

