



Summer Program

Handbook 2023

General Policies & Information

**2023 Overall Summer Calendar

Week 1: May 30 – June 2 (Closed May 29)

Week 2: June 5 – 9

Week 3: June 13 – 16 (Closed June 12)

Week 4: June 19 – 23

Week 5: June 26 – 30

Week 6: July 3 – 7 (Closed July 4)

Week 7: July 10 – 14

Week 8: July 17 – 21

Week 9: July 24 – 28

Week 10: July 31 – Aug. 4

**Start and end dates may vary by location or program type.

Summer Program Hours by Location (All Islands)

<u>Central:</u>	Waimalu Elementary (6:30am – 5:30pm)
<u>Honolulu:</u>	Koko Head Elementary (6:30am – 5:30pm) Liholiho Elementary (6:30am – 5:30pm) Mary Star of the Sea School (7:30am – 5:30pm)
<u>Leeward:</u>	Keoneula Elementary (6:30am – 5:30pm)
<u>Mililani:</u>	Mililani Tech Park (6am – 6pm)
<u>Windward:</u>	Kaneohe Elementary (6:30am – 5:30pm) Enchanted Lake Elementary (6:30am – 5:30pm)
<u>Maui:</u>	Wailuku Elementary (7am – 5:30pm)
<u>Hawai'i:</u>	Hilo Inter. School (7am – 5:30pm) Konawaena Elementary (7am – 5:30pm) St. Joseph School (7am – 5:30pm) Waimea Elementary (7am – 5:30pm)

The address for each location is listed on the back page, along with the facility where the summer day camp is based.

General Program Information

Goals and General Outcomes for Children & Parents

1. Provide a safe environment for all program participants; including children, parents, extended families, and employees.
2. Create an interesting, stimulating, structured environment in which children are given choices and allowed to pursue their interests, grow in confidence, gain independence, and learn respectful behaviors.
3. Provide opportunities, through activities, for children to develop new skills or overcome personal obstacles. Specifically, we strive to turn “I can’t do it” into “I can do it!”
4. Provide opportunities for children to develop an appreciation for the environment, become a contributing member of a community, and to develop friendships.
5. Provide an open line of communication between parents and staff to ensure that parents are constantly aware of program happenings and their child’s experiences.

Program Eligibility

1. To participate in any summer program, a child must be able to function safely within our 15:1 student to staff ratio.
2. Our summer programs are designed for Elementary School-Aged children. To register a child must have completed grades K-6, in the most recent school year.

About the Staff

1. All staff must pass a State Criminal Background Check, FBI clearance and a DHS/CPS background check to ensure that they do not pose a risk to program participants.
2. All staff have been trained in basic first aid and CPR. All waterfront programs ensure the requisite amount of American Red Cross Lifeguard certified staff on hand for the entire duration of aquatic activities.
3. Prior to the start of program, staff must complete training in risk management and youth development, covering such topics as Team-Building, Appropriate Discipline, Effective Communication, Creating a Safe Environment, and Cooperative Games.
4. Every Summer Program has a Site Coordinator in place to oversee the day-to-day operations and ensure that we meet your expectations. Most of our summer site coordinators have over 5 years of experience as a program manager, but all have at least 3 years of experience in some management capacity within the youth development field.

Summer Program General Daily Schedule

*Program Hours:	Vary by Location
Drop-off Time:	Opening – 8am
Day Program:	**8am – 2:30pm
After-camp/Pick-up Times:	2:30pm – Closing

Absences

Please call in or text-message absences to the site phone by 8am. Refunds are not issued for daily absences.

Sign In & Sign Out Procedures & Authorized Pick-Ups:

Please sign your child in and out on the weekly roster daily. Persons picking up a child must be listed on the registration form and should be prepared to show a government-issued, photo ID to ensure the safety of each child.

