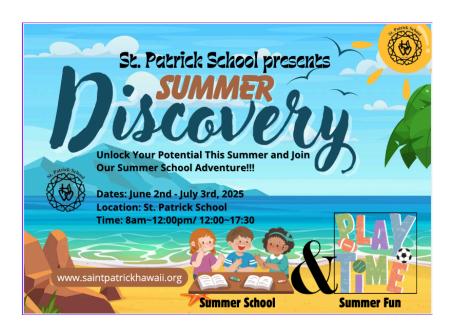


Summer Discovery Handbook

Preschool - Grade 8

Monday, June 2 – Thursday, July 3

6:30 AM - 5:30 PM



3320 Harding Avenue

Honolulu, HI 96816

(808) 734-8979

info@saintpatrickhawaii.org

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Dear Parents and Guardians,

Aloha and welcome to the *Summer Discovery* program at St. Patrick School!

We are delighted to have your child join us for a summer filled with both academic enrichment and fun-filled adventures. Whether your child is returning to our campus or joining us for the first time, we are excited to provide an engaging and supportive environment where students can continue learning, stay active, and build friendships that last.

Our 5-week program blends core academics with creative exploration, hands-on projects, and exciting theme-based activities designed to spark curiosity and joy. Each day is thoughtfully planned to ensure that your child grows academically while also having the freedom to laugh, play, and explore new interests.

At St. Patrick School, we value the balance of learning and fun — and we believe that summer is the perfect time to inspire both the mind and the heart. We are committed to providing a safe, nurturing space rooted in our Catholic values, where your child can thrive and feel a sense of belonging.

Please take time to review the information in this handbook. It contains everything you'll need to know about daily routines, safety procedures, expectations, and how to prepare for a successful summer.

Thank you for entrusting us with your child. We are honored to partner with your family and look forward to sharing a joyful and enriching summer experience together.

With gratitude and aloha,

Shirien a Santiago

Shireen Santiago, MSCP, NCC Vice President & Principal St. Patrick School



June 2 - July 3

Holidays: June 11th (Kamehameha Day)

June 19th (Federal Holiday)

| Morning Care (MC) | 6:30 AM - 7:45 AM |
|--------------------------|---------------------|
| 1st Class | 8:00 AM - 8:55 AM |
| 2nd Class | 9:00 AM - 9:55 AM |
| Brain Break & Snack Time | 9:55 AM - 10:10 AM |
| 3rd Class | 10:15 AM - 11:10 AM |
| 4th Class | 11:15 AM - 12:10 PM |
| ** PM Discovery | 12:15 PM - 5:30 PM |

Join us for a fun and enriching summer at St. Patrick School's *Summer Discovery* program, where students in Grades Preschool–Grade 8 can strengthen core academic skills and spark their creativity through hands-on, engaging activities. Whether your child needs a boost in academics or just a space to learn and explore in a joyful setting, our *Summer Discovery* program is the place to be!

PROGRAM TUITION:

| MC + AM Block Classes | 6:30 AM - 12:10 PM |
|-----------------------|--------------------|
| Non-SPS | \$525 |
| SPS Student Savings | \$500 |
| AM Block Classes | 8:00 AM - 12:10 PM |
| Non-SPS | \$450 |
| SPS Student Savings | \$425 |
| AM + PM Discovery | 8:00 AM - 5:30 PM |
| Non-SPS | \$925 |
| SPS Student Savings | \$900 |
| Full Day | 6:30 AM - 5:30 PM |
| Non-SPS | \$975 |
| SPS Student Savings | \$950 |

REGISTRATION:

To register for the *Summer Discovery 2025* program, please complete the Google Form using the link provided https://forms.gle/kXgoenpZqzz6UfgW6 or visit the St. Patrick School office to fill out the form on an iPad.

A **50% tuition deposit** is required to secure your child's enrollment. Enrollment will not be confirmed until the deposit is received. The remaining balance is due by **June 2, 2025**, the first day of the program. Students will not be permitted to attend classes on June 2nd unless the full tuition has been paid. Registration operates on a first-come, first-served basis.

