



*“Building Academic Accountability and Christian Character”*

**Parent & Student Handbook  
Preschool  
2018 - 2019**

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# **Introduction**

## **Mission Statement**

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God (Luke 2:52, Col. 1:28-29)

## **Importance of the Home**

We believe that God commanded that children be taught to love God and place Him first in their lives. We believe that God mandated the authority and responsibility for the education of the children to their parents, Christian Liberty Academy becomes a partner in training their children. (Gal. 4:2, Deut. 6, Eph. 6:4)

## **History**

Christian Liberty Academy was established in the fall of 1985 by Mrs. Melinda Whitfield Ha'o. While awaiting the birth of her daughter she felt led by the Lord to homeschool her son. A few other parents approached her and asked her to consider tutoring their children. Mrs. Ha'o had an immense love for teaching and agreed to work with the other children. In a short amount of time she had grown to have 11 elementary students attending her "classroom" in her home's garage. A short time later she began tutoring several teenage boys in the afternoons. The students were all enrolled under Christian Liberty, a satellite school.

CLA grew quickly and moved over to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, CLA has grown into an extensive preschool – 12<sup>th</sup> grade program. In 1995, property was purchased in Keaau, Hawaii. The school moved in to their new facility during the summer of 1999. CLA opened its preschool division in March of 2001 to meet the needs of children ages 3-4.

## **Corporate Structure**

Christian Liberty Academy is a privately run, non-denominational Christian school owned and operated by the Board of Directors of Christian Liberty Ministries of Hawaii. The board is comprised of seven members, and its purpose is to guide in the future direction of the ministry and to direct in the development of policy. The Board also determines if the actions and decisions of the administrators and director are in line with the spirit of the policies. Christian Liberty Academy is recognized by the Federal and State governments as a 501 c 3 non-profit corporation. Christian Liberty Ministries also runs "The Winds" camping program during the summer months for young people of Hawaii.

## **Affiliation**

Christian Liberty Academy is licensed by the Hawaii Council of Private Schools and accredited by the American Association of Christian Schools & WASC (Western Association of Schools and Colleges).

# **Philosophy**

## **Purpose**

The purpose of Christian Liberty Academy is to provide an atmosphere wherein young people are exposed to the absolute truth of God's Word. Jesus instructed His disciples in John 8:32, "And ye shall know the truth and the truth shall make you free". Not only is it our objective to teach the truth, but also to teach out students how to apply the truth wisely to their own lives. In John 16:13, we are promised that "when He, the spirit of truth is come, He will guide you into all truth."

As Christian educators, we desire to train each student to accept individual responsibility to God for his/her own actions and to challenge the students to glorify God in every facet of his / her life.

Christian Liberty Academy has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life-spiritual growth education, personal self-discipline, and patriotism- must be strongly stressed during a child's formative years. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Christian Liberty Academy is an extension of the Christian home and church, and thus must provide a continuity of training for Christian young people.

## **Commitment**

Christian Liberty Academy is dedicated to providing quality Bible-based instructions, encouraging personal development, promoting Godly living, and preparing students for future endeavors. We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

## **Doctrinal Statement**

All staff and board members must uphold the beliefs listed below and testify to them both in conduct and conversation:

1. We believe that the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and that the supreme and final authority in faith and life.
2. We believe in one God -- eternal, omnipotent, omnipresent,-- manifesting Himself in three Persons -- Father, Son, and Holy Spirit, one in nature, and equal in attributes, power and glory.
3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is all God and all man.
4. We believe that man was created in the perfect image of God and in a state of innocence; but man willfully transgressed God's law and lost communion with God, becoming dead in sin, corrupt in nature, and incapable of pleasing God.
5. We believe that Jesus Christ died for our sins, according to the scripture, as a representative and substitution sacrifice and rose again, and that all who believe in Him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from human merit and works.
6. We believe that all who are born again by the Holy Spirit and received the Lord Jesus by faith through

the Word of God have thereby become the children of God, possessing eternal life.

