

A DAY IN THE LIFE OF



Hawaii's Non-Profit Enrichment & Education Professionals



THE NA KAMA PATTERN

(LITERALLY MEANING THE CHILDREN) REPRESENTS OUR KIDS AS INDIVIDUALS CONNECTING WITH EACH OTHER TO FORM GROUPS THAT WILL EVENTUALLY BUILD THE COMMUNITIES OF THE FUTURE.

A DAY IN THE LIFE OF KAMA'AINA KIDS A+

- 1:30pm Staff Briefing**
- Review attendance list and any other excused students
 - Prepare for the day's activities
 - Training Component: "3 quick and easy transition games"
- 2:15pm Students arrive and Attendance (15 minutes)**
- Sign in students on Weekly Roster
 - Check in students on Monthly Roster (Remember to place an "o" next to all children unaccounted for)
 - Note on Weekly Roster if child will be in classroom or enrichment
 - As students arrive have them take out their afternoon snack, then sit at your assigned table
- 2:30pm Turn in Attendance Sheets**
- Conduct a facecount of all students who are present, and compare to the Weekly and Monthly Rosters
 - If the numbers add up, turn in Monthly Rosters to Site Coordinators
 - If the numbers are off, redo attendance
- 2:30pm Afternoon Snack (20 minutes)**
- Keep group together in one area and monitor
 - Clean up area before leaving
- 2:50pm Study Hall Begins (Approximately 40 minutes)**
- Stay on your feet, circulate and help your group with homework.
 - Have a quiet activities available for children who have completed homework or for those with no homework
 - If needed, assign seats to ensure children are separated enough to maintain a quiet and productive environment
 - Once a child completes homework, ask to see it and, if possible, double check it
- 3:30pm Lesson Plans or Enrichment Program (Approximately 45-60 minutes)**
- Passport 2 Play
 - SPARK
 - Specialties & Rotations
 - Seasonal specific activities (i.e. Halloween, Thanksgiving, Spring, etc.)
- 4:30pm Supervised Outdoor Play (30 minutes)**
- During this time you are responsible for walking around and monitoring the children
- 5:00pm Quiet Indoor Activities (30 minutes)**
- Board games, drawing and coloring, etc.

Staff Reminders:

1. Conduct a facecount every 15 minutes and compare to Weekly Roster
2. Notify parents of any injuries/incidents and also of their child's homework situation
3. Please ask for picture ID of any unfamiliar faces, and see that the person is authorized on the registration form
4. Wednesday is early release. Please be here by 12:45pm for Staff Briefing

Additional Services
Principal Comments
100+ Locations Statewide

*Kama'aina Kids has established itself as an organization dedicated to one single idea: **Caring for Children.***



This one simple focus has driven us these past 33 years in providing childcare and is seen in our commitment to our After School Program. To meet this challenge, we have built our After School Program to include trained staff that genuinely care about children and their development, programs that nurture and educate, and a dedication to partnering with each school to achieve this. We invite you to learn more about how we have developed our After School Program and how we all can benefit the children enrolled in your A+ program.

Kama'aina Kids is a Top Workplace Regional (State) and USA (National) winner, creating a culture where employees feel engaged, appreciated, and fulfilled.



STAFF



SCHOOL AGE MANAGERS

Our School Age Managers are a unique component of our A+ program. Each has years of experience in all aspects of the A+ program, having served as Group Leaders and Site Coordinators themselves. They are directly responsible in managing and providing support to each Site Coordinator. They do this with regular site visits, overseeing A+ programs, reviewing curriculum and daily information and strengthening relations with the school and school districts. The information gathered is shared with each Site Coordinator with a goal of increasing performance and raising the level of quality.

SITE COORDINATORS

Administering the A+ program is the Site Coordinator who is responsible for the supervision of staff as well as recordkeeping, fees collection, program evaluation, curriculum set-up, communication with parents, supplies and equipment management and liaison with school administration. Site Coordinators work with the principal to establish a quality A+ program within their community.

GROUP LEADERS

Group Leaders carry out and implement day-to-day childcare activities and provide critical feedback to our Site Coordinators for quality control and assessment. They are certified in First Aid/CPR, trained in Bloodborne Pathogens and undergo extensive training in behavior management, safety and risk management, lesson planning, child development, and parent communication. Group Leaders are responsible for planning daily activities (arts, crafts, special projects, and performances) for their groups.

