



WINDWARD CHURCH OF THE NAZARENE

WINDWARD NAZARENE ACADEMY

PRESCHOOL HANDBOOK

2024-2025



ONE FAMILY ONE MISSION
F O R E V E R

45-232 Pua'ae Road

P.O. Box 1633

Kane'ohe, Hawai'i 96744

Telephone: (808)235-8787

Fax: (808)236-0174

E-Mail: school@windwardnazarene.com

Windward Nazarene Academy is fully accredited by the Western Association of Schools and Colleges and Hawaii Association of Independent Schools.

Table of Contents

Introduction and Non-discriminatory Policy	3
Basic Assumptions of Child Development	3
OBJECTIVES	4
Social-Psychological	4
Intellectual, Physical, Spiritual	5
OPERATIONAL POLICIES REGARDING CHILDREN	7
Liability Insurance and Confidentiality	7
Updated Demographic Information	7
Illness	7
Medical Appointments/Medications	9
Emergency Procedures for Child Illness/Injury	9
Health Checks	9
Handwashing and Sanitation	10
Procedures for Natural Disasters/Emergencies	10
Student Dress and Toys	12
PARENTS	13
Messages	13
Signing Children In and Out	13
Child-Parent-Staff	13
Parent-School Relations	14
Parent Helpfulness	14
Excursions	16
Campus Entry and Exit Policies	17
Holidays and Days Off	18
Other Programs	18
Food and Nutrition	19
Birthday Parties	19
Special Needs	20
ENROLLMENT	21
Hours of Operation	22
Enrollment Procedures	22
Re-Enrollment	22
Disenrollment	22
Transportation	23
FINANCIAL POLICY	23
Payment Options	23
Delinquent Tuition Payments	23
Tuition Refund Plan (TRP)	24
Discount Information	24
Fundraising Policies	24
Parent & Student Handbook Agreement (PRESCHOOL)	24

INTRODUCTION

Windward Nazarene Academy's preschool program, licensed to serve a maximum of 94 children by the Hawaii State Department of Human Services, has been providing for the educational needs of children of varying racial and religious backgrounds since its founding in 1967. The rapid growth of our classes, as well as the loyalty of students and parents to Windward Nazarene Academy, are a testimony to the quality of our program.. Our commitment to quality education from a Christian perspective has been, and will continue to be, of utmost importance.

Windward Nazarene Academy is an outreach ministry of the Windward Church of the Nazarene. We place emphasis on a joyous and victorious Christian life through a personal relationship with Jesus Christ. It is our belief that spiritual growth is vital to the Christian experience and results from the study and application of God's Word.

The school is licensed to operate by the Hawaii Council of Private Schools (HCPS) and the Hawaii Department of Human Services (DHS). Windward Nazarene Academy is a member of the Association of Christian Schools International (ACSI), a member of the Hawaii Association of Independent Schools (HAIS), and the Nazarene International Association (NIEA).

We invite you to come and visit our church and to grow and fellowship with us. Please call our office (235-8787) for a current schedule of services. Pastoral and family support services are also available.

NON-DISCRIMINATORY POLICY

Windward Nazarene Academy 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, sex, and ethnic origin in the administration of its educational policies or in the hiring of faculty or administrative staff. In its participation with USDA nutrition programs, Windward Nazarene Academy does not discriminate against, or in any way publicly identify a student's financial status.

Basic Assumptions of Child Development

- Of any developmental phase in any child's life, early childhood is arguably the phase where the greatest learning takes place. It is during this time that many patterns of thought and acquisition of knowledge are developed.
- We live in a world of people. Social attitudes developed at this age may influence happiness and success throughout life.
- Early childhood is a foundational time for children to develop a sense of rhythm and an appreciation for the beauty of lyrics and melody.
- In art, children will find self-expression. This is not done by following the lines of a preprinted page, but by interpreting the world about them through the use of such material as clay, crayons, and paint.
- Muscular coordination is developed at an early age. Small and large muscles are developed through play, using various media to provide appropriate motor experiences: for example, the use of large and small building blocks to encourage fine and gross motor skills.
- Ideals and values are influenced by what the "authority figure" considers important. The children's manners, attitudes, and general mode of conduct will be greatly influenced by their environment at this age.