Payment options:

• Online: Scan the QR code provided to submit payment digitally. Please include your child's name in the payment notes.



• In Person: Pay by check at the school office. Make checks payable to St. Patrick School and write "Summer Discovery 2025" in the memo line. *A \$50 fee will be charged for any check returned due to insufficient funds. Future payments may be required in cash, money order, or cashier's check.

Once your registration form and tuition deposit have been received, a confirmation email will be sent to the email address used during registration.

CANCELLATION:

St. Patrick School reserves the right to cancel any class due to insufficient enrollment. Parents will be notified if such cancellation occurs.

WITHDRAWAL:

Tuition for *Summer Discovery* will be refunded for withdrawals as follows:

75% through May 2, 2025 50% through May 16, 2025

25% through May 23, 2025 **NO refund after May 23, 2025**

GRADING SCALE:

| Grades 4 - 8 | | Preschool - Grade 3 | |
|--------------------|-----------|---------------------|----------------------|
| A (Excellent) | 90-100% | Е | Excellent |
| B (Good) | 80-89% | S | Satisfactory |
| C (Average) | 70-79% | S- | Needs Improvement |
| D (Poor) | 60-69% | U | Unsatisfactory |
| F (Failing) | Below 60% | I | Incomplete |

REPORT CARD:

At the conclusion of *Summer Discovery*, each student will receive a brief report summarizing their participation, growth, and strengths observed during the program. This summary is meant to celebrate your child's efforts and provide helpful insight as they prepare for the upcoming school year. Report cards will be sent home on the last day of the program, Thursday, July 3, 2025.

PARENT-TEACHER CONFERENCES:

While formal parent-teacher conferences are not scheduled during the *Summer Discovery* program, we understand that open communication is important to our families. Parents or guardians who would like to discuss their child's progress, behavior, or overall experience are welcome to request a conference with their child's teacher.

To request a conference:

- Please submit your request in writing to the *Summer Discovery* coordinator or classroom teacher.
- Include your preferred contact method (in person, phone call, or email) and availability.

***MORNING CARE:**

Start the day with ease in our *Morning Care* program, available from **6:30 AM to 7:45 AM**. Students are welcomed into a calm and nurturing environment where they can ease into the day and enjoy breakfast in the school cafeteria. It's a great time to connect with peers, get settled, and prepare for the exciting adventures ahead.

AM BLOCK COURSES & GRADE LEVEL DESCRIPTIONS:

Join us for 5 weeks of fun, faith, and hands-on learning! Our AM *Summer Discovery* program runs from **8:00 AM to 12:10 PM**. Students from Preschool (age 3) through Grade 5 are invited to explore exciting, age-appropriate weekly themes in our *Summer Discovery* program. Each self-contained classroom offers a unique experience designed to spark imagination, encourage curiosity, and nurture growth in a safe, supportive environment.

The St. Patrick School *Summer Discovery* program for Grades 6–8 is designed to strengthen academic foundations while encouraging creative and critical thinking. Through four focused morning block classes, students will engage in meaningful, hands-on learning that supports growth in both core subjects and enrichment areas.

| 8:00 - | 9:00 - | 10:15 - 11:10 | 11:15 AM- |
|-------------|-------------|---------------|-------------|
| 8:55 AM | 9:55 AM | AM | 12:10 PM |
| Reading | Grammar & | Reading | Grammar & |
| Comp. 6 | Writing 6 | Comp. 7/8 | Writing 7/8 |
| Algebra: | Algebra: | Algebra: | Algebra: |
| CR Math 8 | CRMath 7 | CR Math 6 | CR Math + |
| Literacy | Literacy | Literacy | Literacy |
| through Art | through Art | through Art | through Art |
| Enrichment | Enrichment | Enrichment | Enrichment |
| STEM | STEM | STEM | STEM |

Preschool 3 & 4

"Tiny Explorers: My Big, Bright World"

Our youngest learners will explore the world around them through sensory play, songs, simple science, and hands-on discovery. Each week invites preschoolers to dive into colorful, playful learning inspired by nature, animals, and their five senses.