If someone is picking up your child and he or she is not listed on the registration form, then the parent/legal guardian must either send a note or call the Site Coordinator, noting the name of the individual coming to pick up the child. This person must also present a government-issued, photo ID upon pick-up. **We will not release a child to anyone not listed under authorized pick-up, unless we receive parent verification beforehand.**

If you wish for your child to walk home alone or sign out on his/her own, please ask your site coordinator for a *Release of Unaccompanied Child Form*.

****IMPORTANT:** Out of an abundance of caution, only children and employees will be allowed to enter and remain on premises. All programs will have a sign-in and sign-out table for parents/legal guardians.

Also, upon arrival, each child and employee will have his or her temperature taken by a non-contact, infrared thermometer. An individual will not be accepted for the day until his or her temperature is verified. Any individual showing a temperature of 100.4°F and above will be sent home until the fever has subsided, including employees.

Site Specific Calendars and Daily Schedules

Each program has its own, unique daily schedule, planned by the respective site coordinators. As soon as they are completed, schedules will be posted on our Summer Program pages, at www.kamaainakids.com. Please check the website periodically for site calendars. Once finalized, calendars are subject to change.

Schedule Changes

While all activities are planned in advance, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes by the employees on-site, if it significantly alters the program experience or drop-off times. Please continue to check the site bulletin board for changes.

Lunch Program

As a convenience to parents, a lunch program is available for purchase at an additional weekly rate. The alternative is to simply provide a lunch from home for your child.

Please note that a preset menu is not available for the daily lunch service. This summer, lunches will be of the *brown bag* variety, consisting of 1 sandwich with cold cuts—such as ham, turkey, bologna, etc.—2 different types of snacks and a juice.

IMPORTANT: If you elect to provide your child with a lunch from home, **please keep in mind that refrigeration and reheating is not available at program sites.**

Things to Bring Each Day

- Mid-morning snack and light snack for the afternoon
- Lunch (if lunch program is not purchased)
- Extra Clothes and a hat for outdoors.
- Refillable water bottle (*Please label*)
- Covered shoes
- Sunscreen
- A Positive Attitude

IMPORTANT: Please label everything you send with your child to day camp. Also, when necessary, a detailed list of things to bring for a specific excursion or on-site activity will be made available by the respective site coordinators.

Things to Leave at Home Each Day

- Personal sports equipment
- Animals or personal pets
- Electronic devices (such as portable game consoles, personal cell phones, iPods, etc.)
- Any other items considered valuable or irreplaceable
- Alcohol, Drugs, and other Illegal substances
- *Weapons, or any item that could be perceived as a weapon (i.e., Swiss Army Knife, Pellet Guns, etc.)

*If a child is suspected of possessing an illegal substance, a weapon, or an object that is intended to be used as weapon, then the substance or item will be immediately confiscated by the program staff and the child's parents will be contacted. If the situation warrants the involvement of the local authorities—as determined by the site coordinator and program director—we may also contact and notify the local police department.

Health History Form

Each summer, a current Health History Form (provided in the registration packet) must be submitted for every child. This form helps provide us with a brief overview of each child's medical history and informs us of any conditions or allergies that we need to be aware of, in order to keep everyone safe.

Forms can be completed by either the child's physician or parent/guardian and should indicate the month and year of all vaccinations or immunizations received. Please include any allergies or medical conditions that may impact your child's ability to participate in certain camp activities.

If registering online, then the HHF will be completed upon registering. Otherwise, Health History Forms can be turned in to the day camp staff, on your child's first day of program, or mailed to: **Kama`aina Kids, 156-C Hamakua Drive, Kailua, HI 96734.**

If you wish to bypass the Health History Form, then we will need you to complete a waiver. To obtain a waiver, please call the Kama`aina Kids Main Office at 808-262-4538.

Emergency Procedures & Parent Notification Cont.

- If a serious, but non-life-threatening 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 and the necessary treatment is beyond the capabilities and training of the on-site staff, then 911 will be contacted and appropriate care will be secured at the nearest medical facility. A Kama`aina Kids employee will accompany the child and remain with the child until the parent or authorized guardian arrives and is able to sign out the child.
- If a major illness or life-threatening injury is involved, the Site Coordinator will first contact 911 and the child will be taken by ambulance to a designated site and/or physician. Once the emergency responders are notified, the Site Coordinator will then contact the parents/guardians. A Kama`aina Kids employee will accompany the child and remain with the child until the parent or authorized guardian arrives and is able to sign out the child.