7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as a High Priest or Advocate.
8. We believe in the personal and visible pre-millennial return of our Lord Jesus Christ to reign upon the earth.
9. We believe in the bodily resurrection of all the dead: the saved to a life of eternal glory and bliss in heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.
10. We believe in separation from all practices that would hinder a believer's testimony and walk with the Lord, since his walk with the Lord and God's everlasting grace is the only Scriptural basis for a useful Christian life.

### **Philosophy of Education**

1. God is the author of all truth and wisdom (Colossians 2:3; Proverbs 1:7)
2. God is sovereign in the affairs of the men and nations (Daniel 2:20,23; Acts 17:22-29)
3. God has revealed Himself in a general way in His creation, in a special way in His written Word, and in a personal way through His Son, Jesus Christ (Psalms 8:3-9; 19:1-6; John 1:14)
4. The Bible is the complete and final authority for all matters of faith and practice; therefore, every subject is to be studied from the perspective of the Word of God (2 Timothy 3:16,17; John 10:35; 2 Corinthians 10:5).
5. The Bible sets absolute moral standards to which we are to conform (Mark 7:14-23; Romans 14; 1 Corinthians 8-10; 1John 3:4)
6. Man was created in the image of God but received a sinful nature because of the fall of Adam. For this reason, a man is born depraved and with darkened understanding (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12; 4:12-27).
7. This darkness is removed by salvation, which is the gift of God and act of grace, received by faith in Christ Jesus (Act 16: 3, Ephesians 2:8-9; 4:17-21).
8. The believer is given the Holy Spirit, who leads and guides into all truth and will comfort in time of need (John 16:13).
9. The ultimate goal of Christian education is the development of Christ-likeness in the life of the student (Romans 8:29)
  - a. This goal is to be accomplished in an educational setting by teaching the student who God is and what He has done (Deuteronomy 6:4-7)
  - b. Through conveying the knowledge of who God is and what He has done, we seek to lead our students into the saving grace of our Lord Jesus and/or into a deeper knowledge of Him (Romans 12:2; Colossians 1:28-29; 2 Timothy 3:14-17).

10. God has mandated the authority and responsibility for the education of their children to the parents.
  - a. We believe the most directly biblical form of schooling is home schooling (Deuteronomy 6:6-7).
  - b. We believe the father must have an active part in the education of his children (Ephesians 6:4).
  - c. Thus we believe the Christian school receives its authority for educating the children from the parents; therefore, the school is an extension of the home.
  
11. Effective Christian teachers are those who understand and are committed to these principles of Christian Education. They must be personally committed to Jesus Christ and yielded to the Holy Spirit (John 14:26; 16:13)

## **Student Learning Objectives**

We seek to train and encourage students...

### **Spiritually:**

1. To trust Jesus Christ as their Personal Lord and Savior (2 Corinthians 5:18-20)
2. To continually grow in Christ-likeness through the power of the Holy Spirit (2 Peter 3:18).
3. To view all of the life through the lens of a distinctively Christian worldview (2 Corinthians 10:5)

### **Academically:**

1. To value academic challenges (Proverbs 1:7b; 2:3-4)
2. To become competent in extracting information for a variety of purpose (Proverbs 24:3-6)
3. To use information and critical thinking to solve problems (Ecclesiastes 9:13-16)
4. To communicate information, the results of critical analysis, and the solutions to problems using a variety of media (1 Corinthians 14:7-12)
5. To acquire a deeper understanding of the works of God (Psalms 111:2)

### **Physically:**

1. To respect their bodies as temples of God and develop their talents as gifts of God (1 Corinthians 6:19-20)
2. To model and promote basic physical fitness and a healthy lifestyle (Proverbs 20:29)

