



ALOHA!

Welcome to Hala Kahiki Montessori School of Lāna'i. We are delighted that your family is part of our community and look forward to your children learning and growing with us.

This handbook provides information to support your child throughout the school year. We hope it will help make your experience a happy and rewarding one.

When you enroll your child at Hala Kahiki, please be advised that you are agreeing to abide by the policies and conditions of the handbook. As such, you are required to review this entire handbook before your child's first day of school. When we make changes to any handbook policy, we will provide written notification with at least four weeks' notice.

If you have any questions about school policies, please consult the Head of School or your child's guide.

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CURRICULUM AND APPROACH TO EARLY CHILDHOOD EDUCATION

Different schools place different emphases on what matters in the classroom. At a fundamental level, some schools focus on the method of learning, and their main goal is teaching children how to learn – how to tackle any problem, how to become self-motivated, etc. This approach is associated with progressive education and such thinkers as Jean-Jacques Rousseau, John Dewey, and John Holt.

Other schools treasure the content of learning; with a clearly structured curriculum, they emphasize what children learn – from memorizing nursery rhymes and math facts to learning history, etc. This approach is associated with classical or traditional education and such thinkers as E.D. Hirsch, Susan Wise Bauer, and Mortimer Adler.

We believe education should be an integration of both method and content:

- Deeply understood content that stands as a unified, coherent whole in the child's mind
- Applied thinking skills so that knowledge becomes a guide to action and not just something to be shown off or forgotten quickly
- The strength of character to live life to its fullest, to be successful in their chosen purpose in life, and to flourish as a complete human being

Since all learning and knowledge is interconnected by necessity, it is impossible to condense each stage of childhood and each phase of education to just a few achievements. But one point cannot be disputed – there is no greater impact on the development of the individual than during the years 0 – 6. With a strong educational foundation during these formative years, children can grow up to become independent and successful innovators.

The minds and beings of innovators are not formed by adult-directed activities (such as teacher-led group art projects or worksheets), nor are they formed by child-led free play without guidance with the standard toys and art materials found in most preschools. To help children reach their potential, only authentic Montessori provides young children with the freedom to explore in a purposefully designed environment under the guidance of caring, highly educated guides and assistants.

THE MONTESSORI METHOD. The Montessori approach to education was developed more than a century ago by Maria Montessori. Montessori was an Italian doctor and educational visionary who took on the task of teaching some of her community's poorest and seemingly least able children. Drawing from emerging insights in learning theory and developmental psychology, Montessori created a method that was so successful that her students greatly surpassed more privileged students in traditional early education programs in every respect: self-control, manners, and sociability as well as academic learning. Of note, project-based learning and social-emotional learning are two educational trends gaining widespread attention today, but they have always been part of the Montessori approach.

PROGRAM BENEFITS. Authentic Montessori is distinguished by several characteristics which drive strong learning outcomes.

Features	Benefits
• Mixed-age, family-like communities	• Trusting, long-term relationships among parents, guides, assistants, and children • Children are optimally challenged no matter where they fall on the ability scale • Children benefit from peer learning and peer mentoring
• Uninterrupted work time	• Freedom and responsibility encourage the development of critical executive function skills • Autonomy fosters high performance and satisfaction, rooted in the deeply human need to self-direct • Children develop independence, deep focus, and concentration
• Scientifically designed learning materials	• Montessori learning materials allow guides to "follow the child" and deliver a structured, sequential, challenging

- curriculum that spans math, science, language, and writing
- Short lessons given at just the right moment leverage children's readiness to develop new skills
- Unlimited time to practice helps children achieve mastery
- Montessori guides must successfully complete an intensive, year-long Montessori education program from a training center recognized by Montessori Accreditation Council for Teacher Education (MACTE).
- Highly trained guides ("guide" is the Montessori term for "teacher")

ABOUT HALA KAHIKI

Hala Kahiki's mission is to develop children to become active-minded, independent, life-long learners who are conscious stewards of their community and environment.

Hala Kahiki is a collaboration between Pūlama Lāna'i and Xplor Education to form an innovative Montessori community for the children of Lāna'i.

Hala Kahiki is owned by Pūlama Lāna'i and operated by Xplor Education under a management services agreement. Hala Kahiki staff is employed by Xplor Education. Enrollment at Hala Kahiki is open to all children of Lāna'i who meet age eligibility requirements.

We offer two Montessori programs allowing children the freedom to experience the joy of learning while developing self-mastery in a carefully prepared environment. Each child's efforts and interests are encouraged and appreciated so that physical, intellectual, creative, and social growth flourishes.

TODDLER BEGINNING AT ABOUT 18 MONTHS. Toddlerhood is a time of astonishing growth. In the short span of a year or so, children experience an explosion of language, along with dramatic advancement in fine- and gross-motor control, problem-solving ability, independence, social interaction, and toilet learning. The Toddler Community offers an environment keyed to nurturing these skills.

In Hala Kahiki's Toddler environment (which accommodates up to 8 children), we build upon toddlers' eagerness to learn to take care of themselves and become independent. They set their own table, serve themselves, and use utensils. What's more, we encourage them to absorb language from their environment. Toddlers become happier as they learn the words to express their needs constructively.

At about 3 years of age, a child may begin the transition to the Primary preschool and kindergarten program.

PRIMARY BEGINNING AT ABOUT 3 YEARS. During the preschool and kindergarten years, children become intrepid explorers of their environment in their quest to learn everything they can about the world. Children engage in an enormous variety of activities designed to help them continue their social, emotional, physical, and cognitive growth.

In Hala Kahiki's Primary environment (which accommodates up to 20 children), young children direct their own activities, building confidence and social skills. The oldest children are leaders, mentors, role models, and helpers for the younger children, and the younger children look up to and learn from their older peers.

At the conclusion of the three-year Primary program and before children reach 7 years of age, they are well prepared for first grade and transition to elementary school.

ABOUT XPLORE EDUCATION

Xplor Education was founded in 2018 to partner with America's most innovative companies to provide distinctive Montessori early childhood education that leads to more capable individuals, happier families, healthier organizations, and stronger communities.

SCHOOL HOURS AND SCHEDULES

CALENDAR. The school calendar is available on Brightwheel as well as Hala Kahiki's website. Hala Kahiki offers year-round programming and follows the official school calendar for the state of Hawaii Department of Education for fall, winter, and spring breaks; observed holidays may vary.

HOURS. On regular days of operation, we open at 7:30am and close at 4:30pm. Children should be at school by 8:00am; please check with your child's guide to see if a later arrival time is available.

DROP-OFF, PICK-UP, AND THE SCHOOL DAY

THE IMPORTANCE OF ON-TIME ARRIVAL. One of the hallmarks of an authentic Montessori environment is the morning work period. Maria Montessori observed that this uninterrupted work period encourages a child to choose more challenging work and develop the ability to concentrate. For these reasons, we strive to limit distractions that may disrupt the work period including late arrivals to class. Late arrivals attract the attention of other children, distracting them from their work and causing them to lose focus. Tardiness is also a problem for the child who arrives late. He or she may feel left out and will miss out on the morning greeting and routine. The child who arrives late often takes longer to settle into meaningful work.

For these reasons, on-time arrival is strongly encouraged.

