

MA'EMA'E ELEMENTARY SCHOOL PTSA SUMMER SCHOOL & ENRICHMENT ACTIVITIES

Sponsored by: The Learning & Homework Center (TLHC)

June 12, 2019 – July 19, 2019

Dear Parents/Guardians,

The Ma'ema'e Elementary School Parent Teacher Student Association (PTSA) will be offering Summer School & Enrichment Activities from June 12, 2019 – July 19, 2019 with observance of Independence Day on Thursday, July 4th. *This program is not a Department of Education sponsored activity.*

The Summer School & Enrichment Activities programs are as follows:

Early Morning Care* (Optional)	6:30am – 8:00am
Summer School	8:00am – 11:30am
Lunch	11:30am – 12:00 noon
Enrichment Activities* (Optional)	12:00 noon – 3:30pm
Extended Afternoon Care* (Optional)	3:30pm – 5:30pm

**Programs depend on enrollment*

The attached sheets include information about the fun and education summer programs at our school. We hope that you will take advantage of this wonderful opportunity for your child! If you have any questions, please contact Lisa Kumashiro at 595-5400 ext. 230.

Sincerely,



Lenn Uyeda
Principal

MA'EMA'E ELEMENTARY SCHOOL PTSA SUMMER SCHOOL & ENRICHMENT ACTIVITIES

Sponsored by: The Learning & Homework Center (TLHC)

June 12, 2019 – July 19, 2019

Summer School Director: Lisa Kumashiro (595-5400 ext. 230)
Enrichment Activities Director: Nancy Liu

Program Duration: June 12, 2019 – July 19, 2019
Monday thru Friday (No classes on Wednesday, July 4th – Independence Day)

Program, Time & Tuition:	<u>Program</u>	<u>Time</u>	<u>Tuition</u>
	Early Morning Care* (Optional)	6:30am – 8:00am	\$75.00
	Summer School	8:00am – 11:30am	\$550.00
	Lunch	11:30am – 12:00 noon	
	Enrichment Activities* (Optional)	12:00 noon – 3:30pm	\$250.00
	Extended Afternoon Care* (Optional)	3:30pm – 5:30pm	\$125.00

**Programs will depend upon enrollment*

Eligible Students: Priority will be given to students currently enrolled in grades K-4 at Ma'ema'e Elementary School and their siblings enrolled in Grades K-4 at other schools. Only students enrolled in our Summer School Program will be eligible to participate in Early Morning Care, Enrichment Activities, and Extended Afternoon Care. Non-Ma'ema'e students may be considered if space is available.

Registration Dates: Registration is from January 28 – February 8, 2019.

- Registration/Payment:**
- 1) Submit a registration form, waiver form, payment, and a self-addressed stamped envelope with each application.
 - Drop off at: Ma'ema'e Elementary School front office drop box
Monday - Friday, 7:30am – 4:00pm
 - Mail to: Summer School
Ma'ema'e Elementary School
319 Wyllye Street
Honolulu, HI 96817
 - 2) Payment methods: checks or cashier's checks should be made payable to **Ma'ema'e Elementary School PTSA**. (Cash is not accepted.)
 - 3) Incomplete registration form, missing or incorrect payment(s), and/or inappropriate submission of documents will delay or prevent processing.

Returned Checks: The original amount of the check plus a service charge of \$25.00 in the form of a cashier's check or money order must be submitted to complete and confirm your registration.

Accepted/Waitlisted: A lottery will take place February 13 – 22, 2019 to determine if your child is "accepted" or "waitlisted" for the programs. Parents will be notified of their child's status starting the week of February 25th. If you do not receive a confirmation by Monday, March 4, 2019, please contact the Summer School Director. Enrollment will remain open until classes are filled.

Cancellation: A class may be cancelled depending on enrollment and availability of teachers.

