

Distance Learning Support Centers

General Parent Information



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

Distance Learning Support

Our Distance Learning Support Centers are Super Study Halls! They are structured to provide a safe and productive environment for students of working parents, currently enrolled in grades K-5. Our employees will do their best to help each child. **Please keep in mind that this service is intended to provide a safe, structured work environment for students and is not a one-on-one, tutorial service.**

Throughout the Distance Learning period, our staff will:

- Monitor students to ensure that they are online at the scheduled times, and remain focused and engaged during virtual classes
- Assist students, to the extent possible, with technological issues, such as setting up equipment, logging on to a device, getting online, etc.
- Provide appropriate supervision and guide students through their daily Distance Learning schedules
- Communicate with parents on each child's distance learning experience, along with any issues encountered along the way

Working Together

We are committed to fostering a successful and thriving distant learning experience. An open line of communication between families and our staff is the best way to do so. Please provide the on-site staff with a copy of your child's Distance Learning schedule. This will help us keep track of the times when a student should be online and what assignments need to be completed. Also, we ask that you review with your child how to operate his or her device and login to the necessary portals, prior to the start of Distance Learning. Please bear with us as we navigate our way in unfamiliar territory alongside your *keiki*. If issues or concerns arise, please contact us immediately.

*Things to Bring Everyday (Please label each item)

- Portable device (i.e. laptop or tablet)
- Charger for the device
- All Passwords and links for DL
- **Earphones w/ mic**
- All assignments for the day
- Properly fitted facemask
- Pencil, pens, crayons, and markers
- Reusable Water Bottle (please label)
- Books to read
- Covered shoes preferred
- Extra Snacks
- WiFi hotspot (if available)

****Kama'aina Kids is not responsible for any devices, equipment, or personal items that are damaged or lost during program hours. Our employees will do their best to help students care for the equipment. Please label all items sent from home and remind your child that he or she is responsible for its safekeeping. Please leave any valuable items that are not needed for Distance Learning at home, where they are safe.***

WiFi and Hotspots

Please provide a hotspot for your child if you have one available. We are working to equip locations with WiFi service, where it is possible. All locations are equipped with Verizon jetpacks, which serves as a hotspot. However, the dependability of the jetpacks is contingent on the location, the number of devices it must support, and the type of activities being conducted online.

COVID-19 Impact

To help stop the spread of the COVID 19 virus, please do not register or keep your child at home, if you answer "yes" to any of the following questions:

1. Has your child traveled out of state or been in close contact with anyone who has traveled out of state within the last 14 days?
2. Has your child had direct and close contact with anyone DIAGNOSED with COVID-19 within the last 14 days?
3. Is your child experiencing persistent cold or flu-like symptoms such as cough, fever, shortness of breath, or any other upper respiratory problems?
4. Has your child or someone in your household with direct and close contact to your child undergone testing for COVID-19 and is currently awaiting the test results?

General Health & Wellness

Out of an abundance of caution, if a child reports feeling ill and is demonstrating symptoms of COVID-19 (such as sore throat, persistent cough, congestion or runny nose, nausea, body aches, etc.), then he or she will be immediately removed from the group. Our staff will contact parents or emergency contacts to arrange for the child to be picked up within an hour. The child will be monitored and separated from other program participants, until he or she is picked up.

Please keep your child at home if he or she reports feeling ill and is showing symptoms of COVID-19. Anyone registering a temperature of 100.4° F or greater, upon drop-off, will not be allowed into the program. If a child registers a temperature at or above 100.4° F during program hours, then our staff will contact the parents and the child must be picked up as soon as possible. The child will be removed from the group and monitored by our staff, until he or she is picked up.

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Drop-Off Procedures

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 person showing a temperature at or above 100.4° F will be sent home until the fever has subsided, including employees. Out of an abundance of caution, certain areas may be restricted to only registered students and employees. Please be mindful of these areas at your location. **Please wear a facemask, upon drop-off, when interacting with our employees.**

Pick-Up Procedures

You may pick up your child any time during program hours. **Please remember to bring a current, government-issued picture ID. Staff are conducting ID checks until they become familiar with everyone. Children will only be released to adults with the proper ID, who are listed as authorized pick-ups. Please wear a facemask, upon pick-up, when interacting with our employees.**

Facemasks or Coverings

All students must bring a properly fitted face mask to program and be prepared to wear it throughout the day. **Facemasks must cover the mouth and nose and fit snugly around the face, without gaps.** During program hours, children are expected to wear a mask, except for when eating or drinking. All Kama'aina Kids employees are required to wear a facemask when at work.

Additional Safety Protocols

- Frequent handwashing with soap and water, and for at least 20 seconds at a time (at least once per hour).
- Commonly used surfaces and equipment will be cleaned and disinfected multiple times per day.
- Access to program facilities is restricted to registered students and Kama'aina Kids employees scheduled to work.
- All locations have a specified maximum capacity appropriate to the size of the facility and to ensure the total group size falls within CDC, DHS, and county guidelines. If a site reaches its maximum capacity, it will stop accepting new registrations.

General 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 Program Coordinator. Our staff will pour out the prescribed dosage, and the child will give him/herself the medication while being witnessed by both the Leader and Program Coordinator. If medication must be kept cold, please bring it in a small cooler with ice. An

Authorization for Dispensing Medication form must be completed before any type of medication can be administered.

General Medical Emergency Procedures

- If a medical emergency arises and it is not life-threatening, Kama'aina Kids will first attempt to contact the child's parents. 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.

**General Program Information

A daily schedule will be posted on-site. The focus of our Distance Learning Support Centers is to provide a safe and productive work environment for students. During extended breaks or when Distance Learning is done for the day, Kama'aina Kids will provide a variety of on-site activities, such as Arts & Crafts, Physical Fitness, Cooperative Games, and Character Development. All activities are conducted with social distancing in mind. Each group will consist of no more than 13 students. Once assigned to a group, a child must remain with that group for the duration of program.

***Policies pertaining to ratios, social distancing, and face masks are based on existing state and county ordinances. They are subject to change as the government updates its policies.*

Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:13 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. Children must also be enrolled in grades K-5, at the time of registration, to be eligible.