### **Socially:**

1. To develop a biblical attitude toward and an appreciation of culture and heritage (Acts 17:22-34)
2. To demonstrate biblical love for others through attitudes of respect and actions of services (Romans 13:10; Galatians 5:13-14)
3. To accept responsibility for their actions, works, and continued learning (Matthew 12:36-37 (Romans 14:12)
4. To learn to be a team player and good sports, gracious in both victory and defeat (Philippians 2:3-5; Colossians 3:23-24)
5. To participate in the divine mandate to exercise stewardship over creation (Genesis 1:28)

## **Early Childhood Policies**

### **Toilet Training and Acceptance**

Children who are not yet toilet trained may not be accepted. Any child not completely toilet trained by August 1 will not be admitted into school. Any child not completely toilet trained or determined not ready for Christian Liberty Academy's preschool program will be withdrawn from school. Their registration fee will not be refunded. The child will be placed on the waiting list to be re-admitted contingent on successfully toilet training and available opening in the class.

### **Handicapped Children**

There will be a two week trial period to determine whether the child is able to transition into CLA's preschool program.

### **Orientation**

A parent orientation evening for all parents is held prior to the first day of school. It is mandatory for at least one, and preferably both parents to attend. Parents will have an opportunity to meet with the preschool teacher or director.

### **Illness**

No child who arrives noticeably ill, with fever or rash, shall be admitted for the day. Children should be kept home if they:

1. Have a fever or have had one within the previous 24 hours period. If the student has a fever and another symptom they need to stay out 48 hrs fever free.
2. Have a heavy nasal discharge;
3. Have a cold that is less than three day old;
4. Have a constant cough;
5. Have diarrhea or vomited within the past 24 hour period;
6. Have reddened and /or crusty eyes;
7. Have a disposition not normally displayed by the student (e.g. fussy, sleepy, lethargic, etc.)

The director might request a doctor's clearance whenever the child's health is questionable.

### **Before and After School Care**

Children in preschool may be dropped off as early as 6:50 a.m. Before school care 6:50-7:20 is \$1 per day, per child, paid to the teacher each morning. Classes begin at 8:00 a.m. After school care is available from 2:30pm - 5:30pm. Parents will be charged a late pick up fee after 5:30pm.

Children must be dropped off and picked up by an adult (16 years or older). Any person picking up a child must be listed on the child's emergency card as authorized to do so. Parents must send a note or

call to authorize additional people to pick up their child. If an unauthorized person arrives for pick up, the preschool will contact the parent for permission before allowing the child to leave. Safety is of utmost priority. Children must never be left without direct transfer to an adult. Children must always be brought directly to the classroom. Parents must return to the classroom to pick up their children. All children must be signed in and out by an adult.

### **Daily Schedule**

The schedule below is a general one and varies with each teacher. The schedule may vary due to additional activities like cooking, rainy day play, special events or excursions. Parents will be notified two weeks in advance of all field trips involving their children.

7:00 Arrival, free play  
8:00 Pledges, calendar, prayer  
8:15 Bible, songs, memory verses, Bible project, short recess  
8:40 Outside play  
9:30 Snack  
10:15 Outside play  
10:45 Monthly theme, art, inside play  
11:30 Lesson/story time  
12:00 Lunch  
12:30 Listen to music, nap  
2:15 Wake-up  
2:30 Outside play  
3:30 Snack  
3:30 Alternated outside and inside play  
5:30 School closes

### **Curriculum Areas**

Preschoolers will learn how to think, grow, know and live God's way. They will be doing this in a developmentally appropriate, positive environment. Curriculum will include: alphabet recognition, letter sounds, counting and numeral recognition, and writing practice. Our program is a uniquely integrated program in which students will grow academically, socially, physically, and especially spiritually.

#### **Subjects**

|                      |                                  |
|----------------------|----------------------------------|
| Language Development | Heritage & Community Studies     |
| Science              | Health/Physical Education        |
| Reading Readiness    | Phonics & Beginning Reading (4K) |
| Bible                | Art/Music                        |
| Mathematics          | Large/Small Motor Development    |

Children's literature is used to encourage a love for reading. We read to our students each day and encourage parents to do the same. Students learn many songs and have music every day. We have a diverse array of artistic activities available, including painting, drawing, collage, and play dough.



