

ST. ANDREW'S SCHOOLS PARENT STUDENT HANDBOOK

ASC
2026-27



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WELCOME

Thank you for being part of St. Andrew's Schools After School Care (ASC) program! After School Care supports the mission and vision of St. Andrew's by offering engaging classes, enlisting a team of trained teachers and staff, and providing support to parents by creating a safe environment to bridge the gap for students between the end of the school day and at home.

ASC provides a safe, well-supervised, and relaxed environment for St. Andrew's students from kindergarten through grade 6.

Students have a designated study time in which they should work on their homework or silently read a book. Afterward, students are assigned to various activities such as arts and crafts, board games, or supervised play on the playground or blacktop. Enrichment classes are available at the beginning of each semester for an additional fee.

This handbook provides parents and students with information regarding After School Care. Please refer to this handbook as needed throughout the school year. The school reserves the right to modify the guidelines stated in this handbook as necessary.

As educators, we are required by law to report suspected child abuse or neglect to the Department of Human Services or the police. All employees of St. Andrew's Schools have both a legal and moral obligation to report instances of child abuse or neglect that come to their attention. It is not the role of the staff member to investigate the possibility of abuse or neglect but to report it to their immediate supervisor. Their supervisor will help guide them through the process of filing a report with the appropriate authorities who will conduct the investigation.

GOALS

- Foster creative growth mindset through engaging after school programs
- Provide St. Andrew's students in grades K-6 high-quality child care focused on age-appropriate child development in a welcoming, safe, secure and nurturing environment in After School Care
- Reinforce positive, appropriate social interactions
- Promote health and wellness

We look forward to a wonderful school year!

Ka'ipolani Bailey-Walsh
Lower School Principal

OVERVIEW

CONTACT INFORMATION

St. Andrew's Schools Extended Learning
224 Queen Emma Square, Honolulu, HI 96813
(808) 532-2464
programs@standrewsschools.org
www.standrewsschools.org/afterschoolcare

Ms. Ka'ipolani Bailey-Walsh, Lower School Principal
(808) 532-2446
kbailey-walsh@standrewsschools.org

Ms. Randi Yamauchi, Program Coordinator
(808) 532-2464
programs@standrewsschools.org

Department of Human Services Contact Information
(808) 587-5266

INSURANCE AND TAX ID

After School Programs are covered under liability insurance in accordance with St. Andrew's Schools.

TAX ID NUMBERS for childcare tax deductions:

Federal ID: 99-0073525
State ID: GE-140-532-9408-01

LICENSING

St. Andrew's Schools After School Care is licensed by the State of Hawai'i Department of Human Services (DHS) to care for a maximum of 150 students. The program is annually reviewed and licensed by DHS. The current license is available for your inspection in the Extended Learning Programs Office. State licensing requires a staff to child ratio of 1:20.

Our staff consists of St. Andrew's employees, college students, Upper School students and other qualified personnel. New employees will be subjected to local criminal history checks and will receive both pre-service and in-service training.

HOURS and LOCATIONS OF OPERATION

Daily operations of ASC are held on campus. Our programs does not participate in off-campus field trips or excursions.

ASC is offered from the end of the school day to 5:00 pm on full school days. No care is provided on holidays, vacations, early dismissal days, or other school days off. Program dates and pricing are listed on our [website](#) . All students MUST be picked up by 5:00 pm. The following ASC locations may be subject to change: Sellon Hall, Jubinsky Hall, Ylang Ylang Courtyard, adjacent blacktop, and Jubinsky playground.

ASC Daily Schedule

Recess and snack	2:45 - 3:00 p.m.
Homework and reading	3:00 - 4:00 p.m.
Stagged playground time	4:00 - 5:00 p.m.

REGISTRATION AND PAYMENT

GENERAL REGISTRATION INFORMATION

All children grades K-6 enrolled at St. Andrew's Schools are eligible to participate in ASC. Please see our [website](#) for details on program dates and fees. Registration must be completed online using the Camp Brain program found at <https://standrews.campbrainregistration.com/>

Registration and payment will only be accepted through Camp Brain and will not be accepted by telephone, email, fax, or walk-in. Registrations received prior to your child's assigned date and time as well as incomplete registrations will not be accepted. Registration fills quickly, so we recommend signing up on the designated opening date and time.

TUITION AND FEES

Tuition is due on the scheduled dates based on the payment plan selected. Online credit card payments will be automatically charged on the due date. A late charge of \$25 will be assessed for payments not received by the due date. You may pay by Visa, American Express, or Mastercard. ASC does not allow fundraising during its operations.

WITHDRAWAL AND REFUND POLICIES

Students or parents who initiate course withdrawals after submitting their registration will be subject to a refund based on the date when the Extended Learning Programs Office (programs@standrewsschools.org) receives written email notification from parents for the child's withdrawal.