Kindergarten

"Kinder Campers: Nature & Me"

This nature-inspired adventure blends early science, art, and storytelling as students discover the wonders of the outdoors. Through fun and interactive themes, campers will explore bugs, plants, weather, and water through a faith-based lens of wonder and gratitude.

First Grade

"Imagination Station: Read, Create, Discover"

First graders will embark on a journey through books and make-believe! This literacy-rich theme encourages reading, building, performing, and creating. From fairy tales to science fiction, students will develop critical thinking skills while having fun.

Second Grade

"Time Travelers in Training"

Second graders become explorers through time as they journey across ancient civilizations, exciting historical moments, and even peek into the future. This immersive experience connects reading, geography, art, and writing through time-themed projects and stories.

Third Grade

"STEAM Stars: Explore, Invent, Create!"

Curious minds will shine in this STEAM-focused theme designed for budding engineers, artists, and scientists. Through hands-on experiments and collaborative challenges, students will investigate the world and discover their creative spark.

Fourth Grade

"Global Citizens: Cultures, Creatures & Connections"

Fourth graders will travel the globe through geography, world traditions, music, food, and wildlife. This multicultural celebration encourages empathy, appreciation for diversity, and curiosity about how we're all connected as stewards of the Earth.

Fifth Grade

"Mission Possible: Leadership & Legacy"

Our oldest students will take on the role of leaders-in-training as they explore what it means to make a difference. With a focus on creativity, community, and communication, students will build confidence and purpose as they prepare to leave their mark on the world.

Reading Comprehension

Strategies for understanding fiction & nonfiction texts, identifying main ideas, making inferences, and critical thinking.

Grammar & Writing

Practice in grammar, sentence structure, and editing; paragraph development; narrative, opinion, and expository writing; peer review; and journaling.

Algebra: CollegeReady Math

Foundational algebra skills are the building blocks to academic success. This is a supplemental math program created specifically to help middle school, high school and college students improve their algebra skills.

Literacy through Art

Visual arts curriculum that builds skills through a developmental, sequential approach. It covers art elements, principles, history, and appreciation.

Enrichment STEM

Hands-on, engaging activity kits that explore science, math, literacy, and social studies while guiding students through the scientific method. Students work in pairs to build exciting projects making learning both fun and meaningful.

<u> * PM DISCOVERY:</u>

Our afternoon *Discovery* program runs from **12:15 PM to 5:30 PM** and is licensed to accommodate up to 120 students, ages 3 years to under 14 years. Students must bring a lunch and afternoon snack. Each day is filled with enriching, age-appropriate activities designed to spark curiosity and creativity, including:

- <u>STEM Sports</u> A dynamic blend of physical activity and hands-on STEM learning. Students explore real-world applications of science, technology, engineering, and math through sports, fulfilling both educational and physical activity requirements.
- **KidSpark STEM** Encourages mastery of foundational STEM skills through applied math, engineering concepts, 3D modeling, prototyping, coding, and robotics.
- <u>Creative Enrichment</u> Includes Arts & Crafts, Games, Singing, and Creative Movement to inspire imagination and build social-emotional skills.

PM DISCOVERY SCHEDULE:

| 12:15 PM - 12:45 PM | Lunch Break |
|---------------------|---|
| 12:45 PM - 1:30 PM | Quiet Time / Nap Time (PreK & Kindergarten) |
| | Creative Discovery (Grades 1-8) |
| 1:30 PM - 2:15 PM | Outdoor Games & Movement |
| 2:15 PM -2:30 PM | Snack |
| 2:30 PM - 3:15 PM | Enrichment Block |
| 3:15 PM - 4:00 PM | Choice Time / Club Hour |
| 4:00 PM - 4:45 PM | Outdoor Games & Movement |
| 4:45 PM - 5:15 PM | Indoor Free Choice Centers |
| | (Puzzles, Board games, Art/Drawing, Reading) |
| 5:15 PM - 5:30 PM | Clean-Up & Closing |

^{*}Please be aware that a late pick-up fee of \$5.00 will be charged for every five minutes or portion thereof after 5:30 PM.

