



CHRISTMAS BREAK CHILD CARE

Wednesday, January 5 - Friday, January 7, 2022
7 a.m. – 4 p.m. (Daily)

PROGRAM DIRECTOR & COORDINATOR

Alethia Donathan, Director of Extended Learning Programs
Randi Yamauchi, Program Coordinator

LOCATION

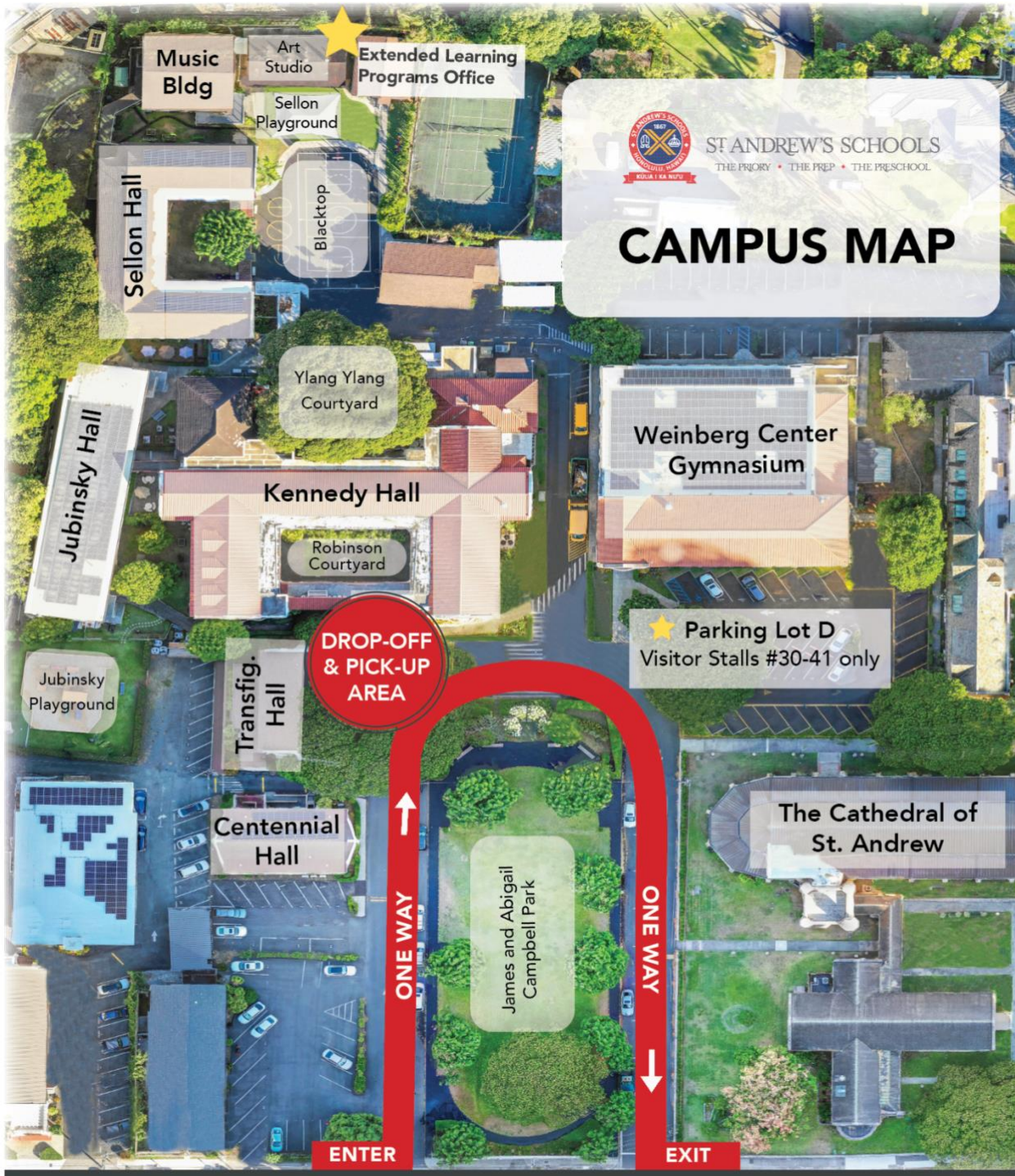
St. Andrew's Schools
Music Building 3 (MB3)
224 Queen Emma Square
Honolulu, HI 96813

HOURS OF OPERATION

Monday through Friday (except holidays)
7 a.m. to 4 p.m.