Once the registration has been processed, the maximum amount of refund will be 50% of an enrichment or program. The following schedule determines the amount of the refund:

- 50% refund if the child is withdrawn from ASC by August 14, 2026. There will be no refund once school begins.
- 50% refund if your child is withdrawn from an Enrichment class by seven days **before** the first day of the course.

There will be no refunds after the first meeting of the class. **There are no refunds or prorated billing for time missed.** The fee applies regardless of how many days a child participates in the program. There will be no refunds for unused days.

ENRICHMENT CHANGES

Students or parents who initiate enrichment course changes (replacing one course for another, requesting time changes) after submitting their registration will be charged \$50.00 for each change requested. No course changes will take place after the first meeting of the course.

Courses cannot be dropped or changed online. Please email programs@standrewsschool.org for any changes to the schedule. Include your child's full name and the changes you would like to make.

CANCELLED ENRICHMENT COURSES

Courses may be canceled due to insufficient enrollment. If this occurs, parents will be notified via email and we will assist you in finding an alternative class, if available, for your child or receive a refund.

DAILY DROP-IN

The daily drop-in care will be \$20.00 per child starting at 3:15 pm. If you are frequently dropping your child in, we highly suggest that you enroll them for ASC. Families need to call (808)532-2464 or email asc@standrewsschools.org by 1:00 p.m. and will be billed on their CampBrain account.

POLICIES AND PROCEDURES

ATTENDANCE

Students enrolled in After School Care will be dismissed with their homeroom classes to Ylang Ylang Courtyard where an After School Care employee will meet them, check in, and escort them to their After School Care location. It is a necessity that we know the whereabouts of the students enrolled in the program. Attendance will be taken daily.

- **Absences:** For ASC absences contact (808) 532-2464 or programs@standrewsschools.org before 1:00 pm.
- **Tardiness:** It is important for students to be on time to their classes. A student who is not present at the start time will be marked absent and parents will be notified.

PICK UP POLICY

Students not enrolled in After School Care should follow the Lower School dismissal policies and procedures.

Pick up from ASC after 3:00 PM:

- Students will only be released to parents and those listed as authorized pick up personnel through PowerSchool. Advance written permission must be given from parent/guardian for any other type of arrangement.
- Family members should park in any open stall behind the gym for ASC pickup only. Parents/guardians will enter campus by the gates between the cafeteria and lower school Library.
- If students are not picked up by 5:00 pm parents/guardians will be contacted and \$20.00 service fee will be billed to the families Camp Brain account. If students are consistently picked up after the 5:00 pm deadline, they may be asked to find alternative childcare after school and not be allowed to enroll in ASC.
- Siblings in middle school (grades 7-8) are not allowed to pick up students from ASC.
- Students can be picked up from ASC any time after check-in without notification to the office. Parents will be required to sign students out at the time of pick up. Once a student is picked up, they may not return to campus without prior authorization from the Lower School Principal.

SNACK

Snacks are not provided to After School Care students. Instead, a designated snack time is scheduled during ASC. Snacks from home are permitted and should not be shared with other students. Following the Lower School policy, ASC students may not go to the vending machines or microwaves during ASC.

SUPPLIES

General supplies for activities will be provided by After School Care.

STUDY TIME

Students are given approximately 45 minutes of study time. ASC encourages students to focus and work on homework, using their time wisely. Any incomplete work should be completed at home. If students have completed their homework for the day, they will be directed to read silently during study hall time. Students should come to ASC with a book for silent reading. ASC staff supervise the homework area and may provide minimal assistance to students with their work. ASC staff are not allowed to check each student's homework for accuracy or provide one-on-one tutoring services.

LOST AND FOUND

Items are placed in Sellon Hall, room S-106. Please have your child check to see if anything belongs to them as unclaimed items are periodically donated.

STUDENT CONDUCT

Please refer to the 2026-2027 Lower School Parent Student Handbook. Students in ASC are to conduct themselves with the same discipline and respect for their instructors and classmates that are expected during the instruction hours of school. All St. Andrew's Schools rules and policies still apply during ASC.

Students are expected to be mindful of one another, respect their teachers and classmates, and use good judgment at all times. Behavior that disrupts the learning process or fails to respect the human or property rights of others is unacceptable. Students are expected to uphold the rules stated in the Lower School Parent Student Handbook. **St. Andrew's Schools reserves the right to disenroll After School Care students at any time if they exhibit unacceptable and/or disruptive behavior. No refund will be issued.**

Behavior that is disruptive or fails to respect the human or property rights of others is unacceptable and should be brought to the staff attention immediately. Specific examples include but are not limited to:

- Swearing
- Theft
- Threatening, harming, mistreating, or disrespecting others
- Vandalism, including graffiti
- Promotion, possession, use, or being under the influence of drugs or alcohol

- Computer hacking, causing a computer or computer system to become inoperable, downloading inappropriate materials, or promoting or sending inappropriate messages on the computer

POSITIVE BEHAVIOR SUPPORT

Positive behavior support focuses on creating an environment that encourages good decision making and facilitates opportunities for learning and growth with challenging behavioral choices. ASC encourages positive behavior support by having policies and routines in place and logical consequences for actions (both positive and negative).