## **Nutrition**

A nutritious morning and afternoon snack of milk or fruit juice, vegetables, fruit or crackers, etc. will be served. Occasionally students will participate in the preparation of their own snacks. Children bringing their own lunches may not bring soda, candy, or gum. Lunches packed for excursion days must be in disposable containers. Parents are responsible to inform the school of any food allergies and, if necessary, prepare special snacks to accommodate their child's food allergies. We participate in the Federal School Lunch Program. Hot lunches are available daily for purchase of \$4.00. Please order in the morning when you drop off your child. Lunches may also be ordered on a monthly basis in advance.

## **Discipline**

Guidance and preventative measures are used whenever possible. Simple rules and expectations will be explained on the child's level. Methods such as verbal warning, time out, removal of a privilege (such as not being allowed to play with a certain toy because of repeated misuse), or action correction (such as cleaning up a mess they purposely made) will be used. Parents will be notified if there is a repeated problem in the classroom. A conference with the parents, teacher, and/or director could be scheduled.

## **Financial Policies**

1. An application fee of \$25.00 is due with new applications. This fee is non-refundable. Currently enrolled students may communicate their intent to re-enroll by returning a Letter of Intent along with a non-refundable \$100.00 registration fee (per child) in March. To be considered for re-enrollment a family MUST return this Letter of Intent and registration fee.
2. A non-refundable Comprehensive Fee is due each year in order to secure your child's spot. For currently enrolled students the due date is May 1<sup>st</sup>. For new students this non-refundable fee is due upon receipt of acceptance letter.
3. All families are required to pay a one month's tuition deposit in July of each year. This fee is held as a deposit until the month of May, or the student's last month of school. Monthly tuition payments are made in ten equal payments, July through April.
4. Tuition payments must be received by the first of each month. A \$15.00 late fee will be charged for each payment received after the 5th working day of each month. Failure to make payment by the 15<sup>th</sup> day of the month constitutes withdrawal of student from school. Payments returned from the bank as "insufficient funds" will incur an NSF check charge of \$15.00.
5. A written one month advance notice is required for withdrawal from school for any reason. Failure to give such notice will result in forfeiture of any prepaid tuition. Notice of early withdrawal from school must be given in writing by March 1<sup>st</sup>. Families failing to give notice prior to March 1<sup>st</sup> will be held responsible for tuition through the remainder of the term.

## **Refund Policy**

- a. The application fee is non-refundable.
- b. The Comprehensive Fee is non-refundable.

- c. Any unused tuition fees are refundable up to March 1st of term contingent upon a 30-day written notice. No tuition fees will be refunded after March 1st.
- d. No tuition will be refunded for days or weeks missed due to illness or vacation.

## School Uniforms

Preschool uniforms are purchased from Land's End CLA uniform website and are gray T-shirts with the school's logo and navy blue athletic shorts or knee length skorts with the school's logo. A navy blue sweatshirt with the school's logo may be worn with the uniform in cooler weather. All uniform clothes must be purchased from Land's End CLA uniform website.

Parents may also buy navy blue shorts, long pants, sweat pants or sweatshirts and jackets (with no stripes, logos or pictures on them) from an outside source to supplement the Land's End CLA uniform purchased on the website. These outside sourced uniforms should be considered a supplement to the standard uniform and not the primary uniform. Jeans are only allowed for special days (such as some field trips), and Fridays with any CLA shirt.

Covered shoes or sandals with a back strap are the required footwear. Students may not wear slippers or slip-on shoes without a strap across the back. If your child frequently forgets footwear, you may leave a pair of shoes in his or her cubby. (This will save you an extra trip back home to retrieve forgotten shoes!)

Fridays from August to mid-October are certain color days. On these days, jeans and that color-of-the-week shirt may be worn. Teachers will let you know on the sign in sheet what the color is for that week.

