walkie-talkie to assure that all visitors, students and staff are secured and safe.
- ! No one will be allowed outside of the classroom/ke'ena for any reason.

ALL CLEAR SIGNAL Administrator/designated staff

member will sound
all-clear

Weapons:

Administrator/Staff who is aware of a weapon brought to school:

- ! Notify Administrator.
- ! Tell Administrator who the suspected person is, where the weapon is located, if anyone has been threatened, and any other details.
- ! If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain clam.

LOCKDOWN

Media Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500
Kūneki Street

Designated person releases information to the media.

- ! Manage media movement on campus.
- ! Establish a designated press area.
- ! Distribute school profile information sheet.
- ! Do not say " No comment."
- ! Update media regularly.
- ! Do not wear sunglasses.
- ! Use scripted response to inquiries.

Media Statement:

Prepare and issue a brief written statement (have generic statement ready, adapt for crisis) including verifiable facts, steps taken to contain/defuse situation, assurance of safety, and request of support from staff/students/others. Show empathy in media statement.

- ! Emphasize the safety of students and staff.
- ! Briefly describe school's crisis plan for responding to emergency.
- ! Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- ! Refrain from exaggerating or sensationalizing crisis.
- ! Do not admit fault or liability.

MEDIA

Other Hazards Procedures

Where: Ke Kula 'o Samuel M. Kamakau LPCS

Phone: 235-9175, 235-9174

Address: 46-500

Kūneki Street

OTHER HAZARDS:

Civil authorities may instruct me to evacuate my facility for other emergencies, some examples of which may be:

- Hazardous material or chemical release
- Major transportation accident
- Bomb threat
- Terrorist threat, or terrorist attack

There may be little or no warning time. Administration will evacuate using our evacuation plan, and move to our designated shelter or to another shelter as directed by Department of Emergency Management or civil authorities. We will attempt to contact the families as soon as possible. In the meantime, we urge families to listen to official emergency broadcasts for more information.

If instructed by civil authorities to **shelter-in-place** for an airborne hazardous materials (e.g. chemicals) release, everyone will be directed to close all doors and windows, seal all cracks or openings to the outside, and await further instructions from authorities.

If instructed to **shelter-in-place** for terrorist attacks or community emergencies, we will close and lock all windows and doors, and evacuate everyone to a room in the center of the house farthest from the outside and keep a low profile by hiding under furniture. We will await further instructions from authorities.

OTHER HAZARDS