OBJECTIVES

Social-Psychological

Children need to learn early to adjust to adults other than their parents and to other children of their own age. Sometimes an extreme feeling of dependency upon a parent becomes a psychological fix that inhibits a child's adjustment to group settings, creating a negative attitude toward school that could last for years. Windward Nazarene Academy works *to make that adjustment as smooth as possible for both parents and children.*

Children are basically self-centered. They must learn through experiences of interaction with their peers in a happy give-and-take situation. The following creed effectively expresses our view:

Children are basically self-centered. They must learn through experiences of interaction with their peers in a happy give-and-take situation. The following creed effectively expresses our view:

If a child lives with criticism, he/she learns to condemn.

If a child lives with hostility, he/she learns to fight.

If a child lives with ridicule, he/she learns to be shy.

If a child lives with shame, he/she learns to feel guilty.

If a child lives with encouragement, he/she learns confidence.

If a child lives with fairness, he/she learns justice.

If a child lives with praise, he/she learns to appreciate.

If a child lives with approval, he/she learns to like himself.

If a child lives with acceptance and friendship, he/she learns to find love in the world

To this end, praise and positive discipline are the norm. Discipline is handled with firmness and fairness, ***to promote positive attitudes in each child.***

Superior, as well as deficient, abilities are not overlooked. Individual needs and abilities require consideration apart from the group. Each child is in competition only with himself in order ***to develop each child's academic abilities to full potential.***

Basic social skills can and should be learned, such as ***accepting and following social conventions, sitting in a group, taking turns, sharing, contributing ideas, following, leading, speaking, and acting courteously.***

Intellectual

Acquisition of factual knowledge, though important, is not the prime objective of the preschool years. WNA seeks ***to develop interests and patterns of thought and action that will create a readiness to read and comprehend during the school years to follow,*** because emotional patterns necessary to future learning and productive living are more-or-less set during these years.

The preschool program works ***to teach skills that will influence future learning.*** These skills include, but are not limited to, the following: distinguishing sounds, recognizing written letters and numbers, connecting letters with their sounds, blending sounds (late 4's), reading (late 4's), wrote counting, counting objects, developing imagination, problem solving, following directions, listening, using tools to construct, and many more.

Physical

In this day of urbanization with its confined quarters for small children, muscle development is greatly inhibited. By providing nutritious meals and opportunities for gross motor activities in and out of the classroom, WNA works *to develop muscles in coordination and growth.*

Physical exercise is provided primarily through play during relatively short periods of time. Proper equipment and space are provided for this purpose.

Spiritual

Everything that children do in preschool is aimed at *introducing them into a real and growing relationship with God through His son Jesus Christ.*

Once children are introduced to God, the school works *to deepen their faith and faithfulness as they walk with God.* Realizing that faith is better “caught than taught,” all staff work at living their faith authentically before their children.

It is important to develop a sense of worth in regard to the concepts of God, the child’s self, and others. Thus the children are taught a mode of behavior in keeping with respect for God, one’s self, and for other children and adults. Because so much of self-worth depends upon a child’s relationship to God, other children, and adults in their world, children are taught *to behave in a manner that respects God, peers, and adults.*

Stories, songs, prayers, classroom interaction, and curriculum all work together to increase the children’s knowledge of God’s Word, important grounding for a child’s faith. As Jesus mandated, children are taught *to behave in ways that demonstrate respect for self, others, the church, home, and country.*

OPERATIONAL POLICIES REGARDING CHILDREN

Liability Insurance

The academy is covered by a comprehensive liability policy that covers its staff, students, and families when they are on campus or on school-associated activities.

Confidentiality

Personal and familial information kept on file in the student's cumulative file and in emergency records is held in strict confidentiality. Access to them is limited to pertinent school personnel only. Release of information shall be by written consent only.

Updated Demographic Information

It is the responsibility of the parent/guardian to keep the student's demographic information up to date in the student information system and FACTS by notifying the school of any changes. This includes but is not limited to: legal guardianship, email addresses, residential addresses, phone numbers, emergency contact information, medical information, financial information, and authorized pick-up. WNA will not be held responsible for any legal or medical damages that may occur as a result of the parent/guardian failing to update student information.

ILLNESS

Parents/legal guardians of students with allergies must submit a 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 a reaction at school.

Students must remain at home for all illnesses which include, but are not limited to, the following: fever, vomiting, diarrhea, impetigo, sore throat, acute cold, rash, conjunctivitis (pink-eye), head lice ("ukus"), flu (including COVID-19), and headache. The school will take precautions before students return after an absence due to illness. Students who are absent for 3 consecutive days or longer due to illness must have a physician's release before they can return to school. Students must be fever free without medication for 24 hours before returning to school.