MORNING DROP-OFF. To ensure that drop-off goes as smoothly as possible for everyone, please follow the queuing protocol when you approach the school in the morning between 7:30am and 8:00am. For drop-off to work effectively, it requires everyone's commitment to a short and sweet morning routine. From the time you exit your vehicle with your child until the time you return to your vehicle, the process should ideally take about 3 minutes. To support this timeframe:

- Have everything your child needs for the day prepared in advance and ready to go.
- Please refrain from having non-essential conversations with other parents.
- If you need to communicate a message to your child's guide, please send a message via Brightwheel.
- If you are leaving a car seat or stroller, please leave it in the breezeway; we will gladly store it for you. (If your car seat or stroller is not labeled with your child's name, please let us know so we may label it for you.)
- Once you have reached your child's classroom door, please give your child a quick hug and kiss goodbye, then signal to your child's guide so she may welcome him or her. Know that your child's guide is eager to see your child and will do her best to make the transition to the classroom a positive one.

SIGNING IN AND SIGNING OUT. Parents are required to sign their children in and out each day. When you arrive in the morning, please sign your child in on Brightwheel. When you arrive in the afternoon to pick up your child, please sign your child out on Brightwheel. In the event of

technology failure, you may be required to sign in or out using a manual process. Additionally, if you fail to sign your child in or out, you give Hala Kahiki staff express permission to do so on your behalf.

ARRIVAL & DEPARTURE. Please encourage your child to walk on their own to the classroom and carrying their own backpack. Also, please help us maintain a safe environment by reminding your children not to run during drop-off/pick-up (and correcting them if they do).

When you arrive at the classroom door for drop-off and pick-up, please signal and wait patiently for a staff member to greet you.

EARLY PICK-UP. Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc., take place immediately before or after lunchtime or after 3:00pm. Like late arrivals, early departures disrupt the routine of the classroom; each child's daily presence helps keep the community running smoothly. Provided such instances are infrequent, your child is welcome to return to school following an appointment which takes him or her out of school.

LATE PICK-UP. Please remember that we arrange staff supervision based on your child's pre-arranged schedule. All children must be picked up by 4:30pm. Parents are allowed one late pick-up per school year without penalty; otherwise, parents will be charged \$20 per family per full or partial 15" increment for every pick-up that takes place after 4:30pm in a single school year. There are no exceptions to this policy.

Examples:

- 4:30pm pick-up: No charge
- 4:31pm pick-up: \$20 charge
- 4:46pm pick-up: \$40 charge

As this charge is per family, families with more than one child enrolled will not incur an additional charge for subsequent children.

AUTHORIZED PERSONS FOR PICK-UP. We require your written authorization for your child to be picked up by someone other than his or her parents or legal guardians. To authorize someone else to pick up your child from school, please add that person to your child's Brightwheel profile.

Adults whom you authorize to pick up your child must be prepared to show identification. Children will not be released to any person under the age of 18 or to individuals who are unable to provide valid photo identification.

GATE CODES. Ensuring the safety of the Hala Kahiki community is a shared responsibility and requires everyone's diligence. To this end, please do not share the gate code with any unauthorized person.

SEPARATION ANXIETY. Beginning school is an important milestone in your child's life, and separation anxiety is a natural reaction to a child's first weeks in the classroom. Be prepared for this. Positive parental feedback is key to helping your child adjust to school. We recommend that you smooth the transition into school for your child by making drop-off quick and cheerful, and that you refrain from lingering on campus until your child has fully overcome his or her separation anxiety. We recommend smiles, a loving hug, a kiss goodbye, and encouragement to join the classroom. Positive, matter-of-fact farewells will reassure your child that school is a safe, loving environment and that you are confident in the process.

Sometimes, it can take a child a few weeks or even a few months to get comfortable leaving his or her parents to go to school. During this transition, your child may cry when you drop him or her off at school. Even though this can be a difficult experience, remember that this is

normal and not typically a cause for concern. Your child will develop trust in their additional caregivers and, within a short time, will associate school with a very positive experience.

ABSENCES. If your child will be absent from school, please use the Brightwheel app to send a message to your child's guide informing them that your child will be out.

TOILET INDEPENDENCE. Achieving toilet independence is one of the most significant milestones of early childhood and provides children with an important sense of accomplishment when the process is handled sensitively and respectfully.

At Hala Kahiki, the journey to toilet independence begins when children start in the Toddler program where we help children develop body awareness. This foundation lays the groundwork for development to continue where, in partnership with parents, we work patiently with children to use the toilet successfully and experience the comfort of wearing underwear instead of diapers. Our mixed-age classrooms facilitate the toilet learning process since younger children have many opportunities to observe their older peers using the toilet, inspiring them to follow the examples set by their more experienced peers.

To ensure that all toddlers are ready to move-up to the Primary program when they are developmentally ready (at about 3 years), toddlers should begin the toilet learning experience at school and at home by the time they reach 2 years, 6 months of age. Children must be toilet-independent by the time they transition to the Primary program.

NAPPERS. For safety reasons, all children who nap must keep their shoes on while napping. This is a precaution in the event of an emergency involving broken glass or other hazards when children might not have time to put their shoes on.

WHAT TO BRING TO SCHOOL. Children should wear casual, comfortable clothes to school. We recommend that all children wear hats outdoors for sun protection. Children are expected to be clean and dressed in a manner that allows for freedom of movement, active play, and independence. Children should come to school with shoes that they can put on and take off independently.

Each child needs to bring an extra set of clothing, including shoes, to school for storage in case he or she needs to change his or her clothes. These should be sent to school in a plastic bag with the child's first and last name clearly marked on it. Please replace this extra set of clothes as they are used.

Children who are not toilet-independent need a supply of diapers, wipes, etc., from home in addition to the extra set of clothing. Cloth diapers are supported. "Pull-up" diapers are not permitted since they may prolong a child's dependency on diapers and hamper the toilet-learning process. Children who are in the toilet-learning process will always need multiple sets of weather-appropriate clothing at school. This includes underwear or toilet-learning pants, shirts, bottoms, and socks. The child should also have an extra pair of indoor shoes as well during this time.

Children in the Primary program must be toilet independent. This means that they do not come to school in diapers and do not use diapers at nap time. They need to be able to use the toilet with little or no help required for undressing, wiping, and dressing again.

All clothing, including individual socks and underwear, should be labeled with the child's first and last name. While staff will make their best effort to inform you when an item of clothing needs to be replenished, it is your primary responsibility to periodically check to make sure your child has a full set of weather-appropriate clothing in the correct size.

Upon withdrawal, all personal belongings labeled with the child's name will be made available for pickup by the parents or guardians. We are not responsible for personal belongings that are not properly identified.

SHARING SPECIAL THINGS AT SCHOOL (PRIMARY ONLY). Children in the Primary program love sharing special things with their classmates. Children are therefore encouraged to bring in items of special interest such as shells, rocks, living creatures, items collected on a trip, special books, etc., on a set day each week. Please make sure the item is clearly labeled with the child's full name. The school is not responsible for any lost or damaged items.

WHAT TO LEAVE AT HOME. Money, candy, gum, toys, stuffed animals, jewelry, electronic devices for entertainment purposes, and other personal belongings are distracting at school. What's more, loss or damage to these items can cause distress. Therefore, these items are to be left at home.

NUTRITION

SHARING OF FOOD. Children are not permitted to share food from their personal lunches at school.

ALLERGY POLICY. Hala Kahiki is a nut-free school. Please do not send nut products, including peanut butter, to school. Please check the labels of any food you send with your child, particularly granola bars. As young children are less able to manage their own allergies, this policy helps protect children with known allergies and is in place as a precaution due to the prevalence of unidentified anaphylactic allergies to nuts and the open, shared nature of the Montessori classroom environments. If another child in your child's class has a severe allergy to another allergen besides nuts, other restrictions may apply in your child's class. Please see the anaphylactic allergy policy published in this handbook, and please keep these guidelines in mind if you choose to bring a healthy birthday snack to share with your child's classroom. If you do bring in a snack to share, you must provide all ingredients with item.

