

140 Alala Road, Kailua, HI 96734

Office Phone: 808-266-7844

www.lanikaischool.com

School Year Hours: M-F, 7:30am-4pm

Summer/Break Hours: M-F, 8am-3pm

DAILY SCHEDULE

7:30 am	Campus Open to Students, School Office Opens
7:50 am	Warning Bell Rings
7:55 am	School Starts (Morning Assembly)
9:35-9:55 am	Morning Recess
11:30-11:52 am	K-3 rd Grade Lunch/4 th -6 th Grade Recess
11:53 am-12:15 pm	K-3 rd Grade Recess/4 th -6 th Grade Lunch
1:10 pm	All-Grade Dismissal (Wednesday Only)
1:30 pm	Campus Closed to Students (Wednesday Only)
2:10 pm	All-Grade Dismissal (M, T, Th, F)
2:30 pm	Campus Closed to Students (M, T, Th, F)
4:00 pm	School Office Closes

SUPERVISION & LIABILITY

Lanikai Elementary School (LES) provides supervision of students between 7:30am and 2:30pm (1:30pm on Wednesdays). Children who do not have organized after-school activities ***MUST BE OFF CAMPUS BY 2:30pm (1:30pm on Wednesdays).***

OFFICE HOURS

The office is open Monday through Friday from 7:30am-4:00pm. During summer, fall, winter, and spring breaks the office hours are 8am-3pm. It is closed on weekends, state, and federal holidays. Office hours are subject to change.

CONTACT INFORMATION

Changes in phone numbers, mailing address, email address, and/or physical address must be updated with the front office within 24 hours.

VOLUNTEER INFORMATION

LES expects parents, guardians, 'ohana and other members of the community to share their time, knowledge, and abilities with our students. Community volunteers in our schools and activities enrich the total educational program and strengthen our school's relationships with homes, businesses, public agencies and private institutions.

Effective the 2014-15 SY, as part of the process of applying to be a volunteer we may require that you authorize us to perform reference, credential, and background checks. Please complete and return the Volunteer Survey on page 16 of this Handbook. Volunteer Registration expectations and forms are available in the front office.