Refunds: Upon receiving a signed notice of withdrawal from the parent/legal guardian, the student will be officially withdrawn from the program and refunds will be granted according to the following schedule:

- 100% refund by Friday, April 5, 2019.
- 50% refund by Friday, April 26, 2019.
- No refund issued after Friday, April 26, 2019

Program Descriptions: The **Early Morning Care** is an optional morning program. Program employee(s) will supervise students. No breakfast will be served, but students may bring breakfast from home if they wish.

The **Summer School** Program will include a standards-based curriculum in Language Arts and Mathematics. The lunch break is between 11:30am – 12:00 noon, where students can enjoy their home-prepared meal or pre-ordered meal from the Keiki Lunch Box.

The **Enrichment Activities** is an optional program and will include organized play and special learning activities, which may include team sports, science activities, math games, and arts and crafts.

The **Extended Afternoon Care** is an optional program consisting of organized play. A program employee(s) will supervise students. For late pick-ups, the coordinator will assess a cash only fee of \$5.00 per 10 minutes after 5:30pm.

YMCA at Ma'ema'e: When the Ma'ema'e Elementary School PTSA Summer School and Enrichment Activities programs are not in session, the YMCA will have childcare for an additional weekly fee. Please refer to the YMCA handout.

School supplies your child needs: (Supplies do not have to be new)

Please label the following items with your child's name.

Kindergarten & Grade 1

- (3) #2 Pencils
- Glue
- Watercolor paint
- Eraser
- Markers
- Portfolio with pockets
- Box of 24 crayons or colored pencils
- 6" pointed Fiskars type Scissors
- Wide-ruled marble composition notebook

Grade 2, Grade 3, & Grade 4

- (3) #2 Pencils
- Glue
- 1" ring binder
- Dry eraser marker
- Eraser
- Markers
- Portfolio with pockets
- Black Sharpie pen
- Box of 24 crayons or colored pencils
- 6" pointed Fiskars type Scissors
- Wide-ruled marble composition notebook

Classroom Lists: Classroom lists will be posted inside the front office on Friday, May 17th.

Attendance: Students NOT enrolled in Early Morning Care, may not be left unattended. They may wait outside of their classroom no earlier than 7:45am. All students should report to their classroom by 8:00am. Those who arrive after 8:00am must check in at the summer school office, before going to class. If your child is or will be absent, please contact Lisa Kumashiro, Summer School Director, at 595-5400 ext. 230.

- Break/Recess:** The Summer School & Enrichment Activities Program will **not** provide snacks, breakfast, or lunch. You are welcome to provide a peanut-free snack for your child for the daily 10-15 minute break.
- Lunch:** Between 11:30am – 12:00noon, students will have a lunch break. Students may bring lunch from home or order from the Keiki Lunch Box. Ordering information from the Keiki Lunch Box will be available at a later date.
- Health/Injuries:** There is no health nurse during summer school. Student injuries or illnesses will be reported to the Summer School Director or Enrichment Activities Director. Directors will determine if parents need to be notified to pick up their child.
- Student Conduct Policy:** All students are required to follow our Student Conduct Policy. Any student who commits a Class A or Class B school offense will be dismissed from the Summer School & Enrichment Activities Program. For other offenses, if the student is counseled by one of the directors and the misconduct continues, he/she may be suspended or dismissed from the program. Full or partial refunds will not be provided.
- Pick-Up:** Parents must present a current picture ID and sign out their child from the program. Upon approval, special pick-up arrangements may be made in writing to the director. For late pick-ups, the coordinator will assess a cash-only fee of \$5.00 per 10 minutes after 5:30pm.

This is not a Department of Education sponsored activity.

Ma'ema'e Elementary School PTSA Student Conduct Policy

There are (4) four types of behavioral offenses that students are forbidden to do while at school or at any program related function. Students who commit any of the following offenses are subject to disciplinary actions.

