



Saint Mark Lutheran School
K Ā N E ' O H E , H A W A I ' I

ENROLLMENT INFORMATION

Early Learning Program

WHO WE ARE

Saint Mark Lutheran School was established in 1956 in Kāneʻohe and has grown to include Pre-K through Eighth Grade. Saint Mark Lutheran School is operated as an integral part of the educational ministry program of Saint Mark Lutheran Church.

Saint Mark offers a forward thinking, fully accredited, collaborative learning environment that prepares our students to be life-long learners, well-equipped with the 21st century skills needed to succeed in high school and their lives beyond. Saint Mark strives to create a caring atmosphere where students are pushed to do their best, yet feel safe enough to take risks and explore their learning and curiosity without a fear of failure. Students need to be able to make mistakes knowing that they are loved and that failure is not fatal.

The curriculum is set up to facilitate students who are working at or near grade level. The school does not offer special educational programs for students with severe learning disabilities and/or disciplinary problems.

MISSION

Saint Mark Lutheran School extends the love and care of Jesus Christ to all people, while nurturing families and preparing students to integrate faith with life, through quality Christ-centered education.

PHILOSOPHY AND PURPOSE

Saint Mark Lutheran School exists as an extension of the ministry of Saint Mark Lutheran Church of Kaneohe, Hawaii. The central purpose of the church and school is to share the saving Gospel of Jesus Christ as Savior and Lord. The specific emphasis of Saint Mark Lutheran School is to facilitate the development of the 'whole child' in relation to his/her spiritual, intellectual, physical, social, emotional, and aesthetic needs.

Christianity is the heart of the Lutheran school curriculum. Its influence permeates and gives substance to all subject areas taught. Only in keeping with the revealed Truth, God's Word, can all secular subjects be properly understood and rightly applied.

Teachers and curriculum material will not teach any topics which are contrary to Biblical teachings. While opposing topics may be discussed, they will not be taught as true and feasible if they are contrary to Scriptures. History is truly appreciated only when it is presented as the record of God's guidance of the affairs of mankind in the building of His eternal Kingdom. The sciences are correctly understood only when they are taught as the unfolding of God's wonderful creation and preservation. All subjects achieve their highest meaning and purpose only when they are taught from a Christian, biblical perspective.

CURRICULUM & GOALS

Saint Mark offers a forward thinking, collaborative learning environment that prepares our students to be life-long learners, well-equipped with the 21st century skills needed to succeed in high school and their lives beyond. Saint Mark strives to create a caring atmosphere where students are pushed to do their best yet feel safe enough to take risks and explore their learning and curiosity without a fear of failure. Students need to be able to make mistakes knowing that they are loved and that failure is an important part of the learning process.

Saint Mark's Early Learning Program incorporates a well-balanced and developmentally appropriate approach that provides a strong educational foundation for future success.

The *Creative Curriculum*®, a high quality, systematic, research-based program, will be used in all classes. It meets both Hawaii Preschool Content Standards and the Hawaii Early Learning and Development Standards. The lessons provide clear direction for the teachers to address academic content, yet never lose sight of the primary importance of social-emotional development in children's learning. This comprehensive curriculum addresses all of the important areas of learning: social-emotional development, oral language and vocabulary, emergent writing, mathematics, science, social studies, the arts, physical development and technology. The curriculum also allows children to explore their own interests through student-initiated learning while also providing explicit teacher-directed instruction in early language, reading and math skills.

Saint Mark Lutheran School's mission is to extend the love and care of Jesus Christ to all people, while nurturing families and preparing students to integrate faith with life, through quality Christ-centered education. With that, Concordia's *One in Christ* will be used to teach our youngest students about the Love of Christ.

ADDITIONAL INFORMATION

Age Requirements:

When entering the Early Learning Program, students must be age 3 or 4 by **October 31** of the year he or she starts school. A birth certificate is required to verify age.

Toilet Training Requirements:

All students must be toilet-trained before beginning classes.

Admission Guidelines:

Students are accepted into Saint Mark's Early Learning Program into either the PK3, PK3/4 or PK4 class(es). In the event that the school cannot accept all applicants, priority is given to children who are active members of Saint Mark Lutheran Church, qualified alumni children, and siblings of current Saint Mark students. The admission procedures generally entail completing the application for admission and supporting documentation as applicable, providing copies of all previous academic records (report cards or other formal assessments), getting teacher reference forms, and participating in group assessments when applicable. Parent interviews may also be requested. Admission procedures are detailed in the application packet which is available in the school office and on the school website.

Immunizations:

All students must have up-to-date immunizations that meet all state requirements. Saint Mark does not allow for exemptions to these requirements. A State Health Form listing these requirements is available from your doctor.

Physical Examinations:

All students must have a completed health form (**Form 14** and **Form 908**) on file in the school office. In-state transfers must obtain the original record from the last school attended or obtain a new one from their physician. A student whose health form is NOT CURRENT and NOT ON FILE in the school office are not allowed to attend & will be SENT HOME.

Tuberculosis Clearance:

All students must obtain a new (within previous year) tuberculosis clearance (PPD or chest x-ray) before entering Saint Mark Lutheran School. We require that all students leaving the country obtain a new tuberculosis clearance (PPD or chest x-ray) before returning to school.

Tuition Insurance:

Saint Mark offers a Tuition Refund Plan (TRP) which provides insurance coverage in case a student withdraws or is dismissed from Saint Mark during the school year. Participation in the TRP is required for those selecting the monthly payment plan and optional for families paying annually.

Lunch:

Parents may choose to sign up their child for school lunch, or children may bring home lunch. A monthly lunch menu will be posted online and in each classroom. Lunch is served family style and eaten in the preschool classrooms. The lunch menu is determined by *Keiki Gourmet* caterer. Keiki Gourmet's rotating menus are created in strict accordance with the Child and Adult Care Food Program (CACFP) meal pattern requirements. Their menus meet or exceed the nutrition standards required and include culturally appropriate dishes for the children of Hawaii. Lunches must be ordered monthly and paid for by the 25th of each month or one annual payment can be made in July. Forms and pricing are available in the school office.

School Day:

The school opens at 7:15 a.m. with the formal instruction beginning at 8:00 a.m. and closes for normal operation at 3:15 p.m. Extended care is available from 6:30 to 7:15 a.m. and from 3:15 to 5:30 p.m.

Morning Drop-Off Procedures:

7:15 to 7:55 a.m. – Parents are to drop-off PK students in front of the Early Learning Center and sign-in their child(ren) curbside. Staff will assist with this process and make certain that the students are walked safely from the vehicles to the classroom. Parents are not permitted to park and walk their child(ren) to class.

Afternoon Pick-Up Procedures:

3:00 to 3:15 p.m. – Parents are to pick-up PK students in front of the Early Learning Center and sign out their child(ren) curbside. Staff will assist with this process and make certain that the students are walked safely to the vehicles. Parents are not permitted to park and walk onto the campus.

Extended Day Care (Before and After Care):

6:30 to 7:15 a.m. – Parents are required to park and walk their children directly to the classroom and then sign-in.

3:15 to 5:30 p.m. – Parents are required to park and walk into the classroom to pick up and sign out their child.

Re-Apply for PK-4 Students going into Kindergarten:

At the end of the PK-4 year, parents are required to re-apply for admission into the kindergarten class. It is an abbreviated process that is detailed in the admission procedures.