BREAKFAST. Breakfast is not provided by the school. Children should either eat breakfast before arriving to school or bring their breakfast to school already prepared to be eaten before 8:00am.

LUNCH. Children must bring a reusable water bottle and healthy lunch, both clearly marked with your child's name. We do not provide juice or milk. Standard child-size lunch boxes are preferred to limit the need for storage space in the classroom.

All children must be able to feed themselves.

In the classroom, we will introduce the basics of good nutrition, manners, and caring for the environment. We will not require your child to eat his or her entire lunch; however, we will encourage him or her to eat as much of it as possible (ideally, protein items first). Any food not consumed will be sent home, whenever possible, so you will know how much your child ate.

Candy, chips, cake, cookies, doughnuts, Twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed at school. We will send these items home.

We are unable to heat or refrigerate children's lunches. However, upon request, we can accommodate an occasional need.

DAILY SNACKS. Morning and afternoon snacks are provided by the school and included in the cost of tuition. Snacks include a grain item plus a vegetable or fruit.

ZERO-WASTE ASPIRATION. In alignment with Montessori philosophy, we are committed to leaving a positive ecological footprint and empowering our children to do so as well by nurturing their respect for, understanding of, and sense of responsibility to the environment.

You can help us achieve this goal by packing zero-waste lunches for your child. Providing water in reusable bottles, lunches in reusable, easy-to-open containers, and packing everything in a reusable lunch box or lunch bag will go a long way toward reducing waste.

Consistent with this aspiration, we ask that families not bring goodie bags or other disposable party favors to school to celebrate birthdays or holidays. Instead, we encourage you to honor your child's birthday or holidays by donating a favorite book to the classroom. This meaningful gift becomes part of the classroom library and can be enjoyed by all the children for years to come.

As we are also committed to the ideal of strong school-parent partnerships, we gladly support parents as they develop new routines. We appreciate that it may take you time to fully embrace this aspiration and respect your family's individual needs and beliefs.

FORGOTTEN AND LATE DELIVERY OF LUNCHES. If your child arrives at school without his or her lunch, we will phone you to request that you drop off an appropriate lunch for your child within 30 minutes. In the event you are unable to provide a lunch, the school will provide a simple lunch comprised of snacks on hand (such as fruit and crackers).

Ideally, lunches are brought to the school with your child in the morning. If, on occasion, you need to bring your child's lunch later in the morning, please leave the lunch outside your child's classroom door so that you do not disrupt the classroom.

SPECIAL SNACKS. To celebrate your child's birthday, you may send a special snack for the class. Candy, chips, cake, cookies, doughnuts, Twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed at school. Please coordinate with your child's guide in advance to be sure that the day you wish to send the snack will work with the class, as well as determine whether there are any children with severe allergies present. Please choose healthy treats such as cut fruit or berries with yogurt and muffins. Please keep store bought snacks in their original packaging so the staff can access the list of ingredients. Homemade snacks must be labeled with all ingredients used to make them (to ensure that children with food allergies do not consume the item if there is any potential risk of an allergic reaction). If your child has an allergy or other dietary restriction, please send non-perishable alternative treats for your child to store in the classroom for special occasions.

BIRTHDAYS. Children gradually become more aware of the meaning of their birthday as they grow up. We invite parents to join in a special celebration for their child's birthday. This might include selecting a few pictures of your child from birth to the present day to share. For Primary children only, parents are invited to engage in a "walk around the sun" celebration for each year of your child's life. If you wish to record the celebration on video, we ask that you be as unobtrusive as possible. Please coordinate with your child's guide in advance to find a mutually convenient time for this special activity.

PARTIES AND INVITATIONS. Please remember that children are sensitive to social issues, and that strong social cohesiveness is a vital part of the school. When organizing birthday parties or other special events and planning to invite many students in the class, we suggest that you invite the entire class. When a child is excluded from his or her peer group, the impact can be severe.

To request contact information of parents in other classrooms, please the administrative team. Since all parents may elect to make their contact information private, some parents' contact information may not be available.

COMMUNICATION

Children thrive when there is solid communication between home and school. We value this sense of partnership, and our open-door policy and frequent parent-guide interactions help to create a strong environment to support your child.

QUESTIONS OR CONCERNS. If you have any questions about your child's progress, or if you would like to discuss anything that is happening at school or at home, please contact your child's guide through Brightwheel or email. Messages and emails will be returned by the next school day. You are also welcome to schedule a meeting with your guide; meeting hours are between 3:00pm and 4:00pm.

OPEN DOOR POLICY AND PARENT OBSERVATIONS. We maintain an open-door policy for parents; parents are always welcome at school. To arrange a classroom observation, please reach out to your child's guide. Please also keep in mind that, for your child's first six weeks of attendance, it is important for guides to establish routines and for the children to settle in. For this reason, we typically do not schedule observations until after the sixth week of attendance.

COMMUNICATIONS ABOUT YOUR CHILD'S DEVELOPMENT. Children's progress is documented through photographs, notes, and sample work.

In the fall and spring, you will meet with your child's guide to discuss your child's recent progress as well as to set mutual near-term goals. Should questions or concerns arise at other times of the year, please feel free to schedule additional meetings with your child's guide.

On a daily basis, guides utilize Brightwheel to share information about your child's day:

- **TODDLER:** Information about snacks, lunch, nap, diapering/toileting, and other pertinent information about your child's health or well-being (provided as notes)
- **PRIMARY:** Information about naps and other pertinent information about your child's health or well-being (provided as notes)

Occasionally, guides may share photos and videos taken to document your child's progress to provide you with a glimpse into their day. Please keep in mind that guides' priority is to be present with children and to attend to their health, safety, and development; therefore, the sharing of photos and videos is infrequent.

COMMUNICATION AT DROP-OFF. It is important that guides are able to focus on helping students transition in and out of the classroom during drop-off and pick-up and thus are not available for extended conversations. For short messages, such as reporting a difficult night sleeping, you are welcome to leave a message in Brightwheel when you sign your child in. Should your message require a longer conversation, or if you prefer for the matter to remain private, contact your child's guide to set up a time for a phone conversation.

SPECIAL CIRCUMSTANCES. If a situation arises in your family that places your child under stress, please advise the school at once. When guides and assistants are aware of family illness, the birth of a sibling, a move, divorce, bereavement, or other special circumstances, they will be especially sensitive to your child at school and can provide extra support as may be necessary.

CHANGE OF CONTACT INFORMATION. Parents should promptly update any changes in address, email address, telephone number, parents' marital status, and any changes to emergency contact information directly in Brightwheel. It is necessary that we maintain accurate school records at all times. Unfortunately, the school shall not be held responsible if you fail to update your personal information.

EMERGENCY COMMUNICATIONS. In the event of an emergency at school, we will keep you apprised via Brightwheel.

LANGUAGE OF REVERENCE

CHILDREN. The Montessori "Language of Reverence" reflects a way of speaking and interacting with children that conveys respect, admiration, and trust in their innate abilities. Rooted in Dr. Maria Montessori's philosophy, this approach honors children's dignity and individuality, treating them with the same respect extended to adults.