Class A Offense – Prohibited by Law Police may be informed, parent is contacted immediately, and student is dismissed from the program.	Class B Offense – Prohibited by Law Police may be informed, parent is contacted immediately, and student is dismissed from the program.
<ul style="list-style-type: none"> € <u>Assault</u> – causing serious injury to another person, with or without a dangerous object (intentionally, knowingly, recklessly or negligently) € <u>Burglary</u> – stealing something by breaking into a building, or car or private property (intentionally entering or remaining unlawfully in a building) € <u>Dangerous instrument or substance</u> – possession or use (knives, fireworks, pepper spray, martial arts devices, bats) € <u>Dangerous weapons</u> – possession or use (metal knuckles, daggers, butterfly knife, slug shot, billy, etc.) € <u>Drug Paraphernalia</u> – possessing, use or selling (alcohol, marijuana or other drugs) € <u>Extortion</u> – taking something from someone by threatening to hurt them or damaging property € <u>Fighting</u> – instigating or provoking physical contact involving anger or hostility € <u>Firearms</u> – having or using any type of gun € <u>Illicit drugs</u> – possession, use or sale of (HRS 712, part IV) € <u>Intoxicating substances</u> – possession, use or sale of (alcohol) € <u>Property damage or vandalism</u> – damaging property of someone else or destroying or defacing school property (such as graffiti to planners, ID's or meal cards) € <u>Robbery</u> – stealing something from someone € <u>Sexual Offense/Sexual Assault</u> – unwanted touching or grabbing of sexual parts, indecent exposure € <u>Terroristic Threatening</u> – threatening (by word or conduct) to physically hurt someone or to seriously damage someone's property 	<ul style="list-style-type: none"> € <u>Bullying</u> – written, verbal, graphic or physical act such as: touching others, teasing, name-calling, spreading rumors, annoying that causes mental or physical harm or creates an intimidating, threatening or abusive educational environment € <u>Cyberbullying</u> – electronically transmitted acts, (i.e. Internet, cell phone) which causes mental or physical harm € <u>Disorderly Conduct</u> – physically fighting with and/or threatening, yelling or screaming at a person with the intent to cause harm to him or her. This includes making any offensively coarse utterance, gesture, or display, or addressing abusing language to any person, which is likely to provoke a violent response € <u>False alarm</u> – causing a false emergency alarm, such as pulling a fire alarm € <u>Forgery</u> – signing a name other than the student's own name or illegal production of materials like tickets or fundraising € <u>Harassment (sexual)</u> – teasing someone about anything sexual-related; causing another person to feel uncomfortable € <u>Theft</u> – taking something from someone else without their permission (for example from a cubby, desk or backpack) € <u>Trespassing</u> – entering other people's property (including the school) without permission
Class C Offense – Prohibited by the program Parent will be informed and disciplinary consequence is given (i.e. detention, suspension, dismissal).	Class D Offense – Prohibited by the program Parent will be informed and disciplinary consequence is given (i.e. detention, suspension, dismissal).
<ul style="list-style-type: none"> € <u>Abusive language</u> – verbal messages that use words in an inappropriate way, including swearing, name-calling or profanity € <u>Class cutting</u> – unauthorized absences € <u>Insubordination</u> – refusal to obey an order by a teacher or other staff member. Refusal to do work. Disrespect to an adult € <u>Laser pen</u> – possession or use of a laser pen € <u>Leaving campus without consent</u> from a program official € <u>Smoking or possessing tobacco substances</u> € <u>Electronic Cigarette</u> – contraband item € <u>Truancy</u> – not coming to school <p>Note: The program will not be responsible for recovering lost or stolen items that should not have been brought to school. Personal items may be brought to school if a student's teacher allows him/her to do so for instructional purposes.</p>	<ul style="list-style-type: none"> € <u>Bringing money to school</u> unless it will be used to pay for field trips or other school events, is not permitted. € <u>Chewing gum and spitting</u> – in classrooms are not permitted € <u>Wearing hats/sunglasses/hoods in class</u> € <u>Contraband</u> – bringing forbidden items to school such as: cell phones, laser lights, lighters, matches, all electronic entertainment devices, pets, toys, skateboards, roller blades, aerosol cans, cards or items used for collecting or trading, etc. € <u>Defiance/disrespect/non-compliance</u> – inappropriate disruption € <u>Lying and/or Cheating</u> € <u>Violating Other School Rules</u> – in classroom, cafeteria, library, computer room, playground, on field trips. € <u>Loitering</u> in off-limit areas € <u>Making Offensively Coarse Utterances or Gestures</u> € <u>Forgery or Alteration of Grades, Signatures, or Passes</u> € <u>Dress code violation</u> – wearing clothes that is not within the dress code guidelines

