



**Mary, Star of the Sea Early Learning Center**  
*Distinctively Catholic, Academically Excellence, Uniquely Contemporary*

Aloha International and Visiting Students,

Thank you for considering Mary, Star of the Sea Early Learning Center's Summer 2017 Program for your child. Mary, Star of the Sea Early Learning Center (ELC) is located in East Oahu, in the city of Honolulu. We are affiliated with the Mary, Star of the Sea Catholic Church; however, all denominations are welcomed by the ELC.

Our commitment is to provide a quality childhood education through the implementation of the Montessori Method, within a Catholic School environment. Our program is organized as a center, and our children share defined and common areas, as reflected in our daily classroom schedules. Teachers and students may move into various learning centers, based on the schedules outlined for each division.

Parents of students in attendance during the standard school year at the Early Learning Center are members of the Parent-Teacher Guild. The PTG is active and instrumental in supplementing many programs at Mary, Star of the Sea Early Learning Center. Such support is beneficial to our ELC students, as it enables our enrichment programs to be expanded.

Applications are accepted year-round on a space-available basis. The following items must accompany your child's Summer Program 2017 application:

1. Completed Summer Program Registration Form
2. Copy of your child's Birth Certificate
3. Current Health Form 14 (State of Hawaii TB Clearance)
4. Completed Emergency Contact Card (will be issued at school)
5. Completed Authorized Pick-Up Form (will be issued at school)
6. Summer Registration Fee Paid in Full

If you have any questions or require assistance in completing the application, please do not hesitate to contact us at 808.734.3840 during school office hours Monday through Friday, 7:00 a.m. to 2:45 p.m.

Thank you for considering Mary, Star of the Sea Early Learning Center's Summer Program for your child. We look forward to an exciting and enriched summer for your child.

Sincerely,

A handwritten signature in cursive script that reads "Lisa A. Foster".

Dr. Lisa A. Foster, Principal



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**Information for International and Visiting Students  
Summer School Applicants  
Summer 2017**

**TUITION FOR SUMMER SCHOOL 2017**

Please see attached tuition and fee schedule.

Summer 2017 is available to international and visiting students between the ages of 3 – 6 years old on a space available basis. You may opt to register and enroll your child into our summer program for a minimum of one week. Please note that the summer program is not pro-rated and only available in weekly increments. We will not refund you for any unattended days and will not pro-rate the weekly schedule. Refunds will not be issued once a session has begun; a processing fee of \$50.00 will be assessed to you if you request a refund before a session begins.

A substantial late fee is assessed if a student is not picked up by the scheduled pick-up time.

**MEALS AND SNACKS**

The Center provides all meals and snacks. Our policy is that no outside food be brought into the Center unless approved or required by the Principal. The Principal will review and consider any special request involving students with allergies, religious restrictions, etc. However, if the Center cannot meet the nutritional needs of students through food substitutions, we will request that parents provide an approved home lunch.

A daily breakfast and a hot lunch are included in the summer tuition cost.

**PERSONAL ITEMS**

The following is a list of items that you are expected to provide on the first day of the summer session:

**ALL STUDENTS (3 – 6 years)**

- ✓ Small Blanket, labeled
- ✓ Complete Change of Clothes in a small bag (include socks and underwear; please label all items)
- ✓ Large Box of Tissue

All blankets and pillows must be removed from your child's cubby each Friday for laundering; please ensure blankets and pillows are returned to your child's cubby with the start of his or her next school day.

## **POLICIES AND GUIDELINES**

Standard policies and procedures in place during the regular school year will also be in effect during the Summer Program. Please check with our front office if you wish to review the school policy handbook for parents.

### **SUBMIT AN APPLICATION**

The following items must accompany your child's application:

1. Completed Summer Program Registration Form
2. Copy of your child's Birth Certificate
3. Completed, Current Health Form 14 (State of Hawaii TB Clearance)
4. Completed Emergency Contact Card (will be issued at school)
5. Completed Authorized Pick-Up Form (will be issued at school)
6. Summer Registration Fee Paid in Full

### **UNIFORMS**

Students are not required to wear uniforms for the ELC Summer Program. However, covered shoes and socks are required.

### **EMERGENCY MEDICAL CARE**

In case of an accident or emergency, it shall be our policy to contact the child's mother first and then the father, unless otherwise specified. If we are unable to locate a parent, the physician who is noted on the emergency card will be called and his advice followed.

In the absence of the above, or if the child needs immediate medical attention, we will call for an ambulance and the child will be taken to the nearest medical facility (Kapiolani Medical Center), or to a hospital designated by the emergency medical care team. The school is not responsible for medical expenses incurred in emergency treatment. All students are required to have medical coverage upon and for the duration of their enrollment.

### **ALLERGIES**

Allergies to food, including milk restrictions, shall be noted in writing by the parent and signed by or accompanied by a signed note from the physician. Allergies shall be noted on the child's emergency record and on the Student History form. The school will try to accommodate the special dietary needs of children with allergies, religious restrictions, etc. If the school is unable to meet these needs, parents may be requested to provide a home lunch for their child.

### **ARRIVAL AND DISMISSAL OF CHILDREN**

The parent shall be responsible for signing the child in and out. If someone other than the parent picks up the child, their name, address, phone number and relationship to the child shall be noted on the emergency record. Children will not be released to any person whose name is not on the emergency card or without parental consent. Identification may be required of authorized persons for pick-up if he or she is not recognized by ELC staff.



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**Summer 2017 Registration Fee Schedule for International and Visiting Students**  
 (SUBMIT THIS FORM WITH YOUR CHILD’S REGISTRATION FORM)

Enrollment for the Mary, Star of the Sea ELC Summer 2017 Program is available to international and visiting students on a space-available, weekly schedule. We are pleased to offer you a program that allows you to select a weekly part-time or full-time program.

The full-time summer school day begins at 8:00 a.m. and concludes at 2:30 p.m. If you prefer a modified schedule, our part-time program is scheduled to begin at 8:00 a.m. and concludes at 11:15 a.m. Please see attached Information Sheet.

Monday through Friday (excluding observed holidays)		
<u>OPTION A</u> Full-Time Program 7:00 a.m. – 2:30 p.m.	<input type="checkbox"/> 675.00 per week <input checked="" type="checkbox"/> ___ week(s)	Please enter your child’s attendance dates: _____ to _____ _____ to _____ _____ to _____
<u>OPTION B</u> Part-Time Program 7:00 a.m. – 11:15 a.m.	<input type="checkbox"/> 530.00 per week <input checked="" type="checkbox"/> ___ week(s)	Please enter your child’s attendance dates: _____ to _____ _____ to _____ _____ to _____
<b>TOTAL ENROLLMENT FEE:</b>	\$ _____ . 00	<b><i>Enrollment fee must accompany application; no refunds for any unattended days.</i></b>

Child Full Name (print): \_\_\_\_\_  
LAST FIRST MI

Parent Full Name (print): \_\_\_\_\_  
LAST FIRST MI

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_