



Summer Transition Program Handbook

Preschool - Kindergarten

Monday, June 1 – Thursday, July 2, 2026

7:00 AM – 12:00 NOON



3320 Harding Avenue

Honolulu, HI 96816

(808) 734-8979

info@saintpatrickhawaii.org

Table of Contents

Welcome Letter.....	3
Program Overview.....	4
Course & Grade Level Descriptions.....	7
Drop-Off & Pick-Up Procedures.....	11
Behavior Expectations.....	13
Attendance & Absences.....	14
Dress Code	15
What to Bring Each Day.....	16
Meals & Snacks	17
Health & Safety.....	18
Permission & Authorization Forms.....	20
Acknowledgment Form.....	22

Aloha Parents and Guardians,

Welcome to the ***Summer Transition 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,

Shireen Santiago

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

PROGRAM OVERVIEW

June 1 - July 2

Holidays: June 11th (Kamehameha Day)

June 19th (Federal Holiday)

 Doors Open/Drop-Off	7:00 AM - 7:40 AM
Language Arts	7:45 AM - 8:55 AM
Math	9:00 AM - 9:40 AM
 Recess & Snack Time	9:40 AM - 10:10 AM
Social Studies/Science	10:15 AM - 11:15 AM
Enrichment Activity	11:15 AM - 11:50 AM
 Clean Up/Dismissal	11:50 PM - 12:00 NOON

Join us for a fun and enriching summer at St. Patrick School's *Summer Transition Program*, where students in Grades Preschool–Kindergarten 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 Transition Program* is the place to be!

 **PROGRAM TUITION:** \$525.00

 **REGISTRATION:**

To register for the *Summer Transition Program*, please complete the Google Form using the link provided
<https://forms.gle/pqhzN3d3LK41Dzhx7>.

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 **May 20, 2026**. Students will not be

permitted to attend classes on June 1st unless the full tuition has been paid. Registration operates on a first-come, first-served basis.

REGISTRATION (Continued):

Payment options:

In Person: Pay by cash or check at the school office. Credit card payments will be assessed a fee.

Make checks payable to St. Patrick School and write "*Summer Transition Program 2026*" 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. A minimum of 10 students is required to operate the program. Parents will be notified if such cancellation occurs.

WITHDRAWAL:

Tuition for *Summer Transition Program* will be refunded for withdrawals as follows:

75% through May 1, 2026

50% through May 8, 2026

25% through May 15, 2026

NO refund after May 20, 2026

REPORT CARD:

At the conclusion of the *Summer Transition Program*, 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 2, 2026.

PARENT-TEACHER CONFERENCES:

While formal parent-teacher conferences are not scheduled during the *Summer Transition 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 classroom teacher. [Edene Reis-King; ereis@saintpatrickhawaii.org](mailto:ereis@saintpatrickhawaii.org)
- Include your preferred contact method (in person, phone call, or email) and availability.

VISITOR POLICY:

To ensure the safety and security of all students and staff, **all visitors** to St. Patrick School during the *Summer Transition 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.

VISITOR POLICY (Continued):

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.

DROP-OFF & PICK-UP PROCEDURES:

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

Morning Drop-Off

- **Morning Drop-Off** begins at **7:00 AM**. Families may park in stalls fronting the courts (against the chains).
- 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 **a parent or guardian.**

Dismissal/Pick-Up

- Students must be picked up **no later than 12:10 PM**.

 **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.

 **Please be aware that a late pick-up fee of \$5.00 will be charged for every five minutes or portion thereof after 12:10 PM.**

BEHAVIOR EXPECTATIONS:

At St. Patrick School's *Summer Transition 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 (and Parents) are expected to observe the following:

1. Smoking on campus is 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 that may lead to expulsion.
4. Bringing weapons of any kind will be grounds for immediate expulsion from the *Summer Transition Program*.

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 Transition Program*. The following guidelines outline school expectations for attendance, absences, and tardies.

1. **Attendance:**

- Students are expected to attend each day of the *Summer Transition Program*, unless they are ill or have an excused absence.

- Daily attendance will be taken and monitored by the classroom teacher.

ATTENDANCE POLICY (Continued):

2. **Absences:**

- If your child will be absent from the *Summer Transition Program*, **please notify the St. Patrick School Office at 808-734-8979 before 8:00 AM** and provide the reason for the absence.
- Absences due to illness, medical appointments, family emergencies, or religious observances may be considered excused.
- After a child has been sick for three (3) or more days, a doctor's clearance note is required to be submitted to the School Office prior to returning to school.

3. **Tardies:**

- Students are considered tardy if they **arrive at 7:55 AM or later**.
- All students arriving late must be signed in at the classroom.
- 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** from the classroom.
- Please provide advance notice when possible.

DRESS CODE:

Appropriate informal attire is required for everyone attending *Summer Transition Program*. 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 Thursdays.**

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
- Reusable Water Bottle
- Healthy Snack
- Hat or Sun Protection
- Change of Clothes
- Folder
- Disinfecting Wipes (1 container)

Pencil Case with:

- Crayons
- Markers
- Elmer's Glue (Bottle)

***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 Transition 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 each day.
- Snacks will not be available for purchase 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**.

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.

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 Transition Program***.

☐ Yes

☐ No

PERMISSION & AUTHORIZATION FORMS:

Media & Photography Release:

I hereby grant permission for **St. Patrick School** and its representatives to photograph, video record, and/or interview my child, during the ***Summer Transition 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 Transition 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.

☐ Yes

☐ No

 General Waiver of Liability:

I, the undersigned parent or legal guardian of the above-named student, understand that participation in the ***Summer Transition 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 Transition 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: Shireen Santiago

Phone: (808) 734-8979

Email: ssantiago@saintpatrickhawaii.org

Office Hours: 7:00 AM - 12:00 NOON

 ACKNOWLEDGEMENT FORM:

I have read and understood the St. Patrick School ***Summer Transition Program*** Handbook.

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

☐ 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 pick-up persons.