DROP-OFF & PICK-UP PROCEDURES:

To ensure a safe and smooth experience for all families, please follow the guidelines below:

Morning Drop-Off

• Morning Care begins at 6:30 AM. Families may park in stalls fronting the courts (against the chains) and walk your child to the cafeteria

- You may also park in the 6th Avenue/Waialae Church parking lot and walk your child to the school campus.
- Preschool and Kindergarten students must be signed in by <u>a</u> parent or guardian.
- For students **not enrolled in Morning Care, gates open at** 7:45 AM for regular drop-off. Please do not drop off students before this time, as supervision is not available.

Pick-Up for AM Block Students (12:10 PM Dismissal)

- Students attending only the AM session must be picked up no later than 12:15 PM.
- Please be prompt so that teachers, many of whom also work in the afternoon program, can transition without delay.

← Running late? We understand that life happens. Please **call the school office at (808) 734-8979** if you will be late so we can inform the teacher and have your child escorted to *PM Discovery*.

A daily drop-in fee of \$40 will apply if your child joins the PM program due to a late pick-up.

Pick-Up for PM Discovery Students (12:15 PM - 5:30 PM)

- Students enrolled in both AM and PM sessions will be escorted to the cafeteria and signed in by *PM Discovery* staff.
- Parents must **sign out** their child at pick-up. *PM Discovery* ends at **5:30 PM**.

Framing late? We understand that life happens. Please call the PM Discovery office at (808) 734-8979 ext. 286 if you will be late.

A late pick-up fee of \$5.00 will be charged for every five minutes or portion thereof after 5:30 PM.

X Restricted Parking

 The top parking lot near the Monastery garage and school auditorium is reserved for faculty and staff only.
Please do not use this area for morning or afternoon drop-off or pick-up.

NOTICE :

To ensure the safety and security of all students and staff, **all visitors** to St. Patrick School during the *Summer Discovery* program must follow the procedures below:

- Check in at the school office upon arrival.
- **Sign in** using the visitor log.
- Complete a visitor tag and wear it visibly at all times while on campus.
- **Sign out** at the office when leaving the campus.

Visitors without a proper visitor tag may be asked to return to the office. We appreciate your cooperation in helping us maintain a safe and secure environment for all.

→BEHAVIOR EXPECTATIONS:

At St. Patrick School's *Summer Discovery* program, we believe that a safe, respectful, and joyful environment allows every child to thrive. We encourage students to be kind, responsible, and respectful — to themselves, others, and their surroundings.

Students are expected to observe the following:

- 1. Chewing gum or smoking on campus are not permitted.
- 2. Disrespect, profanity, obscene, and vulgar language are not tolerated.
- 3. Threats, physical abuse, or destruction of property will result in disciplinary action.

- 4. Students bringing weapons of any kind will be immediately expelled from *Summer Discovery*. NO refunds will be issued.
- 5. **All cell phones must be turned off** during *Summer Discovery* hours (6:30 AM to 12:10 PM) and *PM Discovery* from (12:15 PM to 5:30 PM). If needed, students may use the phone located in the School Office.

Parents are notified of any infractions. Children who exhibit extremely uncooperative, disruptive, or destructive behavior will be removed from the program. NO refunds will be issued.

ATTENDANCE POLICY:

Regular attendance and punctuality are important for your child's success and full participation in the *Summer Discovery* Program. The following guidelines outline school expectations for attendance, absences, and tardies.

1. Attendance:

- Students are expected to attend each day of the *Summer Discovery* program, unless they are ill or have an excused absence.
- Daily attendance will be taken and monitored by the classroom teacher.

2. Absences:

- If your child will be absent from Summer Discovery, please notify the St. Patrick School Office at 808-734-8979 before 8:00 AM and provide the reason for the absence.
- Upon returning to school after an absence, students must present a written note from a parent or guardian to the School Office.
- Absences due to illness, medical appointments, family emergencies, or religious observances may be considered excused.

• Extended or repeated absences may require communication with administration to ensure appropriate academic support.