In a Montessori setting, the "Language of Reverence" manifests through:

- **Respectful Communication.** Montessori educators address children with the respect and courtesy used with adults, avoiding baby talk, maintaining a calm tone, and using polite language. This mindful phrasing helps children feel valued and understood.
- **Intentional Language Choices.** Words are chosen to inspire curiosity, confidence, and independence. For instance, rather than saying, "Good job," a teacher might say, "I see you concentrated so hard on that," emphasizing effort and fostering intrinsic motivation.
- **Affirming Inner Capabilities.** Montessori adults speak in a way that trusts children's ability to learn and grow, offering guidance rather than commands: "Would you like to join me in folding the laundry?" This approach helps children view themselves as competent and capable, building self-esteem.
- **Nurturing Empathy and Awareness.** Reverent language includes modeling compassion and empathy. Educators reflect children's feelings, saying, "You're helping your friend feel better," or "It looks like you're proud of your work," fostering emotional awareness and empathy.
- **Encouraging Autonomy and Self-Respect.** Language that invites self-trust promotes independence. Instead of giving orders, an adult might say, "When you're ready, you can begin," empowering children to take ownership and develop self-discipline.

Ultimately, the Montessori "Language of Reverence" creates a respectful, compassionate environment where children feel valued and supported in their intellectual, emotional, and social growth, fostering caring and confident individuals.

SCHOOL COMMUNITY. To foster a supportive educational partnership, we strive to embed the language of reverence in all aspects of our school community. We ask families to communicate respectfully about other children, families, or staff, avoiding gossip or speculation. At Hala Kahiki, we value honest communication that involves speaking directly to individuals rather than about them. In our small community, we encourage families to interact with respect, compassion, empathy, and mutual support.

DISCIPLINE

ENCOURAGING SELF-DISCIPLINE. We use positive discipline which focuses on increasing a child's sense of responsibility and building self-regulation. When a child is meaningfully engaged, he or she gravitates toward self-discipline and showing respect for others. Therefore, when minor issues arise, our first step is to re-evaluate a child's interest in his or her work to ensure that the child is motivated and appropriately challenged.

Your child's guide strives to cultivate a classroom environment in which children are expected to treat themselves, their peers, and the adults around them with courtesy and respect. During the school day, your child's guide and assistants will model and discuss appropriate behavior as necessary. There are many opportunities to practice good manners, from learning to walk around another child's workspace to using a quiet voice in the classroom to waiting for one's

turn to work on an individual activity to waiting patiently for a guide's or assistant's attention.

These habits are instilled through grace and courtesy lessons which is a fundamental part of the Montessori curriculum. We set behavioral expectations from the outset with classroom instruction, role modeling, and group time discussions. Whenever possible, we use positive language to support a child to know what to do, rather than what not to do (e.g., "When you are able to keep your hands in your own space, you will be able to sit next to your friend in the group."). Our goal is to create an environment where it is easy and natural for children to behave with self-respect and self-discipline.

If a conflict arises, and a gentle reminder is not sufficient, the guide will intervene - respectfully but firmly - to stop inappropriate behavior. Each conflict is handled individually and based on the specific circumstances. We draw your child's attention to the natural consequences of inappropriate behavior (e.g., another child's sad expression or a damaged piece of material) rather than assigning penalties that are detached from the particular behavior. The guide's response is to do what is necessary to resolve the issue and help the child shift the behavior rather than punish the child. For instance, if a child is being rough with a classroom activity, the activity may be set aside for the day. The guide may give the child another lesson with the material the next day, emphasizing how to treat it gently. An appropriate response would not be, for example, to have the child sit inside during outdoor time since this would not resolve the issue nor help the child to practice appropriate behavior.

In the case of ongoing behavioral issues, the Head of School may request a meeting with the parents and the child's guide and work cooperatively to develop an action plan that addresses the issue.

The majority of disciplinary and behavioral issues can be resolved as previously described. However, in extreme cases, if the school does not have the resources necessary to correct an ongoing issue; if sufficient cooperation cannot be assured from the parents; if the safety of the child or other children is put at risk; or if other circumstances exist, we may suggest outside resources to assist the parents to resolve the issue. Depending on the nature of the circumstances, we may also discontinue the child's enrollment.

SUSPENSION. In the event a child is repeatedly disruptive to the class or other students, suspension may be necessary. In an instance where a child poses a danger to himself or herself or others, parents will be notified to pick up their child from school immediately. Before the child is able to return to school, the guide, parents, and Head of School will meet to develop a plan that may include consultation or support from outside resources. Depending on the student's age and the specific situation, this planning may involve the student as well.

TERMINATION POLICY. Our overarching goal is to support all enrolled children. There may be instances where we are not equipped to address the range of behaviors or issues presented by a particular child. At any time, if we judge that a child may not be a good fit for the school (whether the issue is social, emotional or academic), the Head of School will request a conference with the parents and the classroom guide to discuss concerns. Should we be unable to reach a mutually agreeable solution, we reserve the right to discontinue the child's enrollment. Reasons may include, but are not limited to, verbal or physical aggression towards peers or adults; chronic lateness; failure to meet classroom standards; disruptive or disrespectful behavior; or other reasons.

We reserve the right, in our sole discretion, to discontinue the enrollment of any child for any reason and at any time, with or without notice. Similarly, we reserve the right, in our sole discretion, to discontinue the enrollment of any child at any time, with or without notice, whose parents fail to abide by the policies and procedures described in this handbook or behave inappropriately or disrespectfully to any member of the Hala Kahiki staff.

SUPPORTING YOUR CHILD AT HOME

PREPARING THE HOME ENVIRONMENT. All children benefit from consistent routines and an orderly environment that includes opportunities to explore simple objects and master the tasks of daily life. It is ideal for children to be given the time to work on new skills at home, as they do at school, without interruptions or distractions.

LEARNING ABOUT MONTESSORI. Children thrive best when they experience consistency between school and home. That's why we regularly provide you with information about Montessori which will help you understand what happens in your child's classroom and how you can support him or her at home. Many Montessori concepts apply at home, and your child's guide and administrative team are eager to help you incorporate as much Montessori into your parenting approaches as you find valuable.

EARLY INTERVENTION. Early intervention is essential in supporting children's physical, cognitive, and social-emotional development. To aid this, the Ages and Stages Questionnaire (ASQ) is administered twice yearly to assess developmental and social-emotional growth. Our Montessori Early Intervention lead will communicate any identified support needs or refer to outside agencies as needed. Hala Kahiki employs a three-tiered approach, beginning with classroom teachers and families. When necessary, referrals to IMUA or the Hawaii Department of Education are made. In line with FAPE guidelines, the Early Intervention lead will guide families through evaluations, potentially resulting in an Individualized Education Plan (IEP).

PARENT INVOLVEMENT

PARENT INVOLVEMENT. We offer opportunities throughout the year for parents to be involved in the school.

Activities include, but are not limited to:

- Observing classrooms
- Assisting with setting up for special events, such as book fair and seasonal celebrations
- Attending talks given by guides
- Volunteer opportunities

HEALTH

BUMPS, BRUISES, AND SCRAPES. Bumps, bruises, and scrapes are a normal and expected part of childhood as children learn new forms of movement and control over their bodies. For these reasons, it is not uncommon for children to experience minor injuries in the course of their school days. For instance, your child will run, jump, pick things up from the ground, climb on playground equipment, play with balls, etc. These forms of play are an important part of your child's development even though they include some inherent risk of injury. These types of injuries can also occur in the classroom environment. Depending on the severity of the injury, the school may notify you from time to time to advise you of anything potentially serious as well as the action taken by our staff. By enrolling your child at Hala Kahiki, you acknowledge your awareness of all these risks, other risks not described, and risks connected with attending school, and consent to them.