- Any form of misbehavior during ASC will be immediately addressed by ASC employees to gather information for an initial investigation. ASC employees will file an incident report with the Lower School Principal.
- The Lower School Principal will determine appropriate consequences.
- ASC employees will enforce the consequence during the subsequent ASC session(s). ASC employees will submit a follow-up incident report to the Lower School Principal and, if necessary, school day classroom teacher, school counselor, and/or school health aide by the end of the day.

PERSONAL BELONGINGS

Students should not bring personal toys or other non-school related items to ASC. Students will not be allowed to play with items from home during ASC. Students will not be asked to bring money to school for ASC-related purposes. Backpacks and other student items will be stored in designated areas. ASC employees are not responsible for lost or damaged items.

In the interest of safety, the following are **not permitted**:

- Balls or frisbees thrown at each other
- Cell phones (must be turned off and not used)
- Climbing of trees, buildings, or fences or playing in plants/dirt
- Gum chewing
- Running on any cemented area or playground equipment
- Selling, trading, or playing any type of cards
- Skateboarding, rollerblading, scootering, or hoverboarding
- Tackle football or rough-housing

PERSONAL MOBILE DEVICES AND IPADS

After School Care is considered an extension of the school day. Mobile devices and other forms of technology are to be stored in students' bags during ASC. Homework-related use is acceptable during study time. ASC employees may direct students to put away their personal devices or iPads if students are not following the usage policy or being disruptive.

COMMUNICATION

Periodic emails will be sent to relay important information. Parents can email programs@standrewsschools.org or call 808-532-2464 for more information. The school will notify parents/guardians and the Department of Human Services of any changes in the child care services it provides through electronic communications.

DISCLOSURE of INFORMATION

St. Andrew's Schools will only discuss matters regarding a student with necessary school faculty and staff and with legal parents/guardians, unless the parents/guardians of the child grant written permission for the disclosure or an emergency arises.

REASONABLE ACCOMMODATIONS

If a student with a disability requires reasonable accommodation, please contact 532-2464 or programs@standrewsschools.org.

GRIEVANCE POLICY

The purpose of this grievance policy is to ensure that any concerns, complaints, or issues related to the After School Care program are addressed in a fair, timely, and transparent manner. We aim to maintain a safe, supportive, and enriching environment for all children and to ensure effective communication between parents, guardians, and the after-school care team.

How to Raise a Grievance

- **Step 1: Informal Resolution (Initial Discussion)**

If possible, concerns should first be addressed informally by speaking directly to the relevant staff member or supervisor. For example, if the issue concerns a specific incident or behavior, it is recommended that parents contact Ms. Ka'ipo Bailey-Walsh, Lower School Principal at (808) 532-2446 or kbailey-walsh@standrewsschools.org to discuss the issue.

- **Step 2: Written Grievance Submission**

If the issue is not resolved informally or if the complainant prefers a more formal approach, a written grievance should be submitted to Ms. Ka'ipo Bailey-Walsh via email at kbailey-walsh@standrewsschools.org

The written grievance should include the following:

- A detailed description of the issue or concern.
- Date(s) and time(s) of the incident(s).
- Names of any staff or children involved.
- Any steps already taken to address the issue.

Upon receiving a grievance, the program coordinator or school administration will acknowledge receipt of the complaint within 2 business days. The acknowledgment will outline the process and expected timeline for resolution.

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HEALTH POLICIES AND PROCEDURES

Please refer to the 2026-2027 Lower School Parent Student Handbook for health policies and procedures.

Sick or moderately sick children should be kept at home. Children kept at home during the regular school day should not be sent to ASC.

HEALTH SERVICES

Our After School Care (ASC) program is committed to providing attentive care for the health and well-being of every student. At least one of our ASC staff is trained in First Aid, CPR, and AED and are supported by our Health Care Consultant, a registered nurse, who is available for consultation whenever needed.

If a student becomes ill or is injured during ASC, trained staff will assess the situation, provide appropriate first aid or care within the scope of their training, and contact a parent or guardian if additional care or early pick-up is necessary. In the event of a medical emergency, emergency medical services (911) will be contacted immediately, and parents or guardians will be contacted.

Parents, guardians or other persons authorized by parents/guardians in emergencies will be contacted in cases of serious injury. If the injury or illness requires an ambulance, the child will be transported to Kapi`olani Children's Medical Center. In all cases of injury or illness, attempts will be made to contact parents/guardians immediately and involve them in the decision regarding treatment. An adult staff member will accompany the child to the source of emergency care, if appropriate. The adult will stay with the child until the parent or parent's designee assumes responsibility for the child's care.

EMERGENCY PROCEDURES

Please refer to the 2026-2027 Lower School Parent Student Handbook for school emergency procedures.