In the case of COVID-19, families should follow the latest guidance from the [State Department of Health](#) for isolation.

A student who does not appear to be fully recovered from an illness will not be allowed to return to school. Exception: A written authorization from the attending physician

stating that the student is able to return and participate in the activities of the school.

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

Chicken Pox	Measles	Mumps
Pneumonia	Pinworms	Scabies
Ringworm	Impetigo	Pink Eye
Whooping Cough	COVID-19	

The health of our children is of high importance to us. Children who arrive at school with symptoms of illness are sent home. No child will be admitted who has two or more of the following symptoms: cough, runny nose or congestion, sore throat, diarrhea, headache, nausea, muscle or body aches.

Any child with a temperature of 100 degrees or higher will be sent home. If the school has any known cases of Fifth disease, otherwise known as ‘slapped cheek syndrome,’ any child with a temperature of 99 degrees or higher will be sent home. Parents/legal guardians will be contacted to make arrangements for the child to be taken home.

The following procedure will be followed in the event of a child’s becoming ill at school:

- The child will be immediately removed from class and kept in the office.
- Parents will be notified to come and pick up the child.
- Parents are asked to make arrangements to pick up a sick child immediately upon notification.

Head lice (“ukus”)

Due to the highly contagious nature of head lice, if head lice are discovered on a student, the following procedures are implemented:

- The infected student is quarantined in the office.
- The family of the infected student is notified, and the student must be picked up immediately.
- Siblings of the infected student and students in the same class as the infected student are checked by school staff for head lice. If additional cases are found, the same procedures are implemented.
- The infected student(s) must be checked and cleared for head lice by school staff prior to returning to school. The school will advise families on home procedures to remove head lice from the student and reduce the risk of re-infection.

MEDICAL APPOINTMENTS

If it is absolutely necessary for a child to leave Windward Nazarene Academy for a medical appointment, a written request must be sent to the school office in advance. No child will be released to anyone other than those authorized in writing by the parent/legal guardian.

MEDICATIONS

Medicines will be allowed on campus and administered only if special arrangements have been made with the school office. Parents/guardians will turn in all medications to the office. Students are not allowed to carry medication.

All medication must be in the original container from the pharmacy. The pharmacy label must state the following: Student's name, physician's name, type of medication, dosage, and times to be administered. Each medication must be attached to a properly completed medical authorization form signed by the parent or guardian. This authorization is good for five consecutive school days only. Additional forms must be submitted for medication to be given thereafter. Forms for long term medications are available in the school office.

Over the counter medications such as Tylenol, cough drops, etc. will be given to the student only after a parent has been contacted via telephone and written permission granted by the parent. Under no circumstances may a student carry medication on his person, including cough drops, aspirin, or other over the counter medicines or home remedies.

EMERGENCY PROCEDURES FOR CHILD ILLNESS/INJURY

An **Emergency and Excursion Release** form must be submitted for each student. In the event a parent/legal guardian cannot be contacted during an emergency, Windward Nazarene Academy will contact the nearest medical facility and/or ambulance service. Parents/legal guardians will be responsible for all fees involved in the transportation and treatment of the student.

It is the responsibility of the parent/legal guardian to see that the emergency information on the **Emergency and Excursion Release** form is kept current at all times.

Please note the following guidelines during any emergency or disaster:

- Parents/legal guardians are notified

- If parent/legal guardian cannot be reached, the emergency contact persons are notified as listed in the student's records
- If medical treatment is necessary, the student's physician is contacted.
- If the physician is not available, the Castle Medical Center is contacted (arrangements have already been made for Windward Nazarene Academy).
- Emergency #911 takes precedence in all urgent situations. A staff member accompanies the student for necessary care and remains with the student until authorized persons arrive.

HEALTH CHECKS

All persons entering campus (students, staff, parents, visitors, etc.) must have their temperature taken prior to coming on campus. No person with a temperature of 100 degrees or higher will be allowed on campus. Students will check in at the front of the chapel and have their temperatures checked before proceeding to their classes. Parents and visitors must call the school office and wait for a staff person to take their temperature before proceeding.

HANDWASHING AND SANITATION

Proper and regular handwashing is considered a front-line defense against the spread of disease and virus. Students will be required to wash their hands before meals, after recess, and at other times throughout the day. Proper handwashing will be taught and emphasized. Available sanitizer will be available for times when handwashing is not possible. These will be kept out of children's reach and only available with close teacher supervision on a limited basis.