ACCIDENT PREVENTION. The health and safety of our children is our highest priority. We strive to prevent accidents by maintaining a clean, well-maintained environment; conducting regular safety inspections; providing age-appropriate equipment and materials; maintaining appropriate staff-to-child ratios; actively supervising children at all times; and training staff in emergency preparedness, first aid, and CPR. We also teach children safe practices through daily routines

and grace and courtesy lessons, helping them develop awareness of their surroundings and responsibility for their own safety and the safety of others. Despite these precautions, minor injuries are a normal part of childhood as children learn, explore, and develop new physical skills.

ILLNESSES – WHEN TO STAY HOME AND WHEN IT'S OK TO RETURN TO SCHOOL (WITH OR WITHOUT A DOCTOR'S NOTE). Hala Kahiki staff will conduct a daily health check to assess each child for signs of illness. To ensure that the health of other children is protected, and that additional infection does not develop in your child, we ask that you keep your child home whenever he or she exhibits one or more of the following symptoms.

- Temperature of 100.5 or higher*
- Rash of indeterminate origin
- Heavy nasal discharge that is yellow, green or thick
- Heavy nasal discharge that is clear and not documented that it is due to certain allergies and requires frequent wiping every 3 – 5 minutes
- Persistent cough
- Possible infection
- Sore throat
- Earache
- Vomiting*
- Diarrhea*
- Red or watery eyes

* When children are sent home for these reasons, your child must remain home with no fever, vomiting, or diarrhea without the aid of medication for at least 24 hours before returning to school. If sent home Monday – Thursday, this means that the child cannot return until the second school day after going home.

If any of these symptoms are present while your child is at school, you will be called to pick up your child within one hour. Please have a plan in place to assure that your child can be picked up promptly in the event you receive such a call. In accordance with local regulatory guidelines, to help prevent the spread of disease, your child will be removed from the classroom and kept comfortable while he or she is waiting to be picked up.

Upon picking up your child early, the school will notify you to acknowledge the symptoms observed as well as provide follow-up instructions as applicable (i.e., seek medical attention, provide doctor's note, notify the school immediately in case of a communicable illness diagnosis, etc.) along with specific guidance on when the child may return to school.

You must notify the school immediately if your child has a communicable disease. While protecting your child's confidentiality, we will inform the parents of your child's classmates about the presence of such diseases in order to control its spread. Children who have been absent from school with a communicable disease must submit a written note from his or her pediatrician in order to return to school.

If your child misses more than five consecutive days of school due to an infection or illness, you will be required to submit a note from your child's medical provider before he or she may return to school. This note should verify that a medical assessment was performed by a physician or another medical professional working under the supervision of a physician and should clearly state that the child's symptoms or illness do not pose a risk to the child or others.

The following list provides guidance about other contagious illnesses. Please check with the administrative team if you have any questions as to whether your child's condition or illness is considered to be communicable and must, therefore, be reported.

ILLNESS	PERIOD OF EXCLUSION FROM SCHOOL	INCUBATION PERIOD
Chicken Pox	7 days from onset of rash	Approximately 14 – 21 days
German Measles	7 days from onset of rash	Approximately 14 – 21 days
Mumps	9 days from onset of rash	Approximately 14 – 21 days
Impetigo	Until sores dry	Approximately 4 – 10 days
Hand, Foot, and Mouth	On doctor's recommendation	N/A
Scarlet Fever	On doctor's recommendation	N/A
Infectious Hepatitis	On doctor's recommendation	N/A
Mononucleosis	On doctor's recommendation	N/A
Conjunctivitis	On doctor's recommendation	N/A

REPORTING COMMUNICABLE DISEASE OUTBREAKS. Hala Kahiki complies with all applicable Hawaii Department of Health reporting requirements. The school will promptly notify the Department of Health, Disease Outbreak Control Division, when required, including but not limited to the following circumstances:

- Two or more cases of gastrointestinal illness occurring within a 24-hour period among children or staff who share a common exposure or are close contacts and do not reside in the same household.
- Student absenteeism due to gastrointestinal illness that doubles the normal absenteeism rate for the same period.
- An outbreak in which approximately 20% of a classroom or 10% of the school population exhibits COVID, influenza-like illness, or similar symptoms, or receives positive test results, as defined by applicable Department of Health Guidance.

EMERGENCY MEDICAL CARE. If we believe your child is in need of emergency medical care, we will contact 911. After contacting 911, we will alert the child's parents as soon as possible.

COVID. Children may return to school once their overall symptoms have improved and are fever-free for 24 hours without the aid of medication.

HEAD LICE. Consistent with current recommendations by the Centers for Disease Control and endorsed by the American Academy of Pediatrics, children diagnosed with live head lice will not be sent home early from school since no disease is associated with head lice and transmission in school settings is rare.

If head lice is suspected on your child, we will notify you and take precautions to prevent head-to-head contact with the affected child and other children. The affected child can go home at the end of the day and return to school after appropriate treatment has begun.

VACCINATION POLICY. Updated immunization records must be kept on file at all times in accordance with state requirements. All children must be up-to-date with their vaccinations at the time of initial enrollment and throughout the duration of their enrollment at Hala Kahiki.

Per Hawaii law, schools are not permitted to enroll students who are not vaccinated per the state's vaccination schedule unless the child has a medical or religious exemption. Medical exemptions must be obtained from your child's medical provider. For religious exemptions, please see the Head of School for documentation requirements.

NON-IMMUNIZED STUDENT POLICY. Should a non-vaccinated child present symptoms consistent with a communicable illness typically considered preventable by vaccination, the child's parents will be notified as soon as possible and will be required to pick up the child within one hour. We will also make every effort to inform all parents as soon as possible. If your child does not have immunizations to protect him or her, you will be required to pick up your child within one hour of notification and your child will need to remain home from school for the duration of the outbreak or exposure to any communicable disease for which they have not been immunized.

In the event we conclude that there is a risk to the community of exposure to a communicable disease, we will require a child who is not up-to-date on vaccinations for that disease to remain home from school for an extended period, even if he or she is not showing any signs of illness, based on recommendations from the Centers for Disease Control.

Families are responsible to pay the child's full tuition in the case of absences due to exemptions or incomplete vaccination, including cases in which we require a child to remain at home.

MEDICATION POLICY. Your child must be kept home for one full school day from the time of the first dose of an antibiotic. We discourage the administration of medication during school hours unless it is prescribed for rescue purposes or otherwise must be administered during the school pursuant to a physician's orders. Whenever possible, medications should be administered at home.

Medications will be administered at school only when necessary for a child to safely participate in the school day or in the event of a medical emergency. If your child requires medication to be administered at school, parents must provide written authorization and a medication administration plan completed by the child's medical provider.

In the event your child needs a medication administered at school, please adhere to the following guidelines:

- All medications, whether prescription or over-the-counter, must be checked in with your child's guide and accompanied by a medication administration plan signed by your child's medical provider. The medication must be clearly labeled with the child's first and last name.
- All medications must be brought to school in the original packaging. Prescription medications must bear the pharmacy label showing the child's full name, dosage instructions, prescribing physician's name, and pharmacy information.
- Expired medications will be returned to the parent at drop-off or pick-up. It is the parent's responsibility to provide replacement medication before the current medication expires.
- Parents must not send medications, vitamins, or topical products (including lip balm) in your child's lunch, backpack, or pockets.

