

Highlights

- Co-Educational, Grades K—8
- Christ-centered education
- Faculty & Staff are dedicated role models
- Co-curricular activities including physical education, music, computer education and Spanish for Grades K—8
- Extra-curricular activities: Drama Arts Class, Heiwa-Do Karate Class, Choir, JPO, Spelling Bee, Geography Bee, etc.
- Athletic Programs: Boys & Girls Volleyball, Basketball, Track & Field Teams
- Extended Care Program: Before School & After School Care

Our Lady of Perpetual Help School is a member of:

Hawaii Catholic Schools (HCS)

National Catholic Educational Association (NCEA)

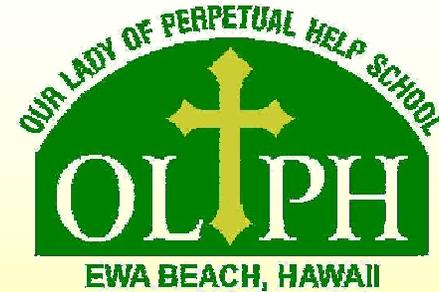
Our Lady of Perpetual Help School and is accredited by:



Western Catholic Educational Association (WCEA)



Western Association of Schools and College (WASC)



Extended Day Care Programs

*Before School Care Program
and
After School Care Program*



“Educating for Life!”

OUR LADY OF PERPETUAL HELP SCHOOL

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EXTENDED DAY CARE PROGRAMS

Before School Care & After School Care

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“Educating for Life!”

HISTORY

Our Lady of Perpetual Help School is a Catholic Parish School founded in 1967. Located at 91-1010 North Road, Ewa Beach, Oahu, the school is staffed by qualified and committed lay teachers with a Franciscan religious principal. The co-educational program offers a full range of curriculum from Kindergarten through Eighth Grade.

Our Lady of Perpetual Help School is a parish school and operates under the auspices of the Bishop of the Diocese of Honolulu, Hawaii. It is fully accredited by the Western Catholic Educational Association (WCEA), and the Western Association of Schools & Colleges (WASC). It is a member of the Hawaii Catholic Schools (HCS) and is a member of the National Catholic Education Association (NCEA).

Our Lady of Perpetual Help School is an equal opportunity school. Children of all faiths are welcome. It does not discriminate on the basis of race, religion, color, sex, ethnic origin in administration of education policies and other school administered programs.

The school's population is composed of students who reside mainly in Ewa Beach and from its neighboring communities: Ewa, Kapolei, Kunia, Makaha, Makakilo, Mililani, Pearl City, Nanakuli, Waianae, Wahiawa, and Waipahu.

All students attending Our Lady of Perpetual Help School are required to wear the school's uniform. Aloha attire is worn on designated days and free dress for special occasions.

SCHOOL PHILOSOPHY

Our Lady of Perpetual Help School and Church, committed to the Mission of Jesus Christ in building the Kingdom of God, firmly believes in the holistic development of the child. Parents, as the primary educators, work together with the administration, faculty, and staff to achieve the fullest potential of each child, thus preparing the child to be an active Catholic, responsive producer, holistic learner, and capable communicator, who serve the community.

SCHOOL MISSION STATEMENT

*We, the faith community at
Our Lady of Perpetual Help School and Church,
in partnership with parents, and with Jesus as our Model,
educate students to be
Active Catholics,
Responsive Producers,
Holistic Learners, and
Capable Communicators.*

PROGRAMS

Our Lady of Perpetual Help School Programs consist of the School's Curricula (Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature, Music, Physical Education, Art, Computer, Foreign Language), Extended Day Care Programs, Athletic Program (Boys & Girls Volleyball, Basketball, Track & Field Teams), Lunch Program, and other extra-curricular activities: Drama Arts Class, Heiwa-Do Karate Class, Choir, Junior Police Officer (JPO), Spelling Bee, Geographic Bee, etc.