CONTACT INFORMATION

Office/Attendance: (808) 532-2464
standrewsschools.org/extendedlearning



ST ANDREW'S SCHOOLS
THE PRIORY • THE PREP • THE PRESCHOOL

CAMPUS MAP

S. BERETANIA STREET

QUEEN EMMA STREET

Child Care General Information

Welcome to St. Andrew’s Schools Christmas Break Child Care! We welcome all children grades kindergarten through 6. Pre-kindergarten children must be no younger than 4 years and 11 months of age.

We will be partnering with parents as we follow and implement the [Centers for Disease Control \(CDC\)](#) guidelines as well as the recommendations of the National and Hawai’i Associations of Independent Schools and the American Camp Association. For everyone’s protection, we will practice physical distancing, require face masks, limit interactions between people by clustering students into cohorts of 10-12 students, have a staggered schedule to use play areas, and incorporate additional sanitization procedures. By working together, we will do our best to keep everyone safe.

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Daily Schedule

7–8 a.m.	Arrival, free choice
8:30–11 a.m.	Activity rotations and lesson plans taught by staff (includes staggered snack and recess)
11 a.m.–Noon	Lunch and recess
Noon–1:30 p.m.	Free choice (games, movie, nap)
1:30–1:45 p.m.	Snack
1:45–3:30 p.m.	Activity rotations and lesson plans taught by staff
3:30–4 p.m.	Clean-up, Pick-up

Registration and payment are accepted online at <https://standrews.campbrainregistration.com/>

Morning Drop-off

Children may be dropped off no earlier than 7 a.m. Please follow the drop-off signs. Families and children will be greeted at the curbside by a staff member. Upon arrival, children will be asked to wash their hands before entering their camp groups. All camp activities will begin at 8 a.m.; please be sure that your child arrives by then. If you arrive after 8 a.m., please drive to the designated drop-off area, stay in your car, and call (808) 532-2464 for a staff member to meet you.

Early Pick-up

If you need to pick up your child early from camp, we ask that you notify the camp office at (808) 532-2464 as early as possible. With adequate notice, we will have your child waiting for you. **At no time will we release a camper to you or any other adult without having them check out through the camp office.**

Pick-up

Children can leave as late as 4 p.m. Parents must sign their child out at pick-up. Individuals other than parents must be listed in Camp Brain on the child's authorized pick-up list.

What to Bring to Child Care

Please clearly label all items with your child's first and last name.

- Footwear: Sneakers, flip-flops (slippers), or sandals are best
- A change of clothes or extra towel can be left at camp for the week. Please put it in a gallon Ziploc bag marked with your child's name.
- Packed lunch and a water bottle
- Sunscreen
- If your child is in pre-kindergarten or kindergarten: This group has an hour of rest time after lunch unless there is a scheduled field trip or planned activity. Students should bring a blanket and a complete change of clothes (labeled and bagged).

Food Service: Due to health guidelines we ask that you pack a lunch and a water bottle from home each day. Lunch services will **NOT** be available on campus. Pre-packaged snacks will be provided. If your child has specific food needs (e.g. gluten-free, Paleo, vegetarian, etc.) you **MUST** provide your own snacks for each day.

Sun Protection Policy: Please apply sunscreen liberally to your child before leaving home every morning. Our camp community takes sun protection seriously, and we make a point to have campers re-apply throughout the day. Waterproof and sweat-proof sunscreens work well for camp, and products that screen out both UVA and UVB rays with an SPF of 30 or higher are recommended. Please be sure that your child has applied adequate sunscreen each morning before coming to camp, and send your camper with a tube of sunscreen labeled with the first and last name.

Pricing

Child Care Options	Entering Grade	Price
One Day	Pre-K to 6	\$100
Two Days	Pre-K to 6	\$190
Three Days	Pre-K to 6	\$270

Refund Policy: Once space is reserved and payment is received, refunds are as follows:

- 50% refund until December 10, 2021
- No refunds the week of the program
- A \$25 processing fee applies to all refunds
- Please allow 2-3 weeks for processing of refunds

Policies and Procedures

Communication: We require that all communication regarding any changes to their usual day routine be done through the program office via email at programs@standrewsschools.org or a telephone call to (808) 532-2464. Your adherence to this policy helps us to ensure the safety of all of our students. Please do not attempt to inform us of any changes through conversations with leaders or staff, or through a note delivered by your child.