WNA's standard cleaning policies include sanitizing classroom surfaces daily, with eating surfaces sanitized before and after each meal. Classroom center toys are grouped and sanitized after each use. Groupings will be switched out after each indoor play time. Bathrooms and common areas will be sanitized by a staff member throughout the day with teaching staff additionally sanitizing bathroom areas after each group use. Playground equipment and areas will be sanitized between each group using the area. All classrooms will be completely sanitized each day.

PROCEDURES FOR NATURAL DISASTERS/EMERGENCIES

If radio or television stations announce that public schools in Kaneohe/Castle Complex are closing for reasons of natural disasters/emergencies, Windward Nazarene Academy

will close as well. Notification will be sent by text message and email. Radio and TV stations will also be contacted by administration to announce any school closure.

In the event of a campus emergency, parents will be contacted by text message and/or email with information regarding the emergency and any action that parents should take. Parents choose the method by which they will be contacted before the beginning of the school year on the Parent Information Form.

If parents are unable to pick up a child in an emergency, school staff will remain with any children until parents or someone on the child's pick-up list is able to come. If students are evacuated or transferred away from campus, the school will keep record of each student's whereabouts and notify parents as soon as possible.

Fire

The school holds monthly fire drills as required by law. Fire escape routes are posted throughout the campus buildings. In the event of a fire at school, drill procedures will be followed and parents notified with information regarding the emergency and any necessary pick up information by emergency text, phone call or email.

Hurricane/Tropical Storm

Storm warnings are issued by the National Weather Service 36 hours before a storm's arrival. The school will be closed in the event of a warning. Parents should consult the Emergency Broadcast System notices on any local station to verify a warning and monitor emergency text, phone and email messages from the school.

Tsunami

Windward Nazarene Academy is not located in a tsunami inundation zone. Warnings are generally available well in advance of a tsunami's arrival. As with a storm warning, EBS notices on local radio should be monitored as well as text and emails from the school. In the event that a sudden warning is issued, the school will close, and all students will be sent home. Parents will be notified by text, phone call and/or email. Any students who have not been released to parents will shelter in place with adequate staff.

Earthquake

In the event of a major earthquake, school damage is possible. Students will be evacuated if damage to the building occurs. Parents will receive emergency notification with information and any necessary pick up instructions.

Nuclear Detonation

In the event of a nuclear detonation, the school will shelter students at the school unless the Oahu Civil Defense Agency recommends an alternate course of action. Parents will be notified by text, phone, and/or email with updates.

The school recommends that parents make personal preparations for natural disasters. For further information, call Oahu Civil Defense Agency at 523-4142.

Active Threat

In the event of an active threat on campus, the school will activate a “Red Alert” policy. This includes sheltering in classrooms and/or evacuating campus depending on the nature of the threat. Parents will be notified by text, phone, and/or email with updates as soon as it is safe to do so.

STUDENT DRESS AND TOYS

Clothing and Sleeping Bags

All students are to abstain from apparel and accessories that identify with immoral slogans, secular music groups, alcoholic beverages, cigarettes, illegal substances, the occult, other religions, or youth gangs.

All students are to abstain from apparel and accessories that identify with games, movies, videos, or other media which promote or regularly show characters or behavior relating to monsters (including Pokemon), demons, violence, discrimination, or any kind of non-Biblical spiritual connection between characters.

Each child will have a “cubbie” assigned to them for their personal belongings. Washable clothing, ready for active play and art activities, and footwear should be worn. No clothing should leave the midriff exposed. An extra change of clothes is needed, which is to be left at the school for emergencies. Names must be on each item of clothing, slippers, etc.

Each child will need a sleeping bag. The child's name should be in 2" block letters in the upper left hand corner.

Each child will need a paint apron with elastic strips in the back.

Haircuts

Children are to maintain their hair in a modest, well-groomed fashion.

Toys

The school cannot be responsible for toys, personal items, etc., brought from home. Therefore, children are asked not to bring toys to school.

School toys, balls, or other objects thrown over the fence are considered irretrievable. School staff and parents are not allowed to trespass on any neighbor's property to retrieve any of these things. A school toy or ball that is sent over the fence must be replaced by the parent of the child who threw it, even if it was accidental.

PARENTS

Messages

It is the parents'/legal guardians' responsibility to check their child's take home folder for messages, notices, art work, etc. each day.