**MA'EMA'E ELEMENTARY SCHOOL PTSA
SUMMER SCHOOL & ENRICHMENT ACTIVITIES PROGRAM
REGISTRATION FORM
June 12, 2019 – July 19, 2019**

FOR OFFICE USE ONLY:

Check #: _____ Amount: \$ _____
Lottery # _____ Waitlist # _____ for Grade _____

My child is currently in grade _____.

Child's Name: _____
Last First M.I.

Address: _____

Current School: _____ Sex: M ___ F ___ Birthdate: _____

Sibling at Ma'ema'e School Name of sibling is: _____

Mother/Guardian Name: _____

Primary Phone #: _____ Alternate Phone #: _____

Email address: _____

Father/Guardian Name: _____

Primary Phone #: _____ Alternate Phone #: _____

Email address: _____

Check all that apply to your child:

- Early Morning Care** (\$75)
6:30am – 8:00am
- Summer School** (\$550)
8:00am – 11:30am
- Enrichment Activities** (\$250)
12:00 noon – 3:30pm
- Extended Afternoon Care** (\$125)
3:30pm – 5:30pm

Total Cost = _____

Make check payable to:
Ma'ema'e Elementary School PTSA

EMERGENCY CONTACT INFORMATION

(Person(s) to Notify in Case of Emergency Other than Parent/Guardian and Allowed to Pick Up Child if Parent/Guardian is Unavailable)

Name: _____ Relation: _____ Primary Phone #: _____

Name: _____ Relation: _____ Primary Phone #: _____

List any physical limitations, medical/specific conditions or allergies we should be aware of.

If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for school authorities to take appropriate action for the safety and welfare of my child. I understand that parents will assume the cost of any charges.

Parent/Guardian Signature

Date

ATTENDANCE: If my child is NOT enrolled in the Early Morning Care, I will wait with my child outside of his/her classroom until 7:45am. Should my child arrive to school after 8:00am, he/she will check in at the summer school office before going to class. If my child is or will be absent, I will contact the Summer School Director. I will also ensure that I pick up my child on time from the program.

Parent/Guardian Signature

Date

Please check to see that you have included all of the following (one per child):

- Summer school registration form Waiver form
- Self-addressed stamped envelope Full tuition payment (Check or cashier's check payable to: Ma'ema'e Elementary School PTSA)

Please submit all documents to the front office drop box by Friday, February 8, 2019.

MA'EMA'E ELEMENTARY SCHOOL PTSA SUMMER SCHOOL & ENRICHMENT ACTIVITIES
Sponsored by: The Learning & Homework Center (TLHC)
June 12, 2019 – July 19, 2019

Waiver

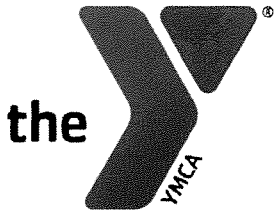
I request that _____

(Please print child's name)

be allowed to participate in the summer school and enrichment activities (if enrolled) and morning/afternoon care (if enrolled) and all excursion/field trips and specifically consent to his/her participation. If any emergency medical procedures or treatment is required, I consent in allowing the supervisor(s) taking, arranging for or consenting to the procedures or treatment in his/her or their professional discretion. I agree to release, indemnify, and hold harmless the Ma'ema'e Parent Teacher Student Association (PTSA), its board members, The Learning & Homework Center (TLHC), its employees, agents or assignees, as well as its approved supervisors from and forever promise not to sue them on any and all claims, demands, rights, causes of action, liabilities, losses, damages, costs and expenses (including reasonable attorney's fees), whether known or unknown, that I, any other parent or guardian of the above named student, or the student may have or may allege to have against the programs directors or which may be brought against the Ma'ema'e PTSA and TLHC arising out of or in any manner relating to the student's participation in the summer program, enrichment activities (if enrolled), morning/afternoon care (if enrolled), and field trips, including but not limited to the rendering of emergency medical procedures or treatment. If not specifically enrolled in a summer program activity, parents shall be solely responsible for their child at all time.

