



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 JrK, K, 3rd & 5th 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:

- Health Requirements
- Emergency Card
- Dress Code
- Before & After Care
- School Supplies
- Lunch Orders
- Summer hours
- Summer Studies

HEALTH REQUIREMENTS:

Updated Student Health Form 14 with current physical is due on **Thursday, June 30, 2016.**

Preschool: The Department of Human Services (DHS) requests that PreK and Jr.K complete the Early Childhood Preschool Health Record Supplement form (DHS 908) each year in conjunction with the Student Health Record (Form 14).

Preschool & Kindergarten:

Physicals/immunizations must be updated as required by the Department of Health.

JrK, K, 3RD, 5TH, 7TH GRADE: PHCA students entering these grades must have an updated physical (exam less than one year from school start date) & any required immunizations recorded on the Form 14.

Sports Physical: All students participating in sports must have an annual sports physical on file prior to participation. Physical must be less than one year old from start date of sport season.

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

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.

DRESS CODE GUIDELINES (see handbook for complete details):

Preschool students going into Kindergarten will now add the Polo Shirt and dress bottoms to their uniform and will follow the footwear guidelines for K-2nd. Please make sure you review the handbook after June 30th when all revisions will be posted. The "Acknowledgement of Handbook Receipt" will not be available until after that time.

As a reminder, all uniforms must come and be ordered directly from Campus Creations. Sweat pants, caps, visors, and long sleeve t-shirts are special order items and are not always in stock.

BEFORE & AFTER CARE:

If your child will be attending Before and/or After Care, please make sure you complete a ***Before & After Care Registration Form***. This form must be turned in before your child can attend. Space is limited to 48 (K-6th) and 12 (PK) students.

SCHOOL SUPPLIES (Preschool to 3rd Grade brings in PRIOR to school starting):

Please make sure you refer to the correct list as they are specific to each grade level. Contact the grade level teacher while they are still in session if you have any questions on the supplies.

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

Menus will be emailed on May 23rd if you want to take care of this before school ends. If you mail in your lunch order, it must be received (not postmarked) in our office by the due date. Please use one order form per child.

Special Note: PHCA has a PEANUT-FREE PRESCHOOL environment. Please do not send any food items to school with your child that contain peanuts.

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:

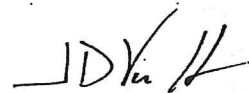
Assignments are to be completed over the summer in order to keep our student's active and prepared to return to school on July 27, 2016. Requirements will be emailed by **June 3, 2016**.

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