

July 10, 2020

Aloha PHCA Ohana,

The energy and joy that comes from hearing our students is greatly missed. That will soon come to an end as our plan is still to open up their classrooms when we start up the school year on Thursday, July 30<sup>th</sup>. As we continue to pray for this pandemic to end, keep in mind that mandates and guidelines will continue to evolve as the number of confirmed cases rise. We are reminding you to pay close attention to the items below that were in the letter emailed to you on Friday, May 29<sup>th</sup> to help prepare for this upcoming school year.

- **BEFORE/AFTER CARE:** Registration was due June 30<sup>th</sup> and there is now a waitlist to participate. Please note BEFORE CARE will NOT be available on Thursday & Friday, July 30<sup>th</sup> & 31<sup>st</sup> so we can introduce and practice our school arrival check-in procedures.
- **EMERGENCY INFORMATION:** RenWeb/FACTS SIS family portal is open for Parent/Guardian input until **5PM on Monday, July 27<sup>th</sup>**. Please login to enter your child's Emergency Contact/Medical Information. This critical information replaces the former Emergency Card and **MUST** be entered for student safety. If your child's information is not entered by **July 27<sup>th</sup>**, they will not be able to attend school. If you are a new family, click on this link to create your login:

[Create Your RenWeb/FACTS SIS Account](#)

- **SCHOOL SUPPLY DROP OFFS (New Update):** PreK-3<sup>rd</sup> grade is already scheduled for advance drop-off. We now will need all other grade levels to drop off their supplies in advance as well. Please watch your email for the Sign-up Genius.
  - Preschool - 3<sup>rd</sup> Grade: Drive through drop off Tuesday/Thursday, June 14<sup>th</sup> and 16<sup>th</sup> (*Sign-up for time on Sign-up Genius*)
  - 4<sup>th</sup>-8<sup>th</sup> Grade: Drive through drop off Tuesday/Thursday, July 21<sup>st</sup> and 23<sup>rd</sup> (*Sign-up for time on Sign-up Genius*)
- **HEALTH RECORDS (Form 14):** Were due on, Tuesday, July 7<sup>th</sup> for JrK, K, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> grade and all new students.
- **SUMMER STUDIES:** Requirements are on our website. Be sure students have signed up for Khan Academy and are working on the assignments if you are in 3<sup>rd</sup> grade and up. Also, please make sure your child has practiced proper hand washing, correctly putting on, taking off and storing their mask or shield.
- **ORIENTATION VIDEOS:** Go to the PHCA website between July 15<sup>th</sup> and July 22<sup>nd</sup> to view these videos.
  - Guidance and Protocol for our 2020-2021 school year.
  - iPad Usage: Required for 3<sup>rd</sup> Grade and up. iPads will be distributed when school resumes.

**When we return on Thursday and Friday, July 30<sup>th</sup> & 31<sup>st</sup>, we need to implement a staggering start time** between the grades to practice safe social distancing and check-in with each group. To continue safe distancing throughout the year, Middle School will now start at 7:50AM as their regular schedule effective this school year. Students may arrive 15 minutes prior their class **start time** as follows:

**7:50AM 6<sup>th</sup> Grade and up**

**8:20AM Kindergarten, 4<sup>th</sup> & 5<sup>th</sup> Grade**

**8:50AM Preschool, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Grade**

All students and staff will be screened/scanned before coming on campus. Once cleared, students proceed directly to their classroom through a specific point on the campus based on their grade level. Students will remain with their "cohort" in their class as teachers come to the classrooms instead of students switching classes (except for recess, PE and Electives). Lunch will be served in the classrooms.

Please take a look at the attached "Guidance for Reopening Schools" endorse by the HI-DOE, DOH and HAIS (Hawaii Association of Independent Schools). Our PHCA Guidance and Protocol Orientation Video will provide more detailed guidelines and instructions to allow our reopening to happen in the smoothest and safest way possible for our students and staff. ***The regular 8:00AM start time for Preschool through 5<sup>th</sup> Grade will be resume on Monday, August 3<sup>rd</sup>, with Middle School beginning at 7:50AM daily.***

As our first day of school gets closer, please remember the situation is still very fluid and plans may be redirected - however, we have a great God and know He has an amazing year in store for us. Until then, let's continue to move forward with what we know we can do and "be confident of this very thing, that He who has begun a good work in you will complete it until the day of Jesus Christ" (Phil. 1:6).

Mahalo & God bless,

A handwritten signature in black ink, appearing to read "Phebe Sumida". The signature is fluid and cursive, with a large initial "P" and "S".

***PHEBE SUMIDA, M.Ed.***  
***Head Administrator***