Signature of Parent/Guardian

Date



Summer 2019 Ma`ema`e Elementary ON CAMPUS

IMPORTANT SPECIAL NOTES

Program will be held on Ma`ema`e Elementary School Campus. Other programs are available at the YMCA and available online so please make sure barcodes match the location requesting.

Programs Dates & Prices:

Week 1 of Summer:	June 3-10	\$155 for the week
Week 8 of Summer:	July 22-26	\$155 for the week
Week 9 of Summer:	July 29-August 2	\$155 for the week

Program Hours: Full Day 6:30am-6:pm

For a full day, main activities run between 8:30am-4:30pm. Quiet games and assembly style activities will occur between 6:30am-8:30am and 4:30pm-6:00pm.

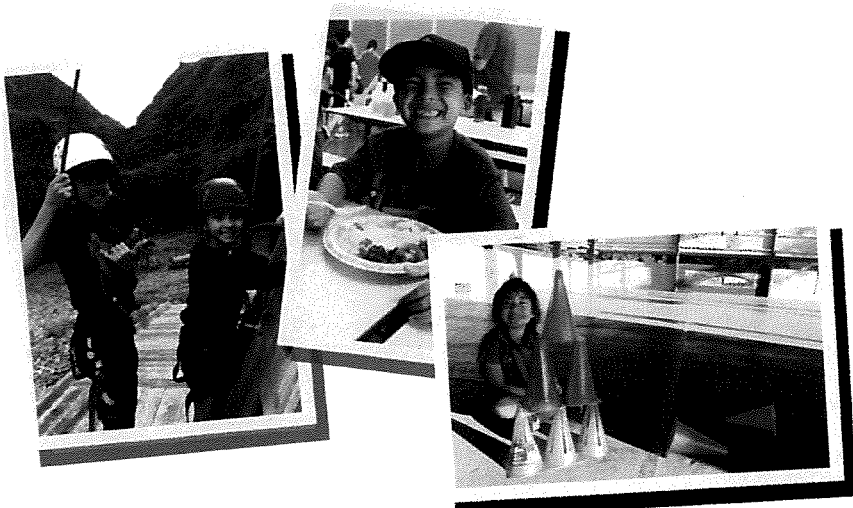
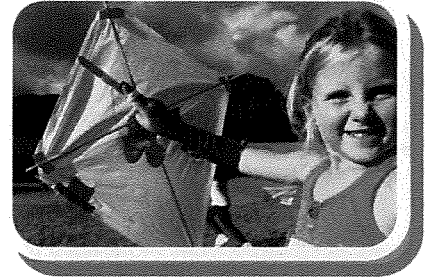
Full day programs include one off-site excursion or on-site special activity each week. Activities include, but are not limited to sports basics, team building activities, crafts, character and values development, STEM, taste testing or cooking, and so much more. This summer we will also be incorporating "Youth Choice" into activity blocks where youth will be able to choose an activity they are most interested in.

Optional Program Additions:

Weekly Rate Lunch Meal: \$7.50 Weekly Rate Afternoon Snack: \$3.00

Lunches will vary between subway and hot meals depending on availability and daily schedule. Youth will receive a YMCA reusable water bottle each week.

Snacks include healthy options and fresh fruit at least twice a week as well as a 100% juice pouch/box.



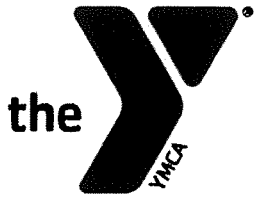
THE Y: SO MUCH MORE.