If rescue medication is administered to your child at school, we will contact parents immediately. If neither parent is able to pick up the child promptly, we will contact 911 so that emergency medical personnel can evaluate your child and determine whether additional treatment or transportation is necessary.

SUN PROTECTION. We strongly encourage all parents to provide sunscreen and wide-brimmed hats. We expect that children arrive to school with sunscreen already applied and we will apply sunscreen before outdoor play time in the afternoon. We are unable to apply sunscreen to children unless it is provided from home and we have written authorization.

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT. The safety and well-being of every child is of paramount importance. Under Hawaii law, teachers, child care providers, and other designated school personnel are mandated reporters. Staff members receive training to recognize the signs of suspected child abuse or neglect and are required to report suspected abuse or neglect to the appropriate authorities whenever required by law. Reports are made in good faith for the protection of children and in accordance with applicable state reporting requirements.

ANAPHYLACTIC ALLERGY POLICY

We accommodate students with anaphylactic allergies to the extent reasonably possible given the nature of the allergy, the nature of our program, and our expertise. We work cooperatively with parents, whom we require to play an active role in keeping us informed about the child's needs and the most effective strategies for managing allergies. It is your responsibility to inform us if your child has an anaphylactic allergy and to instruct us on the appropriate actions to take to protect your child. If your child has an anaphylactic allergy, we will work with you to develop a plan that will protect the safety of your child. Generally speaking, we maintain the following policies related to anaphylactic allergies:

- **FOOD SERVED AT SPECIAL EVENTS AND OTHER FOOD.** From time to time, there are special events such as birthdays, holiday potlucks, school trips, etc., when food is provided by parents or third parties. In these cases, we do not guarantee that food served is free of allergens. We recommend that a parent be present at the event to supervise his or her child or send appropriate food for the child.
- **CHILDREN'S LUNCHES.** We are not responsible for the contents of children's lunches (those provided in the hot lunch program nor those provided from home) or for any food provided by parents, third-party vendors, or any other outside party.
- **REQUEST OF PARENTS AND FAMILIES.** It is possible that you may be asked to avoid certain allergens that are dangerous to a student enrolled in our program. If so, please do not bring any products containing these allergens to your child's class or allow your child to bring them to his or her class. Please note, due to the prevalence of peanut and tree nut allergies, we request that parents not send any items containing peanuts or tree nuts with their children to school to prevent potentially life-threatening allergic reactions. Products containing peanuts or tree nuts will be sent home.
- **MEDICATIONS AND EPINEPHRINE.** In keeping with our normal policy regarding medications, we will only administer medications if we have a copy of the prescription on file as well as a completed and signed Nutrition and Food Allergy Information form. Parents must supply the school with epinephrine and/or antihistamine for their children if there is any chance it might be necessary. It is the parent's responsibility to check that these medications are not expired. Parents must provide a medication administration plan completed by your child's medical provider which provides written permission and instructions for how and when Hala Kahiki staff should use the antihistamine or epinephrine injector.
- **PREVENTION, TREATMENT, AND EMERGENCY RESPONSE PLANS.** Many allergy doctors provide or consult on treatment and emergency response plans for children with allergies. We encourage parents to ask their child's medical provider whether he or she will provide or consult on such a plan for their child, individualized for response in a school setting. We will post these plans conspicuously inside the classroom to facilitate the fastest possible response to any emergency. In addition to treatment and emergency response, we also work with parents and doctors on an individual basis to develop prevention plans tailored to the individual child and classroom.

EMERGENCY PREPAREDNESS AND RESPONSE

EMERGENCY PREPAREDNESS. The possibility of natural disasters is ever present. We take the following precautions and approach in the event of a major earthquake or other disaster:

- We are prepared to house and care for enrolled children for up to two days following a major disaster. The school is equipped with first aid, drinking water, food, and other emergency supplies.
- We hold regular drills so that children and staff know how to respond in case of a major disaster. We follow American Red Cross recommendations for disaster response.
- School staff who open in the mornings and close in the evenings, as well as all key personnel, are trained in CPR and first aid.
- Emergency contact information is maintained for each student and must be kept up to date. Please update Brightwheel immediately whenever there are any changes to your emergency contact information.
- Guides and assistants are trained to provide for students emotionally and physically in the event of a major disaster. Their goals are to ensure children's safety and keep them calm and constructively occupied.

SCHOOL LOCKDOWN. A school lockdown is a protective action designed to safeguard children, staff, and school visitors when there is a potential threat on or near school property. Such a threat may include, for example, a hazardous chemical leak or spill; a weather-related emergency, or suspected criminal activity in the area.

School staff are trained to successfully implement a school lockdown. Additionally, lockdowns are practiced regularly with children. During lockdown, all exterior and interior doors are locked to prevent unauthorized entry and to safeguard children. When a lockdown is called, no one is allowed to enter or exit the building until the "all clear" is given by the Head of School. In order to effectively secure all school entrances and minimize activity going into and out of the building, this restriction applies to parents regardless of circumstances.

In the event of an actual school lockdown, as soon as possible and practical, the Head of School will send a Brightwheel alert via text message to inform parents of the situation and provide any available information. In addition to periodic updates whenever possible and practical, we will send parents a final "all clear" notification once the school lockdown has concluded. If you receive a school lockdown notification, please remain calm. Because the safety of our students is always our highest priority, it is likely that the school lockdown was called out of an abundance of caution. We will let you know as soon as the potential of any threat has passed.

HURRICANE PROTOCOLS. When hurricane watches and warnings are issued, we will monitor the storm's progress closely as well as instructions from civil defense.

A hurricane watch means the threat of hurricane conditions exist for designated islands within 36 hours. A hurricane warning means that hurricane conditions are expected to occur within 24 hours. When a hurricane warning is issued, Hala Kahiki will close for the duration of the warning; parents should not bring their children to school. If school is in session when a warning is issued, we will require that you pick up your child as soon as possible while taking necessary safety precautions until everyone is picked up.

EMERGENCY DISASTER PLAN.

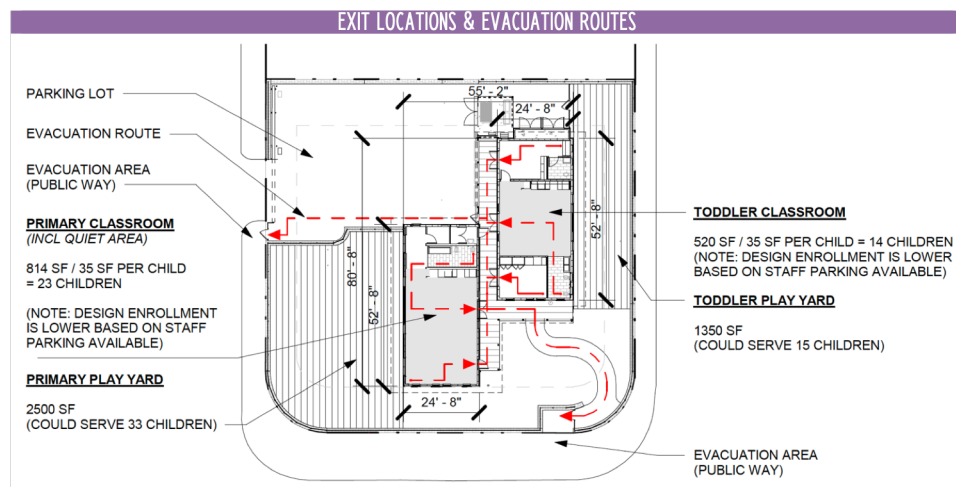
EMERGENCY DISASTER PLAN

July 15, 2026

ASSIGNMENTS DURING AN EMERGENCY		
STAFF MEMBER	TITLE	ASSIGNMENT
Susan Book	Head of School	Direct Evacuation & Person Count
Erica Dugay	Montessori Guide	Secondary Person Count
Carmen Aragon Giron	Assistant Guide	Handle First Aid
Kimora Agliam	Aide	Handle First Aid
Indiya Del Rosario	Assistant Guide	Telephone Emergency Numbers
Nickolas Pascua	Aide	General Assistance

