



PEARL HARBOR CHRISTIAN ACADEMY

94-1044 WAIPIO UKA STREET, WAIPAHU, HAWAII 96797 (808) 678-3997

May 23, 2016

Dear Parents:

We are excited about the privilege to serve your family once again for the 2016-2017 school year. As we continue in our commitment of "going green" and communicating more through use of technology, you will see very minimal paper forms included in this packet. All other information will be available on our website or emailed directly if indicated below. Families must always have a working and monitored email address on file with the school office, as well as internet access. If you have more than one child enrolling, you will receive one form per child as needed in your packets. For school-wide information, there will only be one copy.

If parents live in separate households, please make sure any information sent home with your child is shared with one another. Any information that is mailed will be mailed to the child's primary address. Any information that is emailed can be sent to multiple addresses as long as they are provided. Enclosed you should find the following items:

- Student Emergency Card (Due by Tuesday, June 30, 2016)
- Student Health Form 14 (Originals enclosed only for students ENTERING 7th Grade: Due June 30th)

The following items are available on our website and will be emailed if indicated:

- 2016-2017 School Calendar
- Campus Creations Uniform Information (Please go to their website at: www.campuscreationshawaii.com)
- Lunch Order for July/August (Email on May 23rd and due Thursday, July 7, 2016)
- School Supplies List (PreK-3rd Grade DUE prior to school starting. Preschool: July 19th/21st, K-3rd July 21st)
- Summer Study Requirements (Email by June 3rd and due Friday, July 29, 2016)
- Parent Student Handbook (Updates to current handbook will be posted by June 30th)
- Acknowledgement of Handbook Receipt (Due after June 30th and by Tuesday, August 2, 2016)

Also, please review carefully the information listed below:

- Student Emergency Card
- Lunch Orders
- Dress Code Guidelines
- Health Requirements
- iPad Usage Rules and Policies Form
- Summer Hours
- Summer Studies

STUDENT EMERGENCY CARD (due Thursday, June 30th):

One card for each child enrolled at PHCA must be completed. Please make sure you list valid phone numbers where parents, guardians or other authorized persons can be contacted.

LUNCH ORDERS JULY/AUGUST (due Thursday, July 7, 2016):

Menus were emailed today and can be turned in early. Lunch orders mailed in must be received (not postmarked) in our office by the due date. Please use one order form per child.

DRESS CODE GUIDELINES (see handbook for complete details):

Please review the handbook and follow all guidelines, especially on footwear and hair. Students will be sent home if their hair does not comply with guidelines. All uniform orders must be made directly with Campus Creation and we suggest you order now. The sweat pants, caps, visors, and long sleeve t-shirt are special order items and are not always in stock.

*"Committed to GOD and Academic Excellence"
A Ministry of Calvary Chapel Pearl Harbor*

HEALTH REQUIREMENTS (Form 14):

PHCA requires incoming seventh grade students to have an updated Student Health Record (Form 14). These must be turned into the office by **Thursday, June 30, 2016**.

◆ **School Immunization Requirements for Grade 7 Attendance¹:** The Department of Health requires that these immunizations be completed and recorded on the Form 14. Students *may not attend* school until requirements are fulfilled. The Form 14 is enclosed for students entering seventh grade.

◆ **Sports Physical:** If your child is planning on participating in any sports, they will need an annual sports physical completed in addition to the Form 14. The sports physical must be completed within one year **PRIOR** to any participation in sports, including practice or conditioning. We recommend you have this completed prior to the school year starting.

IPAD USAGE AGREEMENT FORM/DISTRIBUTION (6th - 8th Grade):

The updated iPad Usage Agreement Form will be on our website by **Thursday, July 7th**. Parent and student must attend distribution meeting on Monday, July 25th at 4:30PM. This is a mandatory meeting that will cover information regarding the iPads, ParentWeb, and other items for the 6th-8th grades. Students will receive their iPads at this meeting.*

**Students missing forms and/or with outstanding accounts will not be issued iPads.*

SUMMER HOURS (effective week of June 20th):

Office closed on the following dates: June 2nd, June 6th-17th & July 5th, 11th-15th

Our office hours for the summer are: Tuesday/Thursday, 8:00AM - 3:00PM

**regular hours resume on Tuesday, July 26, 2016*

SUMMER STUDIES:

Assignments are to be completed over the summer in order to keep our student's active and prepared to return to school on July 27, 2016. Requirements will be emailed by **June 3, 2016**.

As summer is soon approaching, we hope that the break will be a time of rest and relaxation with family and friends. If you have any other questions, please give our school office a call at 678-3997. Until then, have a wonderful and safe summer!

Sincerely in Christ,



Phebe Sumida, M.Ed.
Head Administrator/Principal



Jerry Van Hooser
Vice-Principal

¹ School Immunization Requirements for Grade 7 Attendance

MWR (Measles, Mumps, Rubella) 2 doses

Hepatitis B 3 doses

Varicella (chickenpox) 1 or 2*

* Two doses if first dose administered after 13th birthday