

# Additional Information Winter Intersession 2008



Hawaii's Enrichment & Education Professionals  
A Non-Profit Organization

## **Absences**

If your child is going to be absent, please call your site coordinator before 8 a.m. **Refunds will not be issued for absences. If you have any questions, please see your site coordinator.**

## **Withdrawals and Reducing the Number of Registered Days**

Kama'aina Kids will issue a full refund less a \$30 service fee for completewithdrawals before the start of program. Once the program has begun, there will be a \$30 service fee plus a \$35/day fee for Day Camps or \$50/day fee for Specialty Camps multiplied by the number of registered days up until the receipt of notification of any withdrawals or reduction in the number of registered days. These fees are not intended as a hardship, but rather to cover expenses we have already incurred.

**PARENTS MUST SUBMIT A WRITTEN NOTICE OF WITHDRAWAL OR REDUCTION IN REGISTERED DAYS AT LEAST 24 HOURS IN ADVANCE OF THE FIRST DAY OF WITHDRAWAL.**

## **Changes**

A change in the dates of your registration or location of your program will result in a \$5 service fee charged to your account.

## **Schedule Changes**

While all excursions are planned and reserved in advance, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes at the site.

## **Discipline Policy**

If a child's behavior is extremely disruptive to the program or is a potential danger to the other participants in the program, we will do everything possible to help the child. If the negative behavior continues, parents will be notified and the appropriate action will be taken, including suspension and/or dismissal from the program. **Refunds are not issued for days missed due to suspension or dismissal.**

## **Medication**

Medication must be in the original container with doctor's instructions. Give all medication to the Site Coordinator. Our staff will pour out prescribed dosage, and the child will give him/herself the medication while being witnessed by both the Leader and Site Coordinator. If medication must be kept cold, please bring it in a small cooler with ice.

## **Emergency Procedures**

- If a medical emergency arises, Kama'aina Kids will first attempt to contact the child's parent. If the parent cannot be reached, Kama'aina Kids will attempt to contact persons authorized by parents in case of emergency.
- If no authorized persons can be reached, appropriate treatment will be secured at the nearest medical facility.
- If a major illness or injury is involved, the child will be taken by ambulance to a designated site and/or physician.
- Parents are financially responsible for any medical care or treatment incurred on their child's behalf.

## **All activities are subject to change.**

*Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:15 ratio. Kama'aina Kids is an equal opportunity organization and does not deny enrollment or discriminate on the grounds of race,*

**For more information call 262-4538 • Online at [KamaainaKids.com](http://KamaainaKids.com)**