EXTENDED DAY CARE PROGRAMS

Our Lady of Perpetual Help School Extended Day Care Programs is privileged to provide its *Before School Care Program* and its *After School Care Program* for parents and guardians who need the respective services due to their various commitments, and who are unable to arrange for before/after school supervision of their children. The school's Extended Day Care Program is licensed by the State of Hawaii Department of Human Services in the morning from 6:00-7:30 a.m., and in the afternoons from 2:30-5:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and from 1:30-5:30 p.m. on Wednesdays. Payment is required before services are rendered. The Diocesan Catholic Mutual Group requires all students to arrive beginning at 7:30 a.m. and to leave campus immediately upon dismissal. The safety and protection of all are observed at all times. Therefore, students remaining on campus need to enroll in the Extended Day Care Program.

GENERAL INFORMATION

Registration

Registration forms are available in Our Lady of Perpetual Help School Office. Forms are required and need to be completed before any child is allowed into the Extended Day Care Programs. The maximum number of students in the program is 50 students.

Tuition Payment

The Extended Day Care Programs tuition is paid directly to Our Lady of Perpetual Help school. Payment is required before services are rendered and is due the 25th day of the previous month before child care is given the following month; i.e., payment for services is due the month before. There are no tuition refunds or deductions for absences, holidays, or vacations.

Drop-in Services are available – provided the required Extended Day Care Programs form is completed and the necessary payment is made.

Emergency Card and Consent

This information is to be completed before any student is admitted to the Extended Day Care Programs. The names, phone numbers, addresses, and relationships of persons listed on the registration and record form are the authorized persons who may pick up the student, especially in the event of an emergency. No student will be released to anyone not listed on the registration and record form. Parents and guardians are asked to notify the School Office, if there are any changes. In addition, insurance coverage information is to be listed on the Emergency Card.

If a student requires emergency medical treatment, the student's parents and physician will be called. The child will be taken to the nearest hospital emergency room by ambulance, if necessary. If the child's physician cannot be reached, another physician will be called.

Admission of Sick or Handicapped Children

It is Our Lady of Perpetual Help School's policy to operate within the State of Hawaii and Federal Law, and to follow the American's with Disabilities Act within reasonable boundaries by considering whether the acceptance would result in undue hardship to the Extended Day Care Programs.

Attire

The students in the Extended Day Care Program wear their school uniforms or their Physical Education Program uniforms. Shoes are worn at all times. The After School Program students may change into comfortable play clothes. Students follow the policies on the DRESS CODE in our school's Parent-Student Handbook, page 9.

Disclosure of Information

Written permission from parents will be required before any information on the child, or parents or guardians of the child, can be requested from the school.

Illness & Absences

If a student becomes ill at the Extended Day Care Programs, he/she may not leave without a parent. The parent is notified and is to sign out the student as soon as possible after notification.

If a student is to be absent from the Extended Day Care Programs, parents are asked to contact our School Office at (808) 689-0474.

Pick Up of Children

Arrangements is provided by the persons authorized to pick up the children in the Extended Day Care Programs. The authorized persons are listed on the registration forms.

Parents and guardians are to park their vehicles in the parking lot and walk-in to sign out their child. There is a late pick up charge after 5:30 p.m. of \$5.00 for each quarter hour or fraction thereof. Late charges are paid to our School Office.

Schedules

Morning Care: 6:00 – 7:30 a.m.

Those registered for Morning Care Program check-in with the coordinator. Time is available for preparations for the school day, home-prepared breakfast time, a variety of activities, etc.

After School Care: 1:30 or 2:30 – 5:30 p.m.

Those registered for Morning Care Program check-in with the coordinator. Time is available for homework, study period, supervised play time, group games, snacks, a variety of activities, etc.

OTHER INFORMATION

Buckley Amendment

Our Lady of Perpetual Help School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide Our Lady of Perpetual Help School with a court-certified copy of the court order and to update those records as necessary.

