

Parent Information Sheet Summer Plus 2023



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Thank you for enrolling your child in the Kama'aina Kids Summer Plus Program. Your child can look forward to a safe summer filled with sports, games, performing arts and arts & craft activities that give kids a greater sense of self, community, and the earth. Please read the following information carefully and call us at 808-262-4538 if you have any questions.



Program Time & Dates

6:00 - 8:30 a.m. Before Care

2:00 - 5:30 p.m. Summer Plus Program

Program Dates: June 13, 2023 - July 28, 2023

There is **NO PROGRAM** held on 6/12 & 7/4 in observation of Kamehameha Day & Independence Day.

Daily Schedule

Each day after the City & County Summer Fun Program, your child will be escorted from the C&C Program by our leaders at 2:00 p.m. A daily snack will be provided.

SAMPLE SCHEDULE

- 2:00 - 2:15pm: Check-In
- 2:15 - 2:45pm: Afternoon Snack
- 2:45 - 3:00pm: Restroom Break
- 3:00 - 3:45pm: Planned Outdoor Activity
- 3:45 - 4:00pm: Restroom & Water Break
- 4:00 - 4:45pm: Planned Indoor Activity
- 4:45 - 5:00pm: Clean Up
- 5:00 - 5:30pm: Quiet Activities

Emergency Procedures

If a medical emergency arises, Kama'aina Kids will first attempt to contact parents. If parents cannot be reached, Kama'aina Kids will attempt to contact persons authorized by parents in case of emergency. If no authorized person 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 transportation incurred on your child's behalf.

Emergency Procedures for Closing Program and Site Evacuations

In the event of an environmental emergency during program hours—such as an oncoming storm, heavy rains or flooded roads, earthquakes, loss of water supply, etc.—parents will be immediately contacted, and our staff will remain on duty until all students have been picked up and signed out. If the emergency occurs before or after program hours, then the operation of program is contingent on whether the designated site location can safely open.

Point of Contact

If you need to contact the site when Summer Plus is in session, please call your park location:

Site	*Phone
Aikahi.....	808-342-0655
Booth	808-425-1495
Halawa	808-479-3158
Makiki	808-768-9291
Manoa	808-348-5865
McCully	808-445-0732
Pearl City	808-425-1430
Puunui	808-829-9589

Site phones will be activated on June 13, 2023. Before then please call 808-262-4538 for any questions or concerns regarding Summer Plus.

Please note that staff may not be available to answer the phone outside of scheduled program hours. When calling before or after program hours, please leave a voicemail or send a text message. If the matter is urgent and our program has not begun, you may also contact our Main Office at 808-262-4538.

Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:20 ratio. Kama'aina Kids is an equal opportunity organization and does not deny enrollment or discriminate on the grounds of race, color, religion, gender, or national origin.



For more information call 262-4538 • Online at kamaainakids.com

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Absences

If your child is going to be absent, please call your site coordinator. There is no daily rate refund for these absences.

Late Pick-up Fees

Pick-up time is anytime up until 5:30 p.m.

Please pick up your child on time. It is important to the waiting child and group leader that you pick up your child by 5:30 pm. There will be a fee of ten dollars (\$10), which shall be assessed every time a child is picked up ten (10) minutes or more after end of program for the day (5:40pm or later). This fee is due immediately and should be given to the staff member on duty.

Sign In and Sign Out Procedures

Please check your child in (Before care) and sign out (Aftercare) with the group leader daily. Your child will be released only to the people on the release form. Pick-up person should be prepared to show a picture ID. If you want your child to walk home alone, please ask the Site Coordinator for a Release of Unaccompanied Child Form.

Discipline Policy

Discipline is used to assure the safety of all program participants. All children are expected to respect themselves, other people and their property. If a child is not following the guidelines of Kama'aina Kids' staff consistent with these expectations, then s/he will take a "Lokahi Time" from the activity at the staff member's discretion. A child with continued behavior problems that endangers the safety of other program participants and/or staff will be sent to the Site Coordinator who may contact the parents for a conference.

Dismissal from Program

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. However, if the negative behavior persists despite our best efforts, parents will be notified and Kama'aina Kids reserves the right to dismiss the child from the program. If a child is terminated from the program, parents will be charged \$9 (after care), \$7 (before care) for the number of days the child attended, in addition to a \$10 processing fee.

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.

Withdrawals

For complete program withdrawals:

- 14 days or more before the program starts, all payments will be refunded except for a \$10 processing fee.
- Less than 14 days before the program start, there will be a \$10 service & supply fee plus the \$10 processing fee
- Tuition for Before Care and After Care cannot be prorated. Withdrawals that occur after the start of program will be handled on a case-by-case basis, but could result in forfeiture of the remaining tuition. This policy is not intended as a hardship, but rather to cover costs that we have incurred. Such requests should be submitted to the Summer Plus Site Coordinator.

General Health & Safety Protocols

Out of an abundance of caution, our Summer Plus Programs are structured to abide by the recommendations for childcare facilities to stop the spread of COVID-19, set forth by the CDC, Hawaii Department of Health, and City & County of Honolulu. Ultimately, any existing federal, state, or county ordinances, from June 13, 2023 – July 28, 2023, will dictate which measures are implemented. It may include, but is not limited to:

- Frequent handwashing with soap and water or an approved hand-sanitizer solution, and for at least 20 seconds at a time
- Commonly used surfaces and equipment will be cleaned and disinfected multiple times per day, including before and after each use.
- Keeping your child home if he or she shows or reports feeling symptoms related to COVID-19 or other illnesses.
- Daily wellness checks based on what can be observed by Kama'aina Kids employees or what a child reports feeling at the time to an employee. Any student reporting or expressing symptoms related to COVID-19 during program hours, will be immediately separated from the group and monitored by a staff member in a safe and comfortable environment. Parents will be contacted and asked to arrange for the child to be picked within an hour. If the parents cannot be reached after 2 phone calls, then our staff will attempt to contact an individual listed on the Authorized Pick-Up list.

There may be additional measures implemented at certain locations, which are not listed above. Such measures will be communicated to the families by the Site Coordinator and are intended to ensure that the location is compliant with health and safety guidelines set forth by an agency or municipality that governs the area. A program participant who repeatedly refuses to comply with any Health and Safety Protocols may face disciplinary action, up to and including dismissal from program.

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