Signing Children In and Out

Parents/legal guardians or authorized persons of all children are required to sign their children in and out through the school's sign in/out procedure.

Staff will ask unfamiliar people for a photo ID before releasing any child. Until the ID has been checked against the list of those authorized to pick the child up, the child will remain with a staff person

Please do not leave cars running unattended in the parking lot, as it is dangerous. Parents signing children in or out must keep both the children being picked up/dropped off, and any other children, with them at all times. Unsupervised children may engage in behavior that is dangerous or damaging to school property.

Child-Parent-Staff

Information pertaining to an individual child, or parents/legal guardians of the child, shall not be disclosed to persons other than the school staff unless required by law, or an emergency arises. Parents/legal guardians of the child may grant written permission for release of information. The school will furnish forms for release of information.

Photos of children may be used occasionally in publicity.

A developmental assessment is usually done by a teacher just prior to school entry or shortly after the school year begins. The assessment covers gross and fine motor skills, coordination, number concepts, and language development. The information from this assessment is used to plan appropriately for teaching.

An assessment is also given to the second half of the 4's year to determine children's readiness for kindergarten. The teacher and school principal will discuss options with parents/legal guardians of students who may not be developmentally ready.

Parent-School Relations

It is the mission of the school to partner with parents in the nurturing of the young children. Mutual respect and cooperation, then, is critical. The school's purpose is to reinforce the parents'/legal guardians' ability to carry out the biblical injunction to "bring up a child in the way he should go." (Proverbs 22:6)

Parents/legal guardians concerns, relative to the children's needs should be communicated first to the instructor. If further concerns exist, parents/legal guardians may contact the school principal. Minor disciplinary infractions need not be reported. These incidents are dealt with in a matter-of-fact way in the day's program, with minimum disruption to the child or class. If more serious difficulties arises, the teacher will contact the parent/legal guardian.

Parent-teacher conferences are held at the end of the first and third quarter of the school year.

Parent Helpfulness

Any volunteer service that a parent/legal guardian may wish to contribute may be arranged with the school office. Volunteering is most welcome, but requires advanced

planning and preparation.

There are other ways the parent/legal guardian may support their children's experience at school. Fundraisers (May Day, Fall Fundraiser...), programs, field trips, and other school events are great opportunities to be involved. Involvement in TEAM (Together Everyone Achieves Miracles), WNA's parent organization is strongly encouraged.

If children demonstrate a reluctance to go to school the first few days, Parents/legal guardian should not show concern. This first step into a new world may be quite threatening. Crying and "hanging on" is common for young children in a new setting. Quick, confident good-byes help children in a new setting. Quick, confident good-byes help children adjust faster and make the transition less difficult for the child.

Parents/legal guardians should bring their child personally to the teacher and make sure the teacher has had an opportunity to observe the child before the parent/legal guardian leaves. A friendly "Hello" will help. The teacher must be satisfied as to the physical condition of the child. If a child has indications of illness, the teacher is required to refuse admission of the child for that day.

The school office should be notified by 8:30 a.m. if a child will be absent.

Keep children at home at the first sign of cold, sore throat, or a rash. Children with a fever will not be allowed to remain in the group. Illness spreads quickly in classroom, environments; please be considerate of other children, their families, and our staff.

Notify the school of any change of address, phone numbers, employment, emergency contact persons, or emergency care numbers.

It is important that children know their parents/legal guardians are interested in what they are doing at school, but do not be too inquisitive. Parents should admire the "pictures" children bring home and ask them to talk about their work, but asking too many questions may cause children to feel uncertain or tentative about school.

Parents/legal guardians are asked not to criticize the school in the presence of their child. Instead, they are encouraged to raise any questions or voice any concerns to the teacher or the principal. Appointments for such concerns may be made at any time.

Be sure to communicate procedures and policies to anyone who will be dropping off or picking up the child.

EXCURSIONS

Student Expectations

Excursions have a purpose in augmenting a particular unit of study and are approved by the administrator or his designee. Each class is allotted a specific amount of funding for excursions throughout the year. In the event that a class exceeds that budget, parents may be asked to pay excursion fees to cover an excursion. These fees include transportation and administration based on full class enrollment and are paid by the student even if the student does not participate in a particular excursion.

Child care is not provided for any student not participating in the excursion. No refunds are given on excursion fees. A student who misbehaves may not be allowed to go on future excursions.