The Accident Report Form

Whenever an accident occurs at camp it must be reported promptly to the Site Coordinator. The Accident Report Form is useful for recording all information pertinent to the circumstances and nature of a significant accident or injury, as well as the action taken as a result. This form has places to record the date and time of the accident, the name of the victim, the nature of the injury, description of how the accident occurred, the treatment, and location of that treatment. If the Accident Report Form is deemed unnecessary to fill out, the incident must still be logged in the Site Logbook.

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.

Emergency Procedures for Site Evacuations Cont...

In the event of a site evacuation, children will be taken to the nearest, local emergency center. Efforts will be made to contact parents/legal guardians should evacuation be necessary. Kama`aina Kids staff will remain with the children until they are picked up by parents/legal guardians or other authorized persons.

Sunscreen Policy

A significant portion of our day camp activities may be outdoors. As a result, we do ask that children bring a bottle of sunscreen for use during the day, and preferably report to camp having already applied one layer. Sunscreen sent to camp should be water-resistant, with an SPF of 30 or higher, and placed in a sealed plastic bag that is labeled with the child's first and last name. *If a child forgets to bring sunscreen or it is not readily available on an excursion, then our staff will have water-resistant sunscreen with an SPF of 30 available.*

Please review the proper steps to reapply sunscreen with your child, prior to the start of camp. Depending on the nature of the activity, children may be asked to reapply sunscreen as frequently as every 2 hours. During the reapplication process our staff will take all reasonable and appropriate steps to monitor children in the reapplication of sunscreen to exposed skin.

General Behavioral Conduct and Discipline Policy

General Program Conduct

At Kama`aina Kids, the physical and emotional safety of all program participants is our top priority, and we strive to provide a comfortable and enriching experience for all children. Furthermore, we recognize that the development of responsible children behavior and conduct is fostered by proper role-modeling, guidance, and adherence to a set of policies and behavioral expectations; an expectation that we impress upon and hold our staff to.

Rights and Dignity of Children, Staff, and Other Participants

Kama`aina Kids is committed to creating an environment in which the rights and dignity of all individuals are respected. As such, **our goal is to promote a culture that fosters transparency and cooperation through open, honest, and civil discourse.** We ask all program participants to be mindful of each other's physical, emotional, and mental well-being, with the understanding that Kama`aina Kids is responsible for establishing such an environment. Incidents that may violate the rights and dignity of any individual—including campers, staff, or parents—is regarded as a serious matter. In such cases, Kama`aina Kids will respond promptly and diligently to determine the appropriate level of disciplinary action, which may include suspension or immediate dismissal from the program.

Confidentiality of Personal Information

All information pertaining to a specific camper will only be shared with the parents, guardians, or authorized contacts of the child, as identified on the camper registration form. Any forms containing personal information or relating to the program, will be kept in a secure area, and will be accessible to those who are authorized.

If a situation or incident occurs, involving multiple children, then our program staff will not disclose the identity or name of a child to parents or guardians of the other children.



Discipline Policy

If a child's behavior becomes extremely disruptive to the program or group, or is a potential risk to the other participants in the program, our staff will do everything possible to help the child and communicate with the parents.

All occurrences of serious misbehavior will be investigated by the program coordinator. Parents will be informed of the misbehavior and findings of the investigation. However, if the misbehavior continues or escalates, parents will be notified and one or more of the following actions will be taken:

- A meeting between the parents and site coordinator will be arranged to discuss the situation, and look at possible solutions, as well as potential consequences.
- A **Discipline Report** will be completed, documenting the misbehaviors and any corrective measures that were taken. The report will also address future consequences, should the misbehaviors continue.
- Suspension from program,
- and/or Dismissal from program.