Early Education High School Age

18 months—5 years old After-School Volunteering

School Age Various Youth Programs

A+ and Before School Programs Diverse City Hip Hop
 Intersession Programs Youth & Government
 Learn to Swim
Middle School Age Hawaiian Studies
 Club MID After-School Marital Arts
 Intersession Programs Youth Sports



How to Register In-Person or Online

Registering in Person:

Come to our Nu`uanu YMCA and complete a YMCA Youth Programs Registration Form. Payment can be made by cash, check, or credit card. Please see registration deadlines below.

Registering Online:

1. Visit: www.ymcahonolulu.org and click "[Register Online](#)" on the right side of the screen.
2. From the START page, click "LOGIN" or "Create New YMCA Account."
3. Enter your LOGIN ID & PIN. Your login is the email address you have on file. If you *forgot it*, click on "Forgot Login username or password" link to retrieve it using your email address. If your email address is in our system, your login information will be emailed to you. If further assistance is needed, please call 541-5261.
4. Using the barcodes below enter them into the *Search* field.
5. Click "Add to cart" then continuing adding courses
6. Follow the prompts listed. Select participant, additional information, then fees.

Program	Dates	Barcode	Rate
Nuuanu Summer Sch Special @ Maemae Elementary: 6/3-6/10	June 3-June 10	18681	\$155.00
Nuuanu Maemae Summer Sch Lunch 6/3-6/10 (Optional)		18684	\$37.50
Nuuanu Maemae Summer Sch Snack 6/3-6/10 (Optional)		18687	\$15.00
Nuuanu Summer Sch Special @ Maemae Elementary: 7/22-7/26	July 22-July 26	18682	\$155.00
Nuuanu Maemae Summer Sch Lunch 7/22-7/26 (Optional)		18685	\$37.50
Nuuanu Maemae Summer Sch Snack 7/22-7/26 (Optional)		18688	\$15.00
Nuuanu Summer Sch Special @ Maemae Elementary: 7/29-8/2	July 29-August 2	18683	\$155.00
Nuuanu Maemae Summer Sch Lunch 7/29-8/2(Optional)		18686	\$37.50
Nuuanu Maemae Summer Sch Snack 7/29-8/2(Optional)		18689	\$15.00

the Keiki Lunchbox

...naturally good, for Hawaii's growing keiki

Dear Parents,

The Keiki Lunchbox, Hawaii's only caterer specializing exclusively in food for school-aged children, will provide lunch for Maemae School's Summer Program 2019.

We believe that all of our clients deserve high quality, fresh food.

That's why we offer them *real* food that is as close to its natural state as possible. That means staying away from overly processed food made with yucky chemicals, additives, and trans fats.

Our menus never contain pre-made & preservative-rich "pizza pockets" or pressed meat chicken nuggets. Instead, we make pizza with a rich sauce and real shredded mozzarella cheese. We hand cut our chicken nuggets from fresh boneless, skinless chicken breasts.

As well, we're proud to offer seasonal fruit such as local watermelon & cantaloupe, pineapples, bananas, oranges and grapes. What you'll never find on our menu are "diced pears," "sliced peaches," and "fruit cocktail," all euphemisms for canned fruit. Finally, our commitment to local and organic, within a reasonable cost to our families, is seen in our offerings: organic baby peas, organic carrots, organic mixed vegetables, and organic broccoli (when available) as well as non-GMO edamame.

Each lunch comes with a freshly prepared entrée, a grain, vegetable, fruit and choice of low fat white milk, organic juice, organic low fat chocolate milk or bottled water. The cost for the Summer program is \$158.33 by cash or check, or \$163.39 by Paypal.

Our June and July menus and Summer enrollment form will be available in early May and will be emailed by the Summer program to interested participants.

With aloha,
The Keiki Lunchbox

• (808) 772-7482 • P.O. Box 22566 Honolulu, HI 96823 • keikilunchbox@gmail.com •