EMERGENCY NAMES & TELEPHONE NUMBERS	
Any Life-threatening Emergency	911
Police (Non-emergency)	(808) 565-6428 or (808) 244-6400
Fire (Non-emergency)	(808) 565-8390
Lāna'i Community Health Center	(808) 565-6919
Lāna'i Community Health Center (After Hours)	(808) 563-9630
Child Welfare Services	(888) 380-3088
Poison Control	(800) 222-1222
Pūlama Lāna'i Facilities	James Kaneshiro (808) 223-4913
Pūlama Lāna'i Emergency Incident Command	Doug Stephenson (808) 559-2226

UTILITY SHUT-OFF
Outside behind teacher workroom



TEMPORARY RELOCATION SITE
Dole Park
At War Memorial



ENROLLMENT

ELIGIBILITY. Enrollment is available to all age-eligible children of Lāna'i.

APPLICATION PROCESS. Prospective parents should apply online at <https://halakahiki.xplor.education>. Parents are encouraged to contact the Head of School to arrange a school tour at halakahiki@xplor.education. During the tour, we will seek to understand your needs, share all that Hala Kahiki has to offer, answer your questions, and discuss enrollment timing.

Applications are reviewed in the order they are received. Enrollment priority is given to siblings of children already enrolled.

ENROLLMENT OFFERS. If space is available, we will follow up with an enrollment offer along with all required enrollment forms. Once you return the completed enrollment forms and submit your tuition deposit (payable by electronic funds transfer) by the deadline (typically 14 days), we will confirm your child's first day of school and partner with you to begin the matriculation process.

If space is not immediately available, you will be invited to join the wait pool.

WAIT POOL. Wait pool priority is determined by the time stamp on the first application submitted by a family. Therefore, if you submit applications for, say, two children, your position on the general wait pool will be anchored by the first application. If you are already on wait pool, this holds true even if you submit a second application months later (due to a subsequent birth of a child, for example).

When a spot opens up in one of our programs, we will review the wait pool and provide an enrollment offer along with all required enrollment forms to the family of an age-eligible child with the highest enrollment priority. Once you return the completed forms and submit your tuition deposit (payable by electronic funds transfer) by the deadline (typically 14 days), we will confirm your child's first day of school and partner with you to begin the matriculation process.

LEAVING THE WAIT POOL. Once a wait-pooled family's children for whom they have applied for admission have all been enrolled, or once a wait-pooled family removes themselves from the wait pool before the children for whom they have applied for admission have all been enrolled, the family is no longer on the wait pool. If a wait-pooled family declines an enrollment offer but wishes to remain on the wait pool, the family will be reassigned to the bottom of the wait pool.

ANNUAL RE-ENROLLMENT To ensure we have the most up-to-date information, we will provide you with a new set of enrollment forms each spring through a process called re-enrollment. We will provide sufficient time to complete and submit the forms. If you fail to return the forms, your child's enrollment at Hala Kahiki will end and his or her spot will be given to another child.

FINANCIAL AND WITHDRAWAL POLICIES

TUITION. Each year, you will complete a new enrollment agreement which will list the monthly tuition for the school year. Monthly tuition is subject to annual price increases and will be communicated in advance of the next school year. Monthly tuition is subject to 4% general excise tax (GET).

Tuition invoices are posted in Brightwheel each month and are due shortly thereafter. Tuition must be electronically transferred via ACH or credit card. Parents are also responsible for paying a monthly transaction fee. (Refer to the enrollment agreement for current fee amounts.)

Cash and checks are not accepted for monthly tuition payments. If any payment (tuition or otherwise) is returned by the bank for any reason, you may be responsible for paying a \$50 returned-item fee. Tuition is not refundable unless a billing error has been made.

Since the school engages staff, purchases supplies and equipment, and plans its operational budget on the assumption that children are enrolled continuously, there is no reduction in fees for absences or vacations.

TUITION DEPOSIT. Families who enrolled child(ren) before August 1, 2025, paid a \$100 tuition deposit to secure their child(ren)'s spot(s).

The tuition deposit shall remain on account at all times while the child is enrolled and will be applied toward the final month's tuition when the child is withdrawn. The tuition deposit is refundable when at least 30 days' notice is provided prior to withdrawal; the tuition deposit is non-refundable with less than 30 days' written notice to withdraw. Parents are responsible for settling their account in full by their child's last day of enrollment. In the event the tuition deposit is greater than the final charges, a refund check will be mailed to the address we have on file within 30 calendar days.

We ask that parents provide as much notice as possible so we may partner with you to ensure a smooth transition and plan accordingly.

REGISTRATION FEE. Families who enroll child(ren) after August 1, 2025, pay a one-time \$100 registration fee to secure their child(ren)'s spot(s). The registration fee is non-refundable.

LATE PAYMENTS AND FEES. If payment is returned by the bank for any reason, causing your tuition payment to be late, you will be required to remit monthly tuition via cashier's check or money order by the 7th day of the month. If your tuition payment is consistently late (defined as more than two times within a single school year), your child's enrollment may be discontinued.

If replacement payment is received after the 7th day of the month, you are responsible for paying a \$100 late fee. If replacement payment is not made by the 10th of the month, your child will be withdrawn as of the 20th of the month (or the next school day if the 20th falls on a non-school day) and will no longer be eligible to attend the school as of that date. Your tuition deposit will be applied to that month's tuition, the returned-item fee, and the late fee; in the event the tuition deposit is greater than the final charges, a refund check will be mailed to the address we have on file within 15 calendar days.

ABSENCES, ILLNESSES, AND VACATIONS. Your child's enrollment in the program sets aside space for your child and is unrelated to your child's actual attendance. There is no reduction in fees for absences, illnesses, or vacations. Monthly tuition is due regardless of absences, planned or otherwise.

SIBLING DISCOUNT. When two or more siblings are enrolled concurrently, the monthly tuition for both siblings is reduced by 10%.

When Enrollment Begins Part Way Through the Month. New families may begin on any school day in their start month. For children who enroll after the first school day of the month, the first monthly tuition payment is prorated. Prorated tuition is calculated by dividing the monthly tuition by the number of school days in the month to determine the daily rate. The daily rate is then multiplied by the number of days your child is eligible to attend beginning with his or her first day of attendance.

SUBSIDIES. Families should apply for state subsidies for which they are eligible within one month of their child's start date or during the Preschool Open Doors enrollment period. Upon receiving the award letter, families must promptly inform the school of the subsidy amount to ensure

smooth billing. When a sibling enrolls, families should notify the subsidy provider of any tuition adjustment due to the sibling discount. All subsidies are payable to the school and will be applied directly to monthly billing; no direct refunds are issued to families.

WITHDRAWAL. If you choose to withdraw your child for any reason, you must do so in writing. We ask that you provide as much notice as possible so we may partner with you to ensure a smooth transition and plan accordingly. In any case, even if withdrawal is communicated and takes place in the same month, tuition will not be refunded. Tuition deposits will be refunded according to the school's tuition deposit policy.

