

Koko Head Elementary Summer School 2017

School Dates, Holidays

Dates: 6/1-6/29 Holiday: 6/12, Monday

Tuition

\$127

Daily Bell Schedule

All Grades 8:00-12:00

Four (4) instructional hours daily with a 15 minute break included.

School lunch will **NOT** be provided. Students may provide their own healthy snacks. All students are encouraged to bring a personal water bottle to be sure to keep hydrated throughout the day. Students are **not** allowed to have food delivered to them during the day.

Eligibility and Content

Students who currently completed grades K-4 may enroll to attend summer school. The material to be covered in summer school will be a review of the grade level content with a focus on reading, writing, and math.

Summer School Contact Information

Summer School Director/Attendance-

Mrs. Donna Miller 397-5811 ext:235

Summer School email-

donna_miller@notes.k12.hi.us

Registration Mailing Address-

189 Lunalilo Home Road, Honolulu, HI 96825 Attn: Summer School

General Registration Information

Summer school will be open to elementary schools in the Kaiser Complex according to the schedules below. Students will register for the grade level they will be entering the next school year. There may be space available after April 18th for students outside of the Kaiser Complex.

Registration for Koko Head Elementary Students Currently in Grades K-4

Registration begins April 4th. Completed registration forms with payment attached can be mailed between April 4 and April 11th or dropped off at KHES front office. Do not turn in registrations to your child's teacher. Enrollment will be confirmed via email and a note sent home no later than May 1st.

Registration for Kaiser Complex Elementary Students Currently in Grades K-4

Registration begins April 11th. Completed registration forms with payment attached can be mailed between April 11th and April 18th or dropped off at the KHES front office. Enrollment will be confirmed via email no later than May 1st.

Inquiries Regarding Openings after April 18th

Please email inquiries to: donna_miller@notes.k12.hi.us

Payment by Check or Cash

A check or cashier's check in the amount of \$127 should be made payable to Koko Head Elementary School. Check should be current, with the printed name of the student on the memo line. Returned checks will be subject to a \$25 fee. In case of a returned check, enrollment will only be maintained if tuition and fee is paid in cash. Your cancelled check will be your receipt. Cash in the amount of \$127 will be accepted. Exact change is immensely appreciated.

Refunds and Class Cancellations

There will be no refunds given after 4pm on May 1st. Classes may be cancelled due to lack of sufficient enrollment or the inability to find instructors to teach. Refunds will be made due to such cancellations. Dismissal due to Chapter 19 violation(s) will not warrant any refund.

Alu Like (<http://alulike.org>)

Please inquire directly with Alu Like regarding availability of financial assistance for summer school. In order to secure a registered spot, an Alu Like Voucher may be used as payment during registration.

Drop off

Students should be dropped off for summer school between 7:50-8:00 am. There is no supervision on campus before 8:00am. Students need to be dropped off in the front of the school. **Students are expected to proceed directly to their classroom and wait quietly in front of their classroom until 8:00.**

Pick up

Students must be picked up immediately upon dismissal of summer school at 12:00. (Unless signed up for other activity on campus) There is no supervision on campus after 12:00. **Students are expected to wait quietly in front of the office for pick up.**

Morning Care, A+, After School Activities

Morning and after care will be available for a fee. More specific information will be forthcoming after the registration begins.

Attendance

Please call the summer school office at 397-5811 ext:225 between 7:30-8:00 am to report an absence. If a student arrives to school after 8:00 they will need to come to the office and sign in with the summer school director. Student must submit a note from their parent/guardian to the teacher indicating the reason and date of absence as soon as the student returns to school the next day.

Progress Reports

These will be handed to the students at the end of the following day: June 29

Visitor Policies

Please reference the Koko Head school website for visitor policies and other school expectations. No one is permitted on campus or to visit classrooms between 8:00-12:00. Please extend a courtesy appointment request if desiring to meet with a teacher before or after the school day so they may properly prepare to meet.

Chapter 19 and Behavioral Expectations

Teachers will inform students of Chapter 19 DOE rules and individual classroom expectations on the first day of class. All DOE and school rules apply. Electronic toys, devices, or other items of value should not be brought on to campus during summer school. Cell phones must be off and secured in a student's bag from 8:00-12:00. The school is not responsible for any personal items that may be lost, stolen or damaged and will not investigate such incidents.