Examples of disruptive or threatening behaviors that would warrant serious concern include, but are not limited to:

- **A child constantly wandering away from the group, without proper permission or unable/refusal to stay with his or her assigned group.**
- **Persistent physical aggression—both provoked and unprovoked—towards other campers or staff members.**
- **An extreme act of violence or aggression towards another program participant that causes significant harm or trauma.**

If a child is suspended or dismissed from program because of his or her behavior, then a refund will not be issued for days missed because of a suspension or dismissal.

IMPORTANT: Please keep in mind that the aforementioned procedures are to serve as a guideline, and that the steps taken in each situation will be determined by the circumstances involved. If a child's actions result in serious bodily harm to another individual, then he or she may be immediately dismissed from the program.

Bully Prevention Policy

To help define acts of bullying, Kama`aina Kids' day camps has adopted the definition provided by the Hawaii Department of Education's *Chapter 19 Handbook*. It defines *bullying* as "any written, verbal, graphic, or physical act that a student or group of students exhibits towards other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)."

Any alleged acts of bullying are a serious matter and will be thoroughly investigated by the Site Coordinator and Day Camp Director. Parents/guardians of the students involved will also be notified of the situation. Once the situation has been investigated, the appropriate consequences will be issued, if the allegations are found to have merit.

IMPORTANT: Quite simply: We will not tolerate bullying. If it is determined that a child has or is bullying another child, then we will do our best to work with the children involved to reestablish a positive and cooperative environment. Should the bullying persist, then the child(ren) in question may receive:

1. A written warning,
2. Suspension from the program,
3. and/or immediate dismissal from the program.

Program Fees and Other Policies

The following fees are intended to cover costs that have already been incurred, or costs that will be incurred due to sudden changes to our enrollment and are not intended as a hardship.

Please contact the Kama`aina Kids main office at 808-262-4538, or toll free at 1-888-345-4374, to make any changes to your initial registration. Office hours are 8am – 5pm, Monday through Friday.

Registration Deadline

Day Camp registration is only available through our online system. The Early Bird rates expire at the close of business on **May 12, 2023**. **Registration is still available after May 12, 2023, unless a program has reached its maximum capacity.**

Payment Options:

There are 3 payment options available, upon registering for Summer Programs.

OPTION 1: Full payment upon registering. Please note that if registering after May 25, 2022, then full payment is the only option offered.

OPTION 2: 3 Installments, available until May 10, 2023.

- 1st Payment due upon registering
- 2nd Payment will process on June 7, 2023
- 3rd Payment will process on July 5, 2023

OPTION 3: 2 installments, available from May 11, 2023 to May 31, 2023.

- 1st Payment due upon registering
- 2nd Payment will process on July 5, 2023

IMPORTANT: To be eligible for the multiple installments option, tuition payment must be submitted in the form of a debit or credit card.

Late Pick-up Fees *Program pick-up time: 2:30 p.m. - Closing*

Please pick up your child by the close of program. *If you know ahead of time that you will be late picking up your child, please call the site to inform our staff. Being excessively and repeatedly late for pick up could serve as cause for a child's dismissal from our programs.*

There will be a \$5 fee for every 15 minutes (or fraction thereof) that you are late. (i.e., 1 - 15 min. late, \$5; 16 - 30 min. late \$10; etc.) This fee is due immediately and should be given to the staff member on duty.

Full & Partial Withdrawals

Kama'aina Kids will issue a full refund less a \$50 service fee for complete withdrawal notifications received before **May 30 2023**. Full and partial withdrawal notifications received on or after **May 30, 2023**, will incur a \$50 service fee, plus a \$35/day fee for Summer Programs multiplied by the number of program days that have passed before the notice of withdrawal is received. **Parents must submit notice of withdrawal, to the Kama'aina Kids Main Office, at least 24 hours in advance of the first day of withdrawal. The appropriate withdrawees are applied to each child's registration impacted by the requested changes.**

Reduction to Original Registration and Program Location Changes

Any reduction in the number of weeks originally registered for, or changes to the location of your program will result in a \$10 service fee charged to your account. **A change fees is applied to each child's registration impacted by the requested changes.**

Program Additions

There are no additional fees (other than program tuition) for adding on program to your original registration. However, the acceptance of the addition is contingent on space availability at the selected location.