Group Leaders strive to make all activities meaningful and enjoyable for each child in our A+ program and ensures that children are under control and constantly supervised. Group Leaders sets a positive example for children to follow.

ADMINISTRATION

Complementing our A+ program is our corporate office which handles support functions through hiring and recruitment, payroll, background checks and fingerprinting, DHS billings, flyers, courier service and other administrative tasks. They are fully capable of handling unique situations and requests, and have been handling A+ support since the programs inception in 1989.

TRAINING

Kama'aina Kids' ongoing commitment to staff development is directly reflected in the quality of our programs and our dedication to the safety of the children in our care. Through the collaborative efforts of in-house program specialists, and outsourced training professionals, an on-going training regimen ensures that our employees possess the tools and resources necessary to provide a safe and enriching A+ experience. In order to be relevant and to address current issues within our school system, we have added Choose Love and Blue Line Solutions to be prepared for emergency situations that can occur on a school campus.

1. SITE COORDINATOR TRAINING

Site Coordinators attend all training sessions with Group Leaders as well as the following job-specific in-training sessions throughout the year:



- a. Safety & Emergency Procedures
- b. Building Community
- c. Leadership Skills
- d. Effective Communication
- e. Partnering with Parents
- f. Discipline and Documentation Procedures
- g. Crisis Management
- h. Curriculum Development
- i. Mandated Reporter

2. SCHOOL AGE STAFF TRAINING

At least 30 hours of training are provided annually to Site Coordinators and Group Leaders at the beginning of each school year. The annual training typically consists of the following topics:



- a. Maintaining a Safe Environment
- b. Creating Connections with Children
- c. Partnering with Parents
- d. Always Build Character (Positive Discipline Techniques)
- e. Team Building Activities
- f. Curriculum Specific Activities
- g. Age Appropriate Activities and Techniques
- h. Terrific Transitions
- i. Creating a Productive Study Hall
- j. Kama'aina Kids' Policies & Procedures

3. IN-SERVICE TRAINING

Site meetings are conducted on a regular basis by the Site Coordinator, and meetings are expected to contain a training component for the Group Leaders. At the request of the Site Coordinator, on-site trainings may also be conducted by the School Age Training Director, and can cover topics ranging from specialized activities to group management to effective communication skills.

4. BASIC TRAINING

Kama'aina Kids conducts Basic Training covering topics listed below for new hires within a month of hire.



- a. Kama'aina Kids' Policies & Procedures
- b. Bloodborne Pathogens & Accident Prevention
- c. School Age Specific
 - i. Safety First! Appropriate Supervision and safety procedures
 - ii. Developing a group dynamic
 - iii. Positive reinforcement and appropriate discipline
 - iv. ABC's of communication
 - v. Transitions and lesson plans
- d. First Aid/CPR Certification
- e. DHS Health and Safety assessment and test

5. ADDITIONAL TRAINING

Our commitment to staff training and development extends beyond our company borders. Over the years, we have forged a relationship with numerous training professionals and participated in several youth development organizations, with the goal of augmenting our staff's abilities and bolstering the quality of our programs.

A SAMPLING OF PRIOR TRAINERS & TOPICS INCLUDE:

- a. Tongue Fu, Gwen Clarke-Fujie: Site Coordinators need strong communication skills to maintain a productive partnership with parents, students, staff, and school officials. The Tongue Fu workshop is a step-by-step process that teaches how to communicate with words that transform conflict into cooperation.
- b. Making Good Teams Better, Ray Ohta: A team is only as effective as its leader. Making Good Teams Better provides our leaders with tools that help create a productive and united team, for the betterment of our programs. Leaders also explore the importance of perspectives, and what must be done to achieve the perspectives we aim to create.
- c. Games That Educate and Motivate, Jim "Happy" Atkinson: At Kama'aina Kids, we believe that the after school program should be more than just homework and free-play. Games That Educate and Motivate is an energetic and enlightening collection of games and activities that require little, if any equipment. Site Coordinators and Group Leaders learn effective and friendly methods to get a point across, to introduce a topic, to encourage group input, to initiate action and to entertain.
- d. Choose Love with Scarlett Lewis: social and emotional learning focusing on nurturing, healing love and how it can cultivate courage, gratitude, forgiveness and compassion in action.
- e. Blue Line Safety: safe and proactive responses to active shooter scenarios.

