

# Christian Liberty Academy

Kea'au, Hawai'i



## Parent & Student Handbook Preschool

*"Building Academic Accountability and Christian Character"*

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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 became 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 Kea'au, Hawai'i. The school moved into 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 Hawai'i. The board is comprised of five to 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.

### **Affiliation**

Christian Liberty Academy is licensed by the Hawai'i 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 our 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, comes, 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 strive to minister to the needs of the whole child and to promote his/her 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 instruction, 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 by God and inerrant in the original writings, and they are 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 has 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 premillennial 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; Psalms 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; 1 John 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; Ephesians 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; John 16:13)

## **Student Learning Objectives**

We seek to train and encourage students...

### **Spiritually:**

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

### **Academically:**

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

### **Physically:**

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

### **Socially:**

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

## Early Childhood Policies

### **Preschool Capacity**

Christian Liberty Academy is licensed by the State of Hawai'i to accept 24 students.

### **Admission Requirements**

#### ***Admissions Policy***

We admit students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Christian Liberty Academy.

#### ***Application Procedure***

1. Application may be filled out online at **[www.clahawaii.org](http://www.clahawaii.org)**.
  - Students entering Preschool must be age 3 or 4 by July 31<sup>st</sup> of that school year.
2. The completed application and a copy of the student's health records (including immunization records, TB clearance, and a current physical examination) should be submitted online. Upon acceptance, a non-refundable Application Fee of \$25.00 will be charged to the student's account.
3. An interview will be scheduled with parents, prospective student, and the Preschool Administrator to determine preschool readiness.
4. The application process may take up to 2 weeks to complete. Parents will be notified via email upon acceptance.
5. As a family oriented school, staff children and siblings of current students receive acceptance priority upon meeting all application requirements. Any other spaces will be filled with students who meet the requirements in the order in which the applications are received.
6. Any families who do not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

### **Toilet Training and Acceptance**

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

### **Children with a Disability**

There will be a two week trial period to determine whether CLA's preschool is compatible with the child's needs.

### **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 and/or director.

## Illness

No child who arrives noticeably ill 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 hours fever free.
2. Have a heavy nasal discharge;
3. Have a constant cough;
4. Have diarrhea or vomited within the past 24 hour period;
5. Have reddened and /or crusty eyes;
6. 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 6:45 a.m. Before school care (6:45-7:20) 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 2:30 p.m. - 5:30 p.m. Parents will be charged a late pick up fee after 5:30 p.m.

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 proper drop off area (classroom or preschool patio). Parents must return to the proper area to pick up their children. **All children must be signed in and out each day by an adult.**

## Daily Schedule

The schedule below is a general one and may vary with each teacher. The schedule may vary due to additional activities like special events or excursions.

6:45-7:20 Before School Care  
7:20 Arrival, free play  
8:00 Pledges, calendar, prayer  
8:15 Bible, songs, memory verses, Bible project  
8:45 Outside play  
9:00 Snack/Bathroom  
9:20 Academic Circle  
10:15 Outside play  
10:45 Monthly theme, art, inside play  
11:45 Music/Dance  
12:00 Lunch  
12:30 Nap/Rest Time  
2:15 Wake-up



2:45 Outside play  
3:30 Snack  
3:30 Alternated outside and inside play  
5:30 After School Care Ends

## Curriculum Areas

Preschoolers will learn how to think, grow, know and live God's way. This will happen through 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

**Snack:** A nutritious morning and afternoon snack of milk or fruit juice, cereals, fruit or crackers, etc. will be served. Occasionally students will participate in the preparation of their own snacks.

**Lunch:** Children bringing their own lunches may not bring soda, candy, or gum. **Parents are responsible to inform the school of any food allergies** and, if necessary, prepare special snacks to accommodate their child's food allergies. School lunches are available daily for purchase of \$7.00. Please order lunch in advance for the month, payment will be charged to the student's school bill.

## 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. Depending on the severity, a conference with the parents, teacher, and/or director may be scheduled.