Minimum & Maximum Site Enrollment

Each location will have a predetermined maximum capacity. If a location reaches its maximum capacity for the week, then a waiting list will be made available in place of the online registration. Registration is available on a first-come, first serve basis.

Conversely, if a location fails to reach a minimum enrollment of 15 kids each week, then it will be closed prior to the start of summer. Such decisions are made by **May 18, 2023**. In the unlikely event that a site is closed due to low enrollment, then we will do our best to find an alternative location for registered students.

All locations and programs are presumed to operate. Families will only be contacted individually if a location will close due to low enrollment.

Summer Program Information

As an accredited member of the American Camp Association, Kama'aina Kids is committed to the highest operating standards in the youth camp industry. The ACA seal is recognized across the world as a symbol of quality programming, high safety standards, and a team of professionals dedicated to giving each child a "World of Good."

To learn more visit www.acacamps.org.





A Summer Full of Wonder, is built around hands-on, enriching activities focusing on the world around us. Each week will include a variety of experiences—both on-site and off-site—which are planned by our staff and aimed at strengthening each child’s Social Emotional Learning through hands-on and collaborative engagements. Each week is themed to provide a basis for introducing new concepts to our students, in a safe and cooperative environment. It includes **activities** such as *Arts & Crafts, Collaborative Games, Simple Science, Music, Team-Building Exercises, Physical Fitness, Experiential Excursions, and Guest Speakers*.

This year, activities for ***A Summer Full of Wonder*** will primarily take place on-site and center around weekly themes. We are also including up to 2 excursions per week to supplement the lessons of the week. Excursions may include visiting our local attractions, an off-site enrichment class, or a recreational activity. *All program activities, including excursions and transportation, are included in the day camp program tuition. Unless otherwise stated, the entire site goes on excursions together. Alternative, on-site care is not available when a site goes on a field trip.*

Our themes for 2023 include, **“From ME to WE”, “It’s Been a WONDERful Summer!”**, and **“I Wonder”**. We will also spend one week at a time exploring the **WONDERS of STEM, Art, the Ocean, the Great Outdoors, and the cultural and environmental history of Heʻeia State Park**.

IMPORTANT: *Kamaʻaina Kids will arrange transportation based on the current CDC recommendations for safe transport utilizing school buses.*

ANY INFORMATION REGARDING OFF-SITE TRIPS, INCLUDING DATES, DEPARTURE TIMES, AND THINGS TO BRING, WILL BE DISTRIBUTED BY THE ON-SITE STAFF.

Health & Safety Protocols

Our Summer Programs are structured to abide by the recommendations for childcare facilities to stop the spread of COVID-19, set forth by the CDC and Hawaii’s Department of Human Services. Ultimately, any existing federal, state, county, or DOE/Independent school ordinances 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, will continue throughout the Summer Day Camp program.
- Commonly used surfaces and equipment will be cleaned and disinfected multiple times per day, including before and after each use.
- Please keep 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 Kamaʻaina Kids employees or what a child reports feeling at the time.*
- Out of an abundance of caution, children or employees expressing symptoms related to COVID-19 will also be prohibited from remaining at the site.
- **Any student reporting or expressing symptoms related to COVID-19 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.**

Health & Safety Protocols Continued

- Facemasks are optional for all program participants. If you would like your child to wear a facemask, please inform the program coordinator and send a facemask with your child.

IMPORTANT: *In addition to guidance from the CDC and Hawaii's Department of Health, Kama'aina Kids must also adhere to the masking requirements of the agencies, governing bodies, or owners of the properties being utilized for our summer day camps. This includes private entities, Hawaii's Department of Education for locations at a public elementary school and the Department of Human Services for day camp locations based at a Kama'aina Kids preschool.*

- Transportation for excursions will be provided by Kama'aina Kids either using our 15-passenger buses or chartering a School Bus through Roberts Hawaii. In either case, students and staff will be situated based on current guidelines for safe busing. Facemasks are optional for all program participants when riding the chartered school bus. Any changes to this policy, after the start of program, will be communicated to families by our program staff.

