

# Kamilo'iki Elementary Summer School 2018

**PROGRAM DATES:** June 5 – July 3 (School Holiday – June 11)

**Tuition:** \$127

## **ELIGIBILITY & PROGRAM CURRICULUM:**

- Students who recently completed Grades K-4, may enroll in summer school.
- The program curriculum will be a review of the grade level content with a focus on reading, writing, and math.

## **DAILY BELL SCHEDULE:** 8:00am – 12:00pm (All Grade Levels)

- The summer school day will consist of four instructional hours with a 15-minute break included.
- School lunch will NOT be provided.

## **STUDENT DROP-OFF/PICK-UP**

- Students should not be dropped off on campus before 7:50am. There is no student supervision on campus before 8:00am.
- Upon entering the campus, students are expected to quietly sit and wait in front of their classrooms until the doors are opened at 8:00am.
- Students are expected to be picked-up or leave campus following the dismissal of summer school at 12:00pm. There is no student supervision on campus after 12:00pm.
- While waiting to be picked up, students are expected to wait responsibly and quietly in front of the office.

## **STUDENT REGISTRATION:**

Summer school registration will be open to students currently enrolled in a Kaiser Complex Elementary School, according to the schedule below. When registering, parents/guardians should identify the grade level that their student is enrolled in for the current school year (SY 2017-2018).

- Monday, April 9: Registration opens for current Kamilo'iki Elementary students
  - To register, parents/guardians should submit their completed registration form, with full payment, to the school office via postal mail (post-marked no earlier than April 9) or in-person. Please do not have your child submit their registration to their homeroom teacher. Homeroom teachers will not be responsible for collecting student registrations.
  - A confirmation of your student's enrollment in summer school will be provided via email or a note sent home, no later than May 1st.
- Monday, April 16: Registration opens for current Kaiser Complex Elementary students
  - To register, parents/guardians should submit their completed registration form, with full payment, directly to the school office via postal mail (postmarked no earlier than April 16) or in-person.
  - An email confirmation regarding your student's enrollment in summer school will be provided no later than May 1st.

The deadline to register is Friday, April 20 (postmarked or submitted to the office by 4:00pm). Student registrations will be processed based on the order they are received by the office and only if they included a completed registration form and full payment. A waitlist will be created should the school receive more student registrations than spaces available. Incomplete registrations (incomplete forms and/or full payment) will not be processed and confirmed or be placed on the waitlist.

For any inquiries after April 20, regarding student registration, please contact the summer school director.

**ACCEPTABLE FORMS OF PAYMENT:**

- Cash in the exact amount
- Personal check in the amount of \$127 and made payable to Kamilo'iki Elementary School.
  - The student's name and grade level should be printed on the memo line.
  - Checks should be current and any returned checks will be subject to a \$25 fee.
  - In the case of a returned check, the student's enrollment will only be upheld, if the tuition and fee are paid in full with cash, no later than one working day after receiving notification from the school.
- Alu Like Voucher
  - For more information regarding the financial assistance for summer school that is provided by this organization, please visit their website ([www.alulike.org/nhssap](http://www.alulike.org/nhssap)).

**STUDENT REFUNDS & CLASS CANCELLATIONS:**

- The deadline to cancel your student's registration and request for a full refund is 4:00pm on May 1st.
- No refunds will be given after May 1st.
- Classes may be cancelled due to the lack of enrollment or the inability to secure a qualified teacher. In these cases, registered students will receive a full refund.
- A student who is dismissed from the program, due to Chapter 19 violation(s), will not be eligible to receive a refund.

**VISITOR POLICY:**

- Parents/Guardians and visitors are to report immediately to the summer school office when coming on campus. To minimize disruptions to the students' learning environment, please do not enter any classroom or other school facilities without prior authorization from the teacher or summer school director.

**SNACK POLICY:**

- Students may bring their own healthy snacks to consume during their break.
- Due to allergy concerns, students will not be permitted to share their snacks with others.
- All students are encouraged to bring a personal water bottle to be sure to keep hydrated throughout the day.

**STUDENT BEHAVIORAL EXPECTATIONS & CHAPTER 19:**

- Students will be informed, by their teacher, of DOE's Chapter 19 policies and guidelines as well as individual classroom expectations on the first day of class.
- The Kamilo'iki Summer School is an official summer school program, therefore all DOE policies and guidelines along with any school rules apply.
- Electronic devices, toys 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 8:00am-12:00pm.
- The school is not responsible for any personal items that may be lost, stolen or damaged.

**SUMMER SCHOOL CONTACT INFORMATION:**

- Summer School Phone Number: 397-5800
- Mailing Address: 7788 Hawaii Kai Drive, Honolulu HI 96825 Attn: Summer School 2018

# KAMILO'IKI SUMMER SCHOOL REGISTRATION FORM

STUDENT'S NAME: \_\_\_\_\_  
Last First Middle

CURRENT SCHOOL: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City Zip code

PARENT/GUARDIAN'S NAME: \_\_\_\_\_  
Last First

PARENT/GUARDIAN'S EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

EMERGENCY CONTACTS:  
NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAL CONDITIONS/HEALTH CONCERNS: \_\_\_\_\_

Is the student receiving special education services during the current school year:  Yes  No

**A completed form and full payment of \$127 (exact cash amount/check made payable to Kamilo'iki Elementary) is required to process your student registration.**

**The registration deadline is FRIDAY, APRIL 20 (postmarked or to the office by 4:00pm)**

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **FOR OFFICE USE ONLY**

Registration formed received on (Date/Time/Initial): \_\_\_\_\_

Full Payment Received:  Cash  Check (Check #: \_\_\_\_\_)

Registration confirmation provided (Date): \_\_\_\_\_ Note w/student  Email

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