Haircuts should be above the ears, eyebrows, and collar. Haircuts that are identified with an anti-biblical theme, or that are extreme, faddish and unconventional will not be permitted (tracks, tails, pony tails, etc.). The color of the hair must be that which appears naturally on humans. No extreme tinting or coloring of the hair will be allowed.

Visible fake tattoos are not allowed. Any fake tattoos must be washed off or covered by shirts or shorts. Boys may not wear earrings. If they already have their ears pierced they will have to remove them before coming to school.

## General Regulations

### Field Trips

Field trips will be taken to various local places of interest. Permission slips will be sent home to parents at least one week prior to the trip and must be returned by the day of the trip. The student will not be allowed to participate without a properly completed permission slip. **Verbal permission will not be accepted.** Parents are welcome to assist as chaperones and drivers. Transportation costs, as well as admittance fees, will often be the responsibility of the parents.

### Visitors

Parents and students must receive permission from the administration/office before bringing any visitors to school. We prefer that parents/students do not bring visitors to school unless they are former or prospective students. The lower campus does have an annual open house each Spring for visitors to view the campus and classrooms.

During school hours, parents are asked to check with the office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off and will be taken to the student at an appropriate time.

### **Health Services**

The school is not permitted to dispense medication. Should a child need required medications for allergies (e.g. epi pen, asthma inhaler, etc.) they need to contact the office to set up a plan should an emergency arise with their child.

Students who are unable to participate in physical activities must have a doctor's excuse or a note from home.

If a student becomes ill at school, the parents will be notified first. If parents cannot be contacted, names listed on your child's emergency card will be contacted. Parents are encouraged to keep the school informed of all changes in telephone numbers at work and home. Emergency phone numbers are contacts must be included in each students file.

### **Communicable Diseases**

While it is not the desire of CLA to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to communicable diseases. CLA is not equipped to care for the needs of other seriously ill students with chronic, communicable disease. The concern is twofold: (1) To protect students from developing a life-threatening illness, and (2) To protect the ill student from acquiring a disease from his/her fellow students or from a staff member that would endanger his/her life.

Should a student be diagnosed with any childhood communicable disease, such as, but not limited to, chicken pox, tuberculosis, measles, mumps, etc. he must present a statement of health from an attending physician prior to being admitted back to class.

If there is an outbreak of any childhood communicable disease, the students who have not been immunized due to medical or religious exemptions will not be allowed to attend school.

### **Emergency Procedures**

In the event of heavy rain, tropical storms, or a tsunami warning, please do not call the school. The information regarding emergency closing of schools will be announced over local radio stations. We follow the Department of Education regarding school closure.

Fire drills are conducted periodically throughout the school year in order to teach our students what to

do in case of a true emergency. The signal for a fire drill is a series of short clangs from the fire bell in the halls. Students who are not in their assigned classrooms will leave by the nearest exit and stay with the teacher they are with at that time. Students should leave the room quickly and quietly in single file. Pushing or shoving is not allowed. Only one line is permitted in a corridor with the line forming on the right side of the corridor or stairway. When outside, students should stay far enough away from the building to ensure safety. Each class will remain together under their teacher's supervision until they receive permission from the Principal to return to class.

## **Code Red Policy**

### **General Information**

Our Code Red Policy contains preventive measures to keep students and staff out of harm's way in the event of a school crisis. This policy pertains to any tragic, dangerous (uncontrollable strangers on campus, etc.) or criminal situation that is occurring or has occurred on campus or in close proximity to the campus. (A Code Red Drill is conducted as a practice measure each Semester, and discussed with students in order to keep them informed and aware in the event of a school crisis.) Due to the nature of an emergency situation, it is our intent to notify parents by email as soon as safety permits.