We take great pride in hiring committed and enthusiastic staff who are focused on making the summer a great experience for your child. At least 80% of our staff are 18 years or older. Although we do hire aides under 16 years old, they are not included in our staff ratio counts.

Staff Ratios

Under 5 years old – 1 staff per 6 children

6-8 years old – 1 staff per 8 children

9-14 years old – 1 staff per 10 children

Directors are experienced professionals who are focused on providing the best camp experience for your child.

Leaders are college students who love children and enjoy the camp. (Some have been with us for years!) If you have any requests for your child, be sure to speak to the leader for immediate help.

Aides are high school students from our school and surrounding schools. They all enjoy being with children and helping them to have a great experience at camp.

Interns are high school students that are essentially “aides in training.” They are the joy of the camp and lead all of our activities.

Health & Safety

We will send children home if they have a fever or any sign of illness. We also ask that if your child does not feel well that s/he stays home. We have additional procedures in place to keep students healthy while they are at school including screening for sickness, morning temperature checks, on-site health monitoring, class sizes of 15 students or less, added hand-washing stations, morning and afternoon classroom cleaning, and increased campus cleaning.

The health and well-being of your child is our highest priority. In the event of a COVID-19 outbreak, we will follow directions from the Centers for Disease Control and Prevention (CDC), as well as state and local agencies. We will continue to monitor the COVID-19 pandemic carefully; use best practices to keep people healthy; and continue communicating with students, families, and staff about the pandemic.

Families will be asked the following questions:

- Do you or anyone in your household have a fever, cough and/or shortness of breath?
- Within the past 14 days, have you lived with, cared for, or had close contact with anyone who has been diagnosed with COVID-19?
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?

If a family answers yes to any of the above questions, their child will not be able to attend camp that day. Families should then call the camp office at (808) 532-2464 for guidance on what to do in order for them to return to campus.

Children should stay in or near their vehicle when they are dropped off and a member of the screening team will use a contactless thermometer to check their temperatures. Children who have a temperature of 100.4°F and above will be asked to return home. A child with a fever must be fever-free for 24 hours without fever-reducing medications before returning to campus.

Our Health Office is located in MB3 under the supervision of our Health Care Consultant (registered nurse) and a health aide.

Health Forms

All camper health information must be on file at the start of camp. It is a violation of state regulations to have any camper engaging in activities at camp without the proper health information on file.

Care of Mildly Ill Campers

When campers experience minor physical ailments, such as stomach aches, headaches, minor rashes, cuts, scrapes or bumps/bruises, they will be accompanied by a leader to the Health Office. The camper will be treated as deemed appropriate, and the treatment will be documented in our medical log. If the camper is deemed ready to return to his/her group and resume activity, the leader will be given instructions as to how to monitor the child's ailment/injury.

If the camper needs to spend time in the Health Office, the child will stay there and receive any necessary treatment as outlined in the Standards of Care signed by the Health Care Consultant. The child will be accompanied to his/her group when cleared to do so by the health aide. Parents will be notified by the health aide if their child requires any extended care at camp, or if their injury/illness requires further medical attention or monitoring.

Administration of Medication

The health aide is responsible for the administration of all medication. The camp's Health Care Consultant shall authorize the health aide to administer prescription medication. All prescription medication must be brought to camp by the parent/guardian in its original container with written permission from the parent to administer the medication to the camper and will be stored in a storage box at all times. Campers cannot carry their own medications, with the exception of asthma inhalers and EpiPens.

A medication schedule is recorded for each camper in need of regular medication. Group leaders are given the schedules for their respective campers, and the health aide checks the schedules daily to make sure each camper has received his/her medication. The health aide records the dispensing of any medication in the Camp Health Record Log.

Some symptoms that would require a camper to remain at home or be sent home from camp are clear, such as a fever or obvious case of chicken pox. Some symptoms may be more subjective. If our health aide feels that your child is too ill to be at camp, she will contact you and ask you to arrange to have your child picked up promptly. Your support of this policy is much appreciated.