CURRICULUM

PASSPORT 2 PLAY

Passport 2 Play is a fun way to keep kids' minds engaged and bodies active. Adapted for children of all ages, the program allows students to experience how our neighbors the world play, snack and grow. Adopted from the National After School Association, Passport 2 Play has been specifically designed to follow the key criteria outlined in the National Association for Sport and Physical Education's National Standards for Physical Education. Games and activities take students to 12 countries over 12 weeks, and provide participants with a wide variety of enriching and educational experiences. Learn more at <http://www.passport2play.com>.

SPARK

Kama'aina Kids adopted and has been a partner of the "SPARK" program since School Year 2002.



SPARK is a research-based organization dedicated to creating, implementing, and promoting lifelong wellness. SPARK strives to improve the health of children and adolescents by disseminating evidence-based physical activity and nutrition programs that provide curriculum, staff development, training and equipment to A+ staff and students. The beauty of the SPARK program is all activities are inclusive and non-competitive. The program also promotes physical fitness, healthy lifestyles, and a better understanding of nutrition. All Kama'aina Kids A+ programs conduct SPARK related programs three times a week at least 45 minutes a day. Learn more at <http://www.kamaainakids.com/start/spark>.

Specialties allow each child to choose his or her activities for the month, depending on his or her special interests. By giving children choices, discipline problems and boredom decrease, while interests, excitement and fun excel.

A Specialty is a theme around which activities are planned. Every four weeks, each Group Leader chooses a theme, or Specialty, and plans eight lessons, which will be conducted twice a week throughout a four week period. The planning process is a collaborative effort, ensuring that children are provided a wide variety of indoor and outdoor games and activities.

Rotations, like Specialties, are designed around a theme, with each leader creating a series of lesson plans to be implemented twice a week, over the course of four weeks. However, unlike Specialties, Rotations have each group rotate and partake in the various activities over the four week period, thereby allowing children the opportunity to experience every activity and possibly discover new talents or interests.

COMMUNITY BUILDING

At Kama'aina Kids our mission is to provide children quality education and enrichment opportunities teaching a sense of self, community and Earth. Much of what we do in the A+ program is intended to strengthen each child's self-esteem and sense of responsibility to one's community. From becoming an everyday, cooperative member of the A+ program to a musical performance at our annual "Parent's Night," everything we do at Kama'aina Kids is focused on building stronger citizens and communities.

ADDITIONAL SERVICES

BEFORE CARE

At select schools we provide care starting at 6am for those parents who have an early start or commute to their school or work. The peace of mind that your keiki are safe and sound at such an early time is priceless.

ENRICHMENT

The Enrichment Program by Kama'aina Kids offers each child an opportunity to participate in extracurricular activities that will challenge mind and body, foster a healthy self concept, and help each child gain a sense of independence. Offering choices between jazz/street/ballet/hip hop dance, martial arts, hula, baseball, basketball, track, and wrestling allows a child to try out a variety of activities that may enable him or her to develop to his or her fullest potential. This exposure can spark an interest that will last a lifetime.

INTERSESSION AND SUMMER DAY CAMPS

During Fall, Winter, Spring and Summer breaks, Kama'aina Kids provides a premier day camp experience for children grades K-8. We are committed to the highest operating standards for the industry and our programs are accredited by the American Camp Association whose seal is recognized nationwide as a symbol for quality day camp programming, safety, and staffing. We have been operating these camps since 1989 and partner with other attractions such as Sea Life Park, Bishop Museum, and Hawaiian Waters Adventure Park to name a few. Program activities taught by certified Kama'aina Kids staff include swim lessons, sailing, kayaking, canoeing, Hawailiana, and outdoor living skills. Children also experience a variety of hands-on learning experiences through excursions, arts & crafts, nature center, sports and games.

SPORT TACTICS & ACTIVE RECREATION TRAININGS

START fosters the development of a more complete player with training and support provided by proven coaches and officials. Recruited specifically for each sporting event, each coach and staff member are carefully reviewed and selected based on their accomplishments and skills in training, communications and ability to bring out the best in our youth.