**In the event of a school crisis, every effort should be made to notify the school Administrator – Upper Campus Principal – Mr. Troy Rimel : 966-8445 / Lower Campus Principal – Mr. Matt Summer : 966-8866.**

**In the event of a school crisis, the SCHOOL CRISIS TEAM, (Administrators, Office Personnel, teachers who are having an office hour), will do the following:**

- 1) Call 911 – If deemed necessary.
- 2) The School Crisis Team will determine the extent of the crisis.
- 3) If warranted, the School Crisis Team activates the Code Red Signal (which is continual ringing of the school bell).
- 4) If possible, the School Crisis Team will check surrounding areas for suspicious activity (Hall of Knowledge, courtyard, front sidewalk area, bank side parking area, mill parking area, and bathrooms).
- 5) The School Crisis Team will continue to monitor the situation until the threat of danger has passed, at which time they will issue the All Clear Signal (which is the continual beeping of the Fire Alarm).

**In the event of a school crisis during the school day, the students and staff will do the following:**

- 1) Upon hearing the Code Red Signal, all students, staff members and visitors will be directed into the nearest classroom or office. Teachers who are with students on the playground will blow their whistle 3 times, shout "Code Red" and immediately help students to get down and take cover. Teachers inside will lock all windows and doors and everyone will be directed to stay in a drop position alongside of a desk,

to stay away from windows and doors, and to stay quiet.

2) Staff members will stay with their students in their place of hiding until they hear the All Clear Signal. Staff members will take roll, using their grade book, and add names of others present. Once the All Clear Signal is issued, all staff members and students on both campuses will gather at the assembly area in the rear parking lot of the Upper Campus.

3) Once out at the assembly area the administration will brief the faculty and students and give additional instructions.

**In the event of a school crisis outside of school hours, students should do the following:**

- 1) If you hear shots immediately get down and take cover. Stay down and hidden until help comes.
- 2) If students scatter they are to report to the parking lot of C.U. Hawaii.

**What to do if you notice an unidentified or suspicious visitor on campus:**

Students should always notify a staff member of any unidentified or suspicious visitor on campus. When notified, a staff member will assess the situation and, if prudent, approach the person and ask if they need help. They will then determine what the need of the person is (looking for a classroom, teacher, or student). They will politely explain to the person that Christian Liberty is a closed campus and accompany them to the main office, taking note of their physical description and attire.

If the unidentified or suspicious person refuses to respond, or behaves unusually, they will enlist the help of other staff members, while continuing to observe the unidentified person.

If at any time it is determined that the unidentified or suspicious person poses a threat to our school community, the staff members will notify the administration that we have a possible Code Red and the School Crisis Team will be activated.

**School Property**

The appearance and care of our school is a part of our testimony and the testimony of our students. Students are required to help take care of the facilities and property. Willful damage or destruction of school property will not be tolerated. Students will be expected to pay for and, if possible, repair any damage for which they are responsible.

**School Details**

**Academy Colors**

Christian Liberty Academy's school colors are orange and blue.

**Academy Nickname**

Canefire was chosen as our nickname in the summer of 2004. Canefire was chosen because of the history of our community, Keaau, which at one time was sugar cane country. The cane farmers used to set fire to the fields in order to burn off the impurities so that only the cane stalks remained. In the same way the Holy Spirit burns in us to remove all the impurities, preparing us for a life of service. Cane fire is two words; however for our purpose we have combined it into one word, Canefire, to emphasize our unity as one in the Body of Christ. In addition, we leave it in the singular form to further emphasize unity. We burn together as one flame and are thereby known as the Christian Liberty Academy Canefire.

### **Academy Pep Song**

Our alma mater is as follows, and it is sung to the tune of "Beulah Land".

*Hail to Christian Liberty, the orange and blue are fighting  
On the courts and on the fields, the Canefire make their stand.  
Fears and doubts and things of earth in vain to them are calling.*

*Win the deeper vic'try – Oh C L A !*

*We're fighting in a battle that the world will never win.  
We're Monarchs in the Kingdom; We're joint heirs to the throne.  
Oh yes we're looking to the future when we'll wear a golden crown.*

*For now we're fighting for C L A !*