SANITATION PRACTICES

DEFINITIONS:

- Clean: Remove dirt, soil, and impurities.
- Disinfect: Kill certain bacteria.
- Sanitize: Kill certain bacteria and viruses.

AREAS	BEFORE EACH USE	AFTER EACH USE	DAILY (END OF DAY)	WEEKLY	MONTHLY	COMMENTS
FOOD PREPARATION AREAS						
• Food preparation surfaces	Clean, sanitize	Clean, sanitize				Use sanitizer safe for food contact
• Eating utensils & dishes		Clean, sanitize				If washing by hand, use sanitizer safe for food contact as the final step in the process; use of an automatic dishwasher will sanitize
• Tables	Clean, sanitize	Clean, sanitize				
• Countertops		Clean	Clean, sanitize			Use sanitizer safe for food contact
• Food preparation appliances		Clean	Clean, sanitize			
• Mixed-use tables	Clean, sanitize					Before serving food
• Refrigerator					Clean	
CHILD CARE AREAS						
• Plastic mouthed toys		Clean	Clean, sanitize			
• Pacifiers		Clean	Clean, sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
• Hats			Clean			Clean after each use if head lice is present
• Door & cabinet handles			Clean, disinfect			
• Floors			Clean			Sweep or vacuum, then damp mop

						(consider micro fiber damp mop to pick up most particles)
• Machine washable cloth toys				Clean		Launder
• Play activity centers				Clean		
• Drinking fountains			Clean, disinfect			
• Computer keyboards/tablets		Clean, sanitize				Use sanitizing wipes; do not use spray
• Phone/radio receivers			Clean			
TOILET & DIAPERING AREAS						
• Changing tables		Clean, disinfect				Clean with detergent, rinse, disinfect
• Potty chairs		Clean, disinfect				
• Handwashing sinks & faucets			Clean, disinfect			
• Countertops			Clean, disinfect			
• Toilets			Clean, disinfect			
• Diaper pails			Clean, disinfect			
• Floors			Clean, disinfect			Damp mop with floor cleaner/disinfectant
SLEEPING AREAS						
• Bed sheets & pillow cases				Clean		Clean before use by another child
• Cots & mats				Clean		Clean before use by another child
• Blankets					Clean	

GENERAL POLICIES

ADMINISTRATIVE REQUIREMENTS. As a condition of enrollment, all registration forms, medical forms, and payments must be completed and signed before your child's first day of school and thereafter by the first day of each school year.

NON-DISCRIMINATION POLICY. Hala Kahiki Montessori School of Lāna'i does not discriminate on the basis of race, sex, national origin, disability, religion, or any other protected status. We make our best effort to accommodate every family who wishes to enroll their child. To properly meet the needs of your child, we require written documentation if he or she has any medical issue or special need (i.e., allergies, a diagnosed or suspected psychological or developmental difference, learning challenges, etc.). As a condition of enrollment, you must disclose this information.

If your child has a known or suspected developmental issue or special need or disability, we will conduct an individualized assessment of your child in order to determine whether a) we

possess the requisite expertise and resources to provide for the best interests of your child;
b) the child may pose a health or safety threat to himself or herself or others at the school;
or c) admitting the child requires a fundamental alteration of our program.

LIABILITY INSURANCE COVERAGE. Hala Kahiki maintains liability insurance at all times. Should the school's insurance coverage end for any reason, we will notify parents within seven working days of the cancellation or termination of coverage.

DATA PROTECTION. We are committed to treating your and your child's information with the utmost care and confidentiality. The data we collect will be accurate and kept up-to-date; collected fairly and for lawful purposes only; processed within legal and ethical boundaries; and protected against any unauthorized access by internal or external parties. The data we collect will not be communicated informally; stored for more than a specified amount of time; transferred to entities that do not have adequate data protection policies; and/or distributed to any party other than the ones agreed upon by the data's owner. In addition to handling data responsibly, we are committed to letting you know which of your data is collected; informing you about how we will process your data and who has access to it; having provisions in case of lost, corrupted, or compromised data; and allowing you to request that we modify, erase, reduce, or correct data contained in our data bases.

FUNDRAISING. Hala Kahiki does not conduct fundraising campaigns.

REGULATORY BODY VISITS DISCLOSURE. State licensing agencies and other regulatory bodies have the authority to inspect our facility at any time. This may include conducting interviews with staff as well as auditing children's files and our records without notice.

REPORTING. We will report to the Department of Human Services, within one working day of occurrence, the death of a child or employee, and any illness or injury received on campus that results in a child's hospitalization, including emergency room admittance.

School staff are designated as mandated reporters under applicable law. This designation obligates staff to report any observed or suspected signs, symptoms, or other information indicating possible child abuse or neglect. When any such concerns arise, staff are required to immediately report them to Child Protective Services (CPS) or the appropriate authorities as outlined by law. Compliance with this policy ensures we uphold our responsibility to protect children's welfare. Failure to report suspected abuse or neglect may result in disciplinary action, including termination, as well as potential legal consequences.

PERSONAL RELATIONSHIPS WITH STAFF MEMBERS. To better ensure the professionalism of our staff and avoid any conflicts of interest, staff members are discouraged from babysitting or working for parents of enrolled children and from any form of social interaction (including through social media) with children previously enrolled or currently enrolled at Hala Kahiki outside of school-sanctioned events and activities.

ADVERTISING. Families are not permitted to individually promote any company or cause on or around school premises without prior written authorization by the Head of School.

PHOTOS, VIDEOS AND WORK SAMPLE RELEASE. We may use pictures of your child and/or samples of his or her classroom work for operational purposes including, but not limited to, internal Brightwheel uses; classroom displays and materials; and other limited internal uses. By enrolling your child at Hala Kahiki, you give consent for your child to be photographed and/or filmed and waive any right to approve the finished product or accompanying copy when used internally.

If we wish to use a photo of your child for other purposes, we will only do so with your express permission and give you the right to approve the finished product and accompanying copy.

We understand that there are rare circumstances in which a child may not be photographed despite the protections we have in place. If such circumstances apply to you, please contact your school's administrative team to discuss opting your child out of this release.

TRANSPORTATION. Transportation of children to and from school is the responsibility of the parents or legal guardians. Should the school organize any events or field trips that require children to go off site or use transportation not provided by the child's parents, we will only do so with written parental permission with children secured in approved car seats or restraints.

APPEAL/GRIEVANCE PROCEDURE. Hala Kahiki's Head of School serves as the school's chief executive and is responsible for day-to-day operations. In the event you disagree with the Head of School's decision because it is inconsistent with the policies described in this handbook or state or federal laws and regulations, you are invited to submit a written and dated statement to halakahiki@xplor.education. Your statement should include a description of the problem and include specific facts, names, and dates as may be relevant. Xplor Education will review your statement promptly to assess whether all circumstances were appropriately considered and whether school policies and applicable laws and regulations were followed. The decision of Xplor Education will be final.

If concerns cannot be resolved, you may contact DHS Child Care Licensing at (808) 243-5866.

CONTACTING THE SCHOOL. Brightwheel is the preferred medium of communication. Guides may also be emailed at first.last@xplor.education

- Contact your child's guide on matters regarding your child's academic or social development, classroom or school events, short-term or extended absences, arranging a time to meet, etc.
- Contact the Head of School in case of emergency, to ask for support with concerns that cannot be resolved with your child's guide, to offer feedback, or to schedule a meeting for other reasons.

PHYSICAL ADDRESS:
PHONE NUMBER:

254 Houston Street, Lāna'i City, HI 96763
(808) 565-9495