Our programs are our clinics, specifically tailored towards each sporting event. Each program is designed to support and enhance existing youth sports activities. By focusing on each sport individually, youth can have that "one on one" training, motivation and support so necessary for refining their interests and talents.

We have a 3 vs. 3 Inclusionary Special Olympics modified basketball tournament with "athletes" and "partners" paired together in a county fair like atmosphere of nurturing and community fellowship.



PRINCIPAL COMMENTS

HONOLULU DISTRICT

- (Site Coordinator) does a wonderful job with communicating any concerns.
- (Site Coordinator and staff) have done a good job!

CENTRAL DISTRICT

- (Site Coordinator) is fantastic and he communicates well. Very visible and proactive. Thank you for providing us care. Our partnership together is great.
- Very happy with A+ (program) this year. There have been no parent or teacher complaints!

LEEWARD DISTRICT

- There is open, positive communication between Site Coordinator and administration. Site Coordinator is sensitive and accommodating to facilities requirement of the school.

WINDWARD DISTRICT

- The staff this year is outstanding – friendly and interactive with the children.
- Excellent relationship with staff. Very respectful and professional.
- Program is integrated and supportive of the school's program. The program is valued by the school!

HAWAII DISTRICT

- Children are engaged in activities resulting in more controlled behaviors; parents have also noticed positive changes to A+ program.
- The children are cared for and engaged with fun activities. The Site Coordinator and staff provide time for students to complete homework which is a help to our parents.
- The A+ team is the best! (Site Coordinator) and his staff offer a wonderful, safe and nurturing environment for our students.
- (Site Coordinator) is effective, (a) strong leader and a joy to work with. We are grateful to Kama'aina Kids for the professional level of the staff we now enjoy. We now have a quality program.
- Children are safe and happy. Thank you for such a quality and "top-notch" program.

MAUI DISTRICT

- Thank you for a great program!
- NO complaints this school year!
- (Site Coordinator) handles everything professionally and is always willing to open programs on non-school days to help parents.

KAVAI DISTRICT

- (Site Coordinator and staff) have done a good job!
- Thank you for a great program!
- Very happy with A+ (program) this year!

76 A+ LOCATIONS STATEWIDE

(+6 PRIVATE AFTER SCHOOL LOCATIONS)

Honolulu (12)

1. Ala Wai
2. Hokulani
3. Kahala
4. Kaulani
5. Kalihi
6. Kalihi Uka
7. Kamiloiki
8. Koko Head
9. Liholiho
10. Lunalilo
11. Palolo
12. Voyager PCS

North Central (2)

1. Iliahi
2. Wheeler

South Central (11)

1. Aiea
2. Hickam
3. Makalapa
4. Mokulele
5. Nimitz
6. Pearl Harbor Kai
7. Pearl Harbor
8. Pearl Ridge
9. Salt Lake
10. Waimalu
11. Webling

Leeward (7)

1. Kaleiopuu
2. Kanoelani
3. Keoneula
4. Makaha
5. Nanaikapono
6. Nanakuli
7. Waianae

Windward (11)

1. Ben Parker
2. Blanche Pope
3. Enchanted Lake
4. He'eia
5. Kahalu'u
6. Kainalu
7. Kane'ohe
8. Kamakau PCS
9. La'ie
10. Mokapu
11. Sunset Beach

Maui (9)

1. Kahului
2. Kula
3. Paia
4. Princess Nahienaena
5. Pukalani
6. Waihee
7. Wailuku
8. Kamalii
9. King Kamehameha III

Hilo (12)

1. Chiefess Kapiolani
2. Connections New Century
3. E.B. de Silva
4. Haaheo
5. Hilo Union
6. Ka Umeke Kaeo
7. Kalaniana'ole
8. Keaukaha
9. Keonepoko
10. Volcano PCS
11. Waiakea
12. Waiakeawaena

Kona (7)

1. Holualoa
2. Honaunau
3. Hookena
4. Kealakehe
5. Konawaena
6. Waikoloa
7. Kahakai

Kauai (5)

1. Hanalei
2. Kilauea
3. King Kaumualii
4. Koloa
5. Wilcox

Private After School (6)

1. Kamehameha - Maui
2. Kamehameha - Hawaii
3. Sacred Hearts
4. St. Elizabeth
5. St. Louis
6. St. Theresa



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