Any camper who has a serious illness or contagious disease will be excluded from camp. Please keep your child at home if he/she experiences any of the following symptoms within 24 hours of the beginning of a new camp day:

- Fever of 100.4 degrees or higher (children should be fever-free and off fever medication for 24 hours before returning to camp)
- A child having vomiting or diarrhea should be kept home until they are symptom-free for 24 hours
- Cold, sore throat or cough
- Chicken pox (children can return to camp when blisters have crusted over and dried)
- Contagious skin diseases such as impetigo
- Conjunctivitis

Expectations of Behavior

(From Lower School Parent-Student Handbook 2020-21)

Universal Values

St. Andrew's Schools respects the worth and dignity of each individual and values the diversity and similarities within its community by fostering an educational environment free from prejudicial or discriminatory behavior. Through our actions we provide a safe haven for student learning and growth which emphasizes equity, inclusion and justice for all.

Code of Conduct

St. Andrew's Schools, as an Episcopal School, rests on a spiritual and ethical foundation. Each of its programs is designed to encourage positive behavior and to protect the quality and safety of our school's learning environment for all members of our campus community. Each student is expected to reflect the high standards of academic performance and personal behavior. The students are asked to treat each other with respect, tolerance, kindness, and empathy. The rules and behavior expectations will be explained to the students in a process designed to help our students take personal responsibility for their actions and behavior and to be respectful of others. We are committed to restorative practice as a process for corrective behavior that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

We thank parents and/or guardians for modeling civil and courteous communication with school employees. St. Andrew's Schools reserves the right to suspend or dis-enroll a student if in the judgment of the Head of School the attitude, influence, or behavior of the student or of the parent/guardian(s) does not serve the best interests of the school, are in conflict with our policies, or in violation of the law.

A first-time minor offense may incur a gentle reminder, while a pattern of poor conduct will involve appropriate consequences that are in alignment with the misdeed. Our process is outlined below.

- Students will be given reminders and redirection in order to encourage positive behavior and to understand how their actions affect others.
- Students are encouraged to focus on the other person's thoughts, feelings and needs and calmly talk through problems. Our staff will guide students to
 - Identify or describe the problem,
 - Identify feelings, and,
 - Seek solutions to work out conflicts, understand another's perspective, or change uncaring behavior.

When a student is disruptive or needs time to regain self-control, s/he will be guided to a comfortable, quiet spot, and then focus on taking deep, slow breaths to enhance self-regulation. Parents will be notified of their child's behavior; the camp staff will work with the child and parent(s) to improve the child's behavior.

Continued incidents of misbehavior will involve more conversations/meetings between the student, student's parents, School Counselor and Director of Extended Learning Programs. The

Head of School may be involved in such conferences depending on the severity of the incident. Consequences may include exclusion from camp activities, recommended counseling, suspension, or expulsion from camp.

Serious incidents may include, but are not limited to, theft, vandalism, plagiarism, lying, continuous disruptive behavior, reckless endangerment, and acts of physical or verbal aggression.

Promoting Positive Student-to-Student Relationships

Mistreatment of a student by another student is not tolerated. We believe that a school environment in which students feel safe, supported, engaged and challenged is optimal for learning and healthy development. St. Andrew's Schools promotes an environment in which students and adults feel socially, emotionally, intellectually and physically safe – an environment that is free of harassment, intimidation and bullying.

St. Andrew's Schools works to prevent and intervene when there is a suspicion of student-to-student harassment or bullying. The Centers for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, involving an observed or perceived power imbalance. These behaviors are repeated multiple times or are highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth through physical, psychological, social, or educational harm.

Research shows that it is of the utmost importance to prevent bullying by implementing a social and emotional (SEL) learning program in school. Such programs allow students to grow in self-awareness, self-regulation, and empathy and to become skilled at conflict resolution. Students at St. Andrew's Schools actively engage in the development of social-emotional skills through mindfulness, the RULER program and YogaEd which helps to prevent student to student mistreatment.

If a student is aware of student-to-student mistreatment or feels like they are being subjected to bullying behaviors themselves they should inform the teacher or administrator. If a parent suspects that their child is the subject of harassment or bullying please contact the Director of Extended Learning Programs.

Should the school administration conclude that a student has engaged in a persistent pattern of targeted harassment, the administrators will respond with appropriate interventions and consequences.

Parents may be interested in learning more about best practices with regard to bullying prevention and intervention by visiting Hawai'i Bullying Prevention Toolkit at www.bullypreventiontoolkit.weebly.com or www.stopbullying.gov.