In order to ensure the safety of and accountability for students, no student will be allowed to depart from any group or excursion site, even in the company of a parent. All students must return to school with the entire group before being released.

Parent Chaperones

The school will welcome parents/guardians wishing to assist in excursions as chaperones if/when protocols allow it. Parents may attend field trips under the following conditions:

- A valid TB clearance must be submitted to the school prior to participation.
- Parents must meet at and leave from the field trip site. Parents may not ride on the school bus. Parents are responsible for their own parking fees.
- Minors and non-WNA students may not join/accompany parents on the field trip.
- Parents may not drop-off or pick-up their students from the field trip site.

Parents who wish to attend must sign-up ahead of time and receive approval to attend and pay any fees prior to the field trip date. Parents who are not signed-up may not participate in the field trip.

The school will determine a maximum number of chaperones that will be allowed to attend the field trip. The number will be based on the suggestion of the field trip site as well as the amount of classes/students that will be going on the field trip.

CAMPUS ENTRY AND EXIT POLICIES

Drop-off Procedures (6:30-8:00A)

Parents are asked not to enter campus to drop children off or pick children up. All students will receive a health check prior to disembarking from the car and heading to class.

Parents will be required to have their children “scan in” with a provided QR code badge. Scanning in will serve as a parent check-in of their child(ren).

All students must be dropped off in front of the chapel. Parents who park or walk their students from their cars must proceed to the front of the chapel for check-in. Entry at any other point on campus is not allowed.

Health Check:

A health check for each arriving student will include:

- The child’s temperature will be taken at the time of the health check. No child with a temperature of 100 degrees or greater will be allowed to come to school.
- A verbal and visual check of the child(ren) will be done. No child will be admitted who has two or more of the following symptoms:
 - Cough
 - Runny nose or congestion
 - Sore throat
 - Diarrhea
 - Headache
 - Nausea
 - Muscle or body aches
 - Children who have chronic conditions that may manifest the above symptoms frequently will be noted by staff and generally allowed to enter.

From 6:30-7:00, all students will be in the chapel. From 7:00-8:00, all students will move outside to the front playground. Adequate staffing will be maintained for a 12:1 teacher to student ratio for all students. If it is raining, students will remain in the chapel.

Students will separate by classes to walk to their classrooms. Classes are separated while indoors.

Late arrivals: Parents are asked to call the school office from the parking area. Staff will check child in at chapel.

Pick-up/Aftercare Procedures

Between 2:00 pm – 3:30 pm, parents may park and meet Preschool staff at gate next to stairwell adjacent to parking lot. Students will be brought to the gate and scanned out. Parents should not enter beyond the gate.

From 3:30-5:00, all students will play in the front playground. Adequate staffing will be maintained for a 12:1 teacher to student ratio for all students. Parents will pick up students at the front door of the chapel.

From 5:00-5:45, if the remaining number of students is 12 or less, students will be moved to classroom 4A. From 5:00-5:45, parents will pick up students at the front gates.

Visiting Campus

Any visits to campus are by prearranged appointment. A parent may call the school office at 235-8787 ext. 200 to arrange to come on campus. Any visitors with an appointment will be met by the person with whom the appointment has been made in front of the chapel. A health check will be completed before entry to the campus, and a visitor pass will be issued after the visitor has been signed in.

In the case of class family events, such as parties, performances, etc., staff and teachers will arrange check-in locations ahead of time with parents.

HOLIDAYS & DAYS OFF

The school will be closed on all state and federal holidays, as well as Winter break in December, one accreditation day, and one professional development day usually following each quarter, as well as one professional development week in July. Please refer to the current school calendar for specific listings.

OTHER PROGRAMS

Intersession programs and child care may be available during the fall and spring breaks for both elementary and preschool children depending on need and staffing.

During the summer months, a summer program is available for preschool children and elementary age children. Academic review, as well as special cooking, art, craft, and music activities, are part of the program. Weekly excursions are taken.

WNA provides preschool children an opportunity to remain here past the preschool years and become a part of our elementary and middle school. For more information, please contact the school's Admissions Director.

FOOD AND NUTRITION

Windward Nazarene Academy, in accordance with state and federal standards, serves a nutritious morning snack, lunch, and afternoon snack to all preschool children. Parents who wish to provide special treats for occasions are asked to keep treats as nutritious as possible, avoiding high fat and high sugar foods if at all possible.

Menus are sent home with the children by the first of each month. Snacks are given mid-morning and mid-afternoon. Children who arrive early (before 6:50 a.m.) may bring breakfast; however, breakfast at home is preferable.