## Cell Phone Policy

Please no cell phones while dropping off or picking up your child. Please finish your cell phone business before signing your child in/out. **Your child needs your full attention to start and finish their school day.**

## **Financial Policies**

1. A non-refundable Application Fee of \$25.00, and a non-refundable Registration Fee of \$100.00 will be billed to all newly enrolled students. Currently enrolled students will have their Registration Fee included with their March tuition bill. Payment of this Registration Fee will be considered notice that the student intends to enroll for the upcoming school year.
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 fifth working day of each month. A \$15.00 late fee will be charged for payments received after the fifth 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.

## **Liability Insurance**

Christian Liberty Academy (CLA) carries liability insurance as required by the State of Hawai'i. Liability insurance policies have \$1,000,000 in coverage and are renewed annually.

## **Disclosure of Information**

Parents are allowed to inspect and review their student's education record and to request that others review the student's education record (except where Christian Liberty Academy is required or authorized to allow others to review the record without parent permission). Requests for information in regards to your child's student records should be made in writing to the Preschool Director.

## **Refund Policy**

- a. The Application Fee and Registration Fee is non-refundable.
- b. The Comprehensive Fee is non-refundable.
- c. Any unused tuition fees are refundable up to March 1<sup>st</sup> of term contingent upon a 30-day written notice. No tuition fees will be refunded after March 1<sup>st</sup>.
- d. No tuition will be refunded for days or weeks missed due to illness or vacation.

## **Personal Items**

All personal items will be kept in the child's cubby. Students may bring a small blanket and a small pillow for nap time (must be able to fit in their cubby). Toys and/or stuffed animals are not allowed at school unless instructed by the teacher.

## School Uniforms

Preschool uniforms are purchased from Lands' End CLA uniform website and are gray T-shirts with the school's logo and navy blue athletic shorts with the school's logo. A navy blue or gray sweatshirt with the school's logo may also be purchased from Lands' End.

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 Lands' 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 on Fridays with any CLA shirt or an Aloha shirt. Dress up days and free dress days will be communicated by the teacher beforehand.

Covered shoes, sandals with a back strap, or Crocs are approved 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/her cubby (This will save you an extra trip back home to retrieve forgotten shoes!).

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

Boys' haircuts should be above the ears, eyebrows, and collar. The color of the hair must be that which appears naturally on humans (Haircuts that are extreme and unconventional hairstyles including tinting or coloring of the hair will not be permitted). Preschool children should not wear makeup. 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.

**Dress code policies are set and upheld by CLA administration. See divisional administrators for dress code questions or clarifications.**

## 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 before 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. Visitors must abide by the same standards of dress and conduct as CLA students.

During school hours, parents/visitors are asked to check in at the office before going to the student's classroom. Personal items that must be delivered to the student should be dropped off at the office 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 (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. The plan will need to be shared with the Preschool Director and the child's teacher.

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.

## Communicable Diseases

It is the desire of CLA to provide 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/she 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 received required immunization due to medical or religious exemptions will not be allowed to attend school.

**Covid:** As of August 2023, CLA Preschool will follow CLA Elementary School protocols.

## 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 Christian Liberty Academy will be sent via email and text through our emergency communication system. Be sure to keep your contact information up to date in ALMA as that is how the school will reach you in case of an emergency.** We follow the Department of Education regarding school closure (If the nearby public school is closed, we will be closed).

**Fire Drills:** Fire drills are conducted periodically throughout the school year in order to teach our students what to do in case of a true emergency. Staff and faculty are trained and instructed on how to conduct fire drills and emergency procedures.

## **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.

**Parents and students should always notify a staff member of any unidentified or suspicious visitor on campus or of any potentially dangerous activity.**

**In the event of a school crisis, every effort should be made to notify the school Administration – Upper Campus: 966-8445 / Lower Campus: 966- 8866.**

### **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.

## **Academy Details**

### **Academy Colors & Nickname**

Christian Liberty Academy's school colors are blue and orange. Canefire was chosen as our nickname in the summer of 2004. Canefire was chosen because of the history of our community, Kea'au, 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 blue and orange 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!*



**\*Policies and procedures outlined in this handbook are subject to change at any time.\***