Code of Christian Conduct

Discipleship, Self-Discipline, and Beyond

At Our Lady of Perpetual Help School, the quest for self-discipline is in essence a process of conversion. Parents, guardians, faculty, staff, and administrators serve as guides to our students with the goal of helping students recognize, articulate, and seek to cultivate life-giving behaviors (love, prudence, determination, integrity, fortitude, responsibility, honesty, patience, etc.) and to change life-giving behaviors (resentfulness, defensiveness, defiance, belligerency, etc.). With Jesus as our Model, we embrace a proactive approach to discipline rather than a reactionary one. We challenge our students to live a Christ-centered life as a disciple of Jesus by fostering an ongoing dialogue and presenting real-world examples of life-giving behaviors and their benefits. The process begins with recognition of both life-giving and life-blocking behaviors. Life-blocking behaviors will be dealt with as opportunities and not in terms of punishment in order to encourage reflection on one's behavior and motivation, opening doors to transformational experiences for students, parents, guardians, faculty, staff, and administrators.

In the event a student needs guidance, the following procedures will be implemented: 1) Recognition; 2) Dialogue; 3) Intervention; and 4) Cooperation of Parents/Guardians. For more details, please refer to our school's Parent-Student Handbook, pages 7 & 8.

Emergency Situation Guidelines

In the event of illness or emergency, it is vital that the school personnel contact the parents or legal guardians; therefore it is very important that parents'/guardians' and the designated contact person's home/work/cellular phone numbers be listed on the Emergency Forms in our School Office. Parents/Guardians are responsible for notifying our School Office immediately, if there are any changes to the Emergency Forms.

Earthquake

If an earthquake of significant magnitude occurs on Oahu, we can anticipate considerable disruption to our transportation system. Please be assured that your children will be cared for until they can safely be picked up by individuals designated on the Emergency Form.

Fire Drills

All students are instructed in fire drill procedures. Fire drills are held periodically to prepare students for an emergency. Fire alarms are signaled. Fire drill procedures are posted in each classroom, the library, the computer laboratory, the faculty/staff room, and in the school office. In the event of a fire, the school personnel will care for the students in parts of the facility that are safe. Parents/Guardians will be notified to pick up their children as soon as possible.

Flooding

Our school is not located in an identified flooding zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the students to another facility designated by the Oahu Civil Defense Agency: James B. Campbell High School or Ilima Intermediate School.

Hurricane/Tropical Storm

If a storm does affect Oahu within 24 hours or less, we will monitor the storm and make a decision to close the school. Listen for Civil Defense information on the radio and TV. We will follow the directions for the public school in our area. When public school classes are cancelled or dismissed by the State Civil Defense Office, we will follow the same directions.

Inclement Weather

Classes will be suspended if in session, or canceled if the health and safety of the school community, is at risk. If the need arises, parents/guardians will be informed through the local radio and TV stations prior to the beginning of the school day.

Threats – Bomb

In the event of a bomb threat, be assured that the administration has a plan in place for the safety of the students.

Tsunami Warning

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. In the event of a Tsunami Warning: 1) Students will be care for until parents/guardians can safely pick them up; 2) If a waning is issued before school opens, please keep your children home. School will be closed.

Excursions & Transportation Arrangements

During the school year, the Extended Day Care Programs will not plan nor take part in any excursions; therefore, transportation arrangements will not be necessary.

Fundraising Campaigns

There are no fundraisers planned for the Extended Day Care Program.

Policies: Wellness Policy & Bullying Policy

Wellness Policy

The Wellness Policy supports the mission of Our Lady of Perpetual help School, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

The NCEA (National Catholic Education Association) Statement on Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person – mind, body, and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of Our Lady of Perpetual Help School is: 1) To provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity; 2) To reduce student access to foods of minimal nutritional value through a five-year plan; and 3) To provide opportunities for school community involvement in the development, review, and implementation of Our Lady of Perpetual Help school Wellness Policy, and to ensure that this policy is being met. For more details, please refer to our school's Parent-Student Handbook, page 12.

Bullying Policy

Our Lady of Perpetual Help School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Our school's Bullying Policy covers: 1) Definition of bullying; 2) Bullying is prohibited; 3) Faculty and Staff intervention; 4) Students and parents shall report bullying; 5) Investigation procedures; and 6) Consequences and Intervention. For more details, please refer to our school's Parent-Student Handbook, page 11.

Properties

School Property

Personal Property

Right to Amend

Our Lady of Perpetual Help School has the right to amend the handbook for just cause and parents will be given notification when changes are made.