Children must always wash their hands after every toileting and before eating at snack or lunchtime.

BIRTHDAYS/PARTIES

Preschool children may bring snacks for their birthday celebration provided every child in the class receives one. Parents wishing to send treats for a birthday should ask the instructor for a list of suggested snacks to provide and notify the teacher in advance. Parents are strongly encouraged to provide snacks that align with the school's snack guidelines in the Local Wellness Policy. Cakes or goodies should not require refrigeration, as space is limited in the refrigerators and freezers. Again, avoiding high fat, high sugar foods is requested. Invitations for parties that take place off campus may also be given out at school provided every child in the class receives one; otherwise, invitations are to be delivered off the school campus.

Parents who wish to provide lunch for a birthday must inform their homeroom teacher at least 2 weeks in advance. Lunch must be brought and served during the class' regular lunch period so as not to interfere with class time. Parents are responsible for providing all materials for lunch, including plates, utensils, napkins, etc.

Gifts or "goodie bags" may be given for birthdays provided that every child in the classroom receives one. Gifts/goodie bags must follow the same standards for images/media as those listed in the Student Dress and Toys section (*page 12*).

SPECIAL NEEDS

Windward Nazarene Academy is geared to meet the needs of most students. It is this school's policy not to discriminate against persons on the basis of disability and to provide children and parents with disabilities an equal opportunity to participate in the school's programs and services, in compliance with State Law and the Federal Americans with Disabilities Act. There arise, however, occasions when a child requires special accommodations in order to flourish in the school setting. Each special need will be considered on an individual basis, and the school will do its best to accommodate the needs of all students who are currently enrolled as those needs become evident. Common accommodations may include:

- Providing alternative foods for food allergies or restrictions.
- Seating location in the classroom.
- Accommodation of outside services for special needs children.
- Extra tutoring

Special needs accommodations need to put in writing and signed by both parent/guardian and teacher. The request will be filed in the child's records.

ENROLLMENT

Windward Nazarene Academy's Preschool program is licensed to accommodate 94 students.

Hours of Operation

Hours of operation are from 6:30 a.m. to 5:45 p.m. for preschool (K-8 hours are 8:00 a.m. to 3:00 p.m. Monday through Friday). The program includes lunch and two snacks. An extra charge will be made for children dropped off before 6:30 a.m. or picked-up after the 5:45 p.m. closing time. Early drop off or late pick-up charges will be \$10.00 for each 15 minutes or portion thereof before 6:30 a.m. or after 5:45 p.m.

Preschoolers should be in school no later than 8:00 a.m. Habitual tardiness or excessive absence hinders children's progress across all areas by limiting their interactive and instructional time.

Absence for illness or family emergencies will be counted as excused absences in attendance records. Absences for discretionary purposes (such as vacations outside of normal school holidays) will be counted as unexcused.

Enrollment Procedures (Forms are furnished):

A. Submit an application for consideration for a place in the school's program. In signing this application, the parent/legal guardian agrees to abide by *and submit to the policies of the school*.

B. Children, ages 2-5 years (but must be 3 by the first day of school), are accepted in the preschool program. Children are accepted only if they are toilet-trained, bottle-weaned, and self-perambulatory. Children with disabilities will be considered on an individual basis. The final decision will be made by the administration.

C. A physical examination must be obtained within a year of the enrollment date. Health Form 14 and the DHS Early Childhood Pre-K Health Record Supplement must be submitted, showing that all immunizations are current upon entering school. *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 on the first day of school or the child will not be allowed to attend. If the above requirements are not met within 90 days of the start of school, the child will not be allowed to attend, school beginning 30 days after the 90 day deadline, or as stated in any written notice from the school office. The child will be allowed to return to school upon completion of all immunizations and physical examination requirements.*

D. The child will be admitted only after proof of a negative Tuberculin Skin Test (TB test) or x-ray. *Per the state Department of Health, there is no exception for the TB clearance requirement. Children without a valid Mantoux TB clearance will not be allowed to attend school.*

E. A non-refundable, non-transferable deposit must be paid. Please see the current schedule of tuition and fees for information.

F. No child will be admitted until all paperwork has been properly completed and received. These include, but are not limited to, a copy of the child's birth certificate, the FACTS tuition payment agreement, and signed "Emergency/Excursion Consent" form.