Transportation Information

Our programs include field trips or off-site enrichment classes. Chartered school buses are used each time to transport children and staff to and from our locations around the island. The buses we deploy are licensed and certified by Roberts Hawaii, and all drivers operating the school buses have obtained a Commercial Driver's License (CDL).

IMPORTANT: TO ENSURE YOUR CHILD DOES NOT MISS THE BUS ON DAYS WHEN AN EXCURSION IS SCHEDULED, PLEASE HAVE YOUR CHILD SIGNED IN BY 8AM. BUS DEPARTURE TIMES WILL VARY.

If a child misses the bus, then it is the parent's responsibility to get him or her to the excursion. For the safety of all passengers, a bus cannot stop for anyone when the doors have closed, and it is set in motion.

Also, please note that travel time to excursions can vary based on the destination. In some cases, a bus ride can take 45 minutes to an hour.

15-Passenger Bus Information

In some cases, children may be transported in a Kama`aina Kids' 15-passenger vehicle, driven by a camp staff. All vehicles are PUC certified and are regulated by the Department of Transportation. Additionally, each vehicle undergoes a pre and post trip check every day to ensure the safety of its occupants.

Drivers of the 15-passenger vehicles are employed by Kama`aina Kids and undergo annual training. To be eligible to drive, an employee must...

1. ...be at least 21 years of age.
2. ...have a current Hawaii Operator's License in the van.
3. ...have a current PUC Medical Card in the van.
4. ...submit an annual Hawaii driver's abstract.
5. ...successfully complete an annual PUC training.

Bus Safety

For the safety of all occupants, please take a few minutes to review the bus rules with your child. Rules apply to standard school buses and 15-passenger vehicles.

1. Passengers must be seated and facing forward at all times.
2. While inside the bus, passengers are to keep limbs, other body parts, and personal property inside the windows and within the confines of the seat.
3. Passengers are to use indoor voices while bus is in motion.
4. Consuming food items and beverages are prohibited on the bus.
5. Please leave all electronic devices and portable game consoles at home, where they are safe.

Parking Your Vehicle When Dropping-Off or Picking Up

All Summer Program locations have a designated location for vehicles to park, when dropping-off or picking-up your child. Please ensure that your vehicle is parked in a marked stall and is not blocking a driveway, another vehicle, or an emergency vehicle access lane.

Summer Day Camp Locations (All Islands)

Location	Drop-Off/Pick-Up Area
Enchanted Lake Elem. 770 Keolu Dr., Kailua, 96734	Cafeteria
Hilo Inter. School 587 Waiuanue Ave., Hilo, HI 96720	Specific drop off instructions provided on site calendar.
Kaneohe Elem. 45-495 Kamehameha Hwy., Kaneohe, 96744	Cafeteria
Keoneula Elem. 91-970 Kaileolea Dr., Ewa Beach, 96706	Cafeteria
Koko Head Elem. 189 Lunalilo Home Rd., Honolulu, 96825	Cafeteria
Konawaena Elem. 81-901 Onouli Rd., Kealahou, HI 96750	Cafeteria
Liholiho Elem. 3430 Maunaloa Ave., Honolulu, 96816	Cafeteria (Please enter using parking lot on 9 th Avenue)
Mary Star of the Sea School 4469 Malia St., Honolulu, 96821	Cafeteria
Mililani Tech Park Kama'aina Kids Preschool 345 Kahelu Ave., Mililani, 96789	Preschool Entrance
St. Joseph School 1000 Ululani St., Hilo, 96720	Cafeteria
Wailuku Elem. 355 S. High St., Wailuku, 96793	Cafeteria
Waimalu Elem. 98-825 Moanalua Rd., Aiea, 96701	Cafeteria
Waimea Elem. 67-1225 Hawaii Belt Rd., Waimea, HI 96743	Cafeteria