

# Koko Head Elementary

## Fall Intersession – General Schedule



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

**Site Coordinator: Caitlin Constantino**

**Phone Number: (808) 291-6672**

6:30am - 8:00am	Sign-in/Quiet Activities
8:00am - 8:30am	Morning Welcome and Check-in within Individual Groups
8:30am – 8:55am	Morning Snack Period ( <b>Please bring from home</b> ).
8:55am – 9:05am	<b>Wellness Break:</b> Wash Hands and Use Restroom
9:05am – 9:15am	Morning Welcome Site Assembly
9:15am – 9:55am	Staff Lead Planned Activity
10:00am – 10:10am	<b>Wellness Break:</b> Wash Hands, Clean Up areas, and Water Break
10:10am – 11:10am	Staff Lead Planned Activity (Indoors)
11:10am – 11:20am	<b>Wellness Break:</b> Wash Hands, Clean Up areas, and Water Break
11:20am – 11:50am	Outdoor Play
11:50am – 12:00pm	<b>Wellness Break:</b> Wash Hands and prepare for Lunch
12:00pm – 12:55pm	Lunch & Quiet Activities Indoor Play
1:00pm – 1:10pm	<b>Wellness Break:</b> Wash Hands, Clean Up areas
1:10pm – 2:10pm	Staff Lead Planned Activity (Indoors)
2:10pm – 2:20pm	<b>Wellness Break:</b> Wash hands, Clean Up Areas
2:20pm – 2:55pm	Afternoon Snack outside ( <b>Please bring from home</b> ).
2:55pm – 3:05pm	<b>Wellness Break:</b> Wash Hands and Use Restroom
3:05pm – 4:00pm	Staff Lead Planned Activity (Outdoors)
4:05pm – 4:10pm	<b>Wellness Break:</b> Wash Hands, Clean Up areas, and Water Break
4:10pm – 5:00pm	Staff Lead Planned Activity (Outdoors)
5:00pm – 5:30pm	Clean Up & Quiet Indoor Activities

\*\*\*Schedule is subject to change without notice\*\*\*

### **Program Hours:**

Before Care:

**6:30am – 5:30pm**

6:30am – 8am

**(Program starts at 8am)**

Program:

8am – 2:30pm

Pick-up Times:

2:30pm – 5:30pm

### **Sign In and Sign Out Procedures**

Please check your child in and sign out with our employees 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 your Site Coordinator for a Release of Unaccompanied Child Form.

### **Absences**

If your child is going to be absent, please call your Site Coordinator before 8am. Refunds will not be issued for absences. If you have any questions, please see your Site Coordinator.

### **Late Pick-up Fees**

Program pick-up time: 2:30pm – Closing

Please pick up your child on time. If you know ahead of time that you will be late picking up your child, please call the Site and let them know. There will be a \$5 fee for every 15 minutes (or fraction thereof) that you are late (i.e., 1-15 minutes late = \$5; 16-30 minutes late = \$10, etc.). This fee is due immediately and should be given to the staff member on duty.

### **Things to Bring**

- Mid-Morning Snack & Afternoon Snack
- Home Lunch
- Facemask (plus an extra mask)
- Sunscreen
- Refillable Water Bottle
- Covered shoes are preferred

# ADDITIONAL INFORMATION

## Fall Intersession 2021 – Health & Wellness Protocols



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

### Afternoon 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.**

### Face Masks or Coverings

**All** children must bring a properly fitted face mask to program and be prepared to **wear at all times**. During program hours, children are expected to wear a mask at all hours of the day, except for when eating or drinking. All Kama'aina Kids employees are required to wear a face mask or covering when working with the students.

### Additional Measures to Help Stop the Spread of COVID-19

1. Frequent handwashing with soap and water, and for at least 20 seconds at a time (at least once per hour)
2. Commonly used surfaces and equipment will be cleaned and disinfected multiple times per day.
3. Our Summer Programs will follow current social distancing guidelines set forth by the CDC.
4. Access to program facilities is restricted to registered students and Kama'aina Kids employees scheduled to work. **Drop-off** and **Pick-up** procedures are developed for each location to minimize contact between program participants and the general public.
5. 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 Program Activities

Out of an abundance of caution, program activities will take place on-site. A daily schedule will be made available for each site to give everyone a sense of what to expect each week. **Please remember to pack a home lunch, morning and afternoon snack, and refillable water bottle for your child, each day.**

### COVID-19 Impact

To help stop the spread of the COVID 19 virus, please keep your child at home, if you answer "yes" to any of the following questions:

1. Has your child traveled out of state within the last 14 days AND cannot provide proof of a negative COVID test result upon return or been in close contact with anyone who has traveled out of state within the last 14 days, who did not participate in Hawaii's Safe Travel program?
2. Has your child had direct and close contact with anyone DIAGNOSED with COVID-19 within the last 14 days?
3. Has your child experienced any 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 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 separated from the group. Our staff will contact parents or emergency contacts to arrange for the child to be picked up within an hour. Our employees will monitor the child and keep him or her 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 and above, upon drop-off, will not be allowed into the program on that day. If a child registers a temperature 100.4° F or above 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.*

### 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.

*\*\*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 1:15, staff to student 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](http://KamaainaKids.com)**