H. Summer Session: Parents who wish to send a child for the summer must enroll them in the summer program to attend. Notices will be sent during the month of April regarding summer registration.

Re-Enrollment

In March, Windward Nazarene Academy announces a pre-registration period for returning students. During this period, current students should properly complete and submit the pre-registration form to the school office with the non-refundable, non-transferable deposit for the following school year. **If students have not submitted a completed pre-registration form and deposit at the end of said period, their seats will be made available for the next accepted applicant.** During the pre-registration period for returning students, all new qualifying applicants will be placed on a waitlist according to their date of application. Siblings of current students may register at this time as well; however, new applicants not fitting the above criteria will not be considered during this period.

Disenrollment

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

B. When children are withdrawn from the school by the parents/legal guardian, the school office must be notified in writing at least two weeks in advance of the date of withdrawal or forfeit two weeks tuition in lieu of advance notice.

C. All dis-enrollments will go through a clearance process. The check-out will be during the office hours of 7:30 a.m. to 4:00 p.m.

Transportation

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

FINANCIAL POLICY

Windward Nazarene Academy is a non-profit, 501 (c)3 institution. Its operation is dependent upon tuition, fees, fundraisers, donations, and grants.

Payment Options

Annual tuition may be paid in one payment through your FACTS account by July 5th to be withdrawn from a checking account or credit card; this form of payment may qualify for a 3% discount (*credit card payments are subject to an additional service charge*). A charge of \$30.00 will be made for each check or charge not honored by the bank. All tuition payments (annual and monthly) and credit card transactions must be made via the services of the FACTS Tuition Management Company which assesses a nominal enrollment fee for its program. Tuition is non-refundable and is payable for absences. Exceptions may be made in cases of extended illness, after which the students will be dis-enrolled unless prior arrangements are made with the principal. Such exceptions will be made on a case-by-case basis with the principal's approval. ***Families who select monthly tuition payments are required to enroll in the Tuition Refund Plan.***

Delinquent Tuition Payments

WNA understands that unexpected changes in financial situations may occur that could affect a family's ability to make regular payments on tuition. In those circumstances, families are required to notify the school of the situation.

If a tuition payment is more than 90 days past due with no prior or current explanation, the following may occur:

- The student will not be allowed to attend school until the outstanding amount has been reconciled.
- WNA reserves the right at any time to dismiss the student and/or report the unpaid balance to a collection agency and/or credit bureau.

Tuition Refund Plan (TRP)

Due to the annual nature of expenses to operate the school, the parent/guardian obligation to pay tuition and fees is for the full academic year. No portion of tuition or fees, paid or outstanding, will be refunded or canceled in the event of absence, withdrawal or dismissal of the student.

The school participates in the Tuition Refund Plan as a means for parents to protect this obligation and to help address withdrawal and refund issues. Participation in the Plan is required unless the full annual tuition is paid in one payment; then the Plan is optional.

The cost of the plan is 1.6% of the annual tuition. The Parent/Guardian acknowledges having received and read the TRP brochure outlining the terms and conditions of coverage. Participants authorize the school to process and collect claim payments made under the Plan and to credit such payments to the withdrawn student's account.

Discount Information

Families with more than one child enrolled at Windward Nazarene Academy will use the following discount schedule: Full tuition is charged for the first child. A 10% discount on the full tuition will be given for the second and third child.

The parent(s) who has legal guardianship and custody of the child will be solely responsible for tuition payments and billings.

**Please refer to the current tuition schedule and/or FACTS registration form for more detail.*

Fundraising Policies

The school requires a mandatory fundraising fee once a year from all families.

Fundraising is on a per-family basis. Families have the option of making the required monetary contribution or raising the required amount through a school-sponsored fundraiser.

Families may also opt to add the required monetary contribution or fundraising short fall to their FACTS account. Any family that does not participate in the mandatory fundraiser will have the fundraising amount automatically added to their tuition. The required amount for families that do not participate in the fundraiser may be higher than for families that do participate in the fundraiser if the fundraiser includes a percentage matching incentive.

Windward Nazarene Academy does not participate in or promote fundraising activities that are exploitative or detrimental to children or their families.

HANDBOOK AGREEMENT

Thank you for taking the time to read this parent and student handbook. **Please complete the agreement form online at wnahawaii.com.**

Parents who have a need for clarification or who would like to voice a concern are asked to contact the school office for an appointment with the school office for an appointment with school administrator. Again, thank you for entrusting Windward Nazarene Academy with the education of your children.