3. Tardies:

- Students are considered tardy if they arrive at 8:00 AM or later.
- All students arriving late must check in at the School Office before proceeding to class.
- If a student's tardiness is not reported at check-in, they will be marked absent and their parent/guardian will be contacted.
- Frequent tardiness may result in follow-up with families to support timely arrival.

4. Early Dismissal:

- If a student must leave early, a parent or authorized adult must sign the student out at the School Office.
- Please provide advance notice when possible.

5. Missed Work:

- Students are responsible for completing any missed assignments or activities due to absence or tardiness.
- Additionally, it is the responsibility of the students to consult with their teachers regarding make-up work.
- Teachers will provide materials and reasonable support to help students catch up.

DRESS CODE:

Appropriate informal attire is required for everyone attending *Summer Discovery*. T-shirts and other apparel should not display suggestive words or images. All students must wear athletic shoes. **Each student will be given one** *Summer Discovery* **t-shirt that is to be worn on Friday.**

The following items are **not permitted:**

- Slippers or Sandals
- Crocs or Birkenstocks
- Tank tops or spaghetti straps
- Very short shorts or midriff tops
- Extreme hairstyles or unnatural hair colors/dyes

* Parents will be called to bring appropriate wear if a student arrives out of dress code.

WHAT TO BRING EACH DAY

All personal items should be labeled with the student's name.

- Backpack or Tote Bag
- Reusable Water Bottle
- Healthy Snack & Lunch (if enrolled in *PM Discovery*)
- Hat or Sun Protection
- Change of Clothes (Preschool & Kindergarten)
- Nap Mat or Blanket (Preschool & Kindergarten)
- Notebook (Composition or Spiral Bound)
- Folder

Pencil Case with:

- Two #2 Pencils and Eraser
- Black or Blue Pen
- Crayons or Colored Pencils
- Elmer's Glue (Stick or Bottle)
- Scissors

*We kindly ask that toys, electronics, and valuables be left at home unless specifically requested by a teacher.

MEALS & SNACKS POLICY:

At St. Patrick School's *Summer Discovery* program, we encourage healthy eating habits and ask that all meals and snacks brought from home be nutritious and easy to manage independently.

Please note: We are a nut-free school. To ensure the safety of all students, especially those with severe allergies, no peanuts, tree nuts, or nut-based products (such as peanut butter, Nutella, or snacks containing nuts) are allowed on campus.

Additional guidelines:

- Students should bring healthy and nutritious snacks and a lunch each day.
- Snacks may also be purchased from the cafeteria during the morning snack recess.
- Please pack food items that do not require refrigeration or heating.
- Label all containers, water bottles, and lunch bags with your child's name.
- Students are not allowed to share food with others.
- Water is the preferred drink. Sugary drinks are discouraged, while soda and energy drinks are not allowed.

More information will be forthcoming regarding the availability of a hot breakfast and lunch option.

HEALTH & SAFETY:

The health and safety of your child are a top priority. Please ensure that all emergency contact information on file is up to date. In the event of illness, injury, or an emergency, we will contact parents/guardians immediately.

Illness in School:

If a student becomes ill while attending summer school, the following steps will be taken to ensure the safety and well-being of the student and the school community:

1. Immediate Care

The student will be taken to the health room or designated care area where they will be monitored and attended to by school personnel.

2. Parent/Guardian Notification

The parent or guardian will be contacted immediately using the emergency contact information on file. If the parent/guardian cannot be reached, the school will contact the listed emergency contacts.

*For the safety of all students, it is important that emergency contact and authorized pick-up information is accurate and current. During summer school, only individuals listed on the emergency contact form will be allowed to pick up your child. Please inform the school office immediately of any updates or changes. A photo ID may be required at the time of pick-up for verification.

3. Student Pickup

Parents/guardians are expected to pick up their child as soon as possible. The student must be signed out by an authorized adult before leaving campus.

4. Return to School Guidelines

The student may return to summer school once they are symptom-free for at least 24 hours without the use of medication, or with a note from a healthcare provider clearing them to return.

5. Communicable Illness Protocol

If the illness is contagious (e.g., flu, COVID-19, strep throat), the school will follow public health guidelines and notify other families as necessary, while maintaining student privacy.

6. Missed Work

Teachers will work with students and families to support completion of any missed assignments or classwork due to illness.

Student Allergies:

To ensure your child's health and safety during summer school, please list any known allergies—such as food, medication, or environmental conditions when filling out the registration form. This information helps staff respond appropriately in case of an allergic reaction. If your child requires an EpiPen or other medication, please provide it to the school office along with any necessary medical instructions.

Medical Conditions:

If your child has a medical condition that may require attention during summer school—such as asthma, diabetes, or seizures—please be sure to include the information here. Any required medications, including inhalers or daily prescriptions, must be clearly labeled and submitted to the school office with a completed medication authorization form. Our staff will follow the provided instructions to ensure your child's well-being throughout the program.

Medical Treatment Authorization:

In the event of a medical emergency, I authorize **St. Patrick School** staff or its representatives to administer basic first aid and to seek necessary emergency medical treatment for my child named above. I understand that if I cannot be reached, the school may act on my behalf to ensure prompt medical care, including transportation to the nearest emergency facility.

I acknowledge that I am financially responsible for any medical treatment or service provided. This authorization is valid for the duration of the *Summer Discovery* program.

| V | PERMISSION | & AUTHORIZA | ATION FORMS: |
|----------|-------------------|-------------|--------------|

Media & Photography Release:

 \square No

I hereby grant permission for **St. Patrick School** and its representatives to photograph, video record, and/or interview my child, during the *Summer Discovery* program. I understand that these images and recordings may be used for school-related purposes including, but not limited to, newsletters, social media, the school website, and other promotional or educational materials.

I acknowledge that my child's name may be used alongside any media, based on the school's discretion and privacy policies.

| ☐ Yes, I give permission for my child to be photographed and/or |
|---|
| recorded. |

☐ No, I do not give permission for my child to be photographed and/or recorded.

Excursion/Field Trip Permission Statement:

I hereby give permission for my child to participate in all off-campus excursions and field trips organized as part of the *Summer Discovery* program at **St. Patrick School**. I understand that these excursions may include walking field trips or transportation by school-approved vehicles to educational or recreational sites. I acknowledge that I will be informed in advance of all scheduled trips and that safety precautions will be in place. In the event of an emergency, I authorize school personnel to seek appropriate medical care for my child.

| Ш | Yes |
|---|-----|
| | No |

General Waiver of Liability:

I, the undersigned parent or legal guardian of the above-named student, understand that participation in the *Summer Discovery* program at **St. Patrick School** involves a variety of indoor and outdoor activities, which may include physical movement, group games, excursions, and hands-on projects.

By signing below, I acknowledge and agree to the following:

- I understand that while the school will take reasonable steps to ensure a safe environment, there are inherent risks associated with participation in any educational or recreational program.
- I voluntarily assume full responsibility for any risk of injury or loss that may be sustained by my child while participating in the *Summer Discovery* program.
- I release and hold harmless **St. Patrick School**, its officers, employees, volunteers, and representatives from any and all claims, demands, or causes of action arising from or related to participation in the program, except in cases of gross negligence or willful misconduct.

This waiver applies to all activities conducted on and off campus for the duration of the program.

CONTACT INFORMATION:

Program Coordinator: Tiani Maafala-Autagavaia

Phone: (808) 734-8979

Email: tiamaafala@saintpatrickhawaii.org

Office Hours: 7:30 AM - 2:30 PM

Emergency Contact After Hours: (808) 734-8979 ext.286

| <u> ACKNOWLEDGEMENT FORM:</u> |
|---|
| I have read and understood the St. Patrick School <i>Summer Discovery</i> Handbook. |
| Student Name: |
| Parent/Guardian Name: |
| Signature: |
| Date: |
| \Box I have submitted my child's emergency and medical forms. |
| Known Allergies or Medical Conditions: |
| Preferred Hospital or Clinic: |
| Emergency Contact & Number: |
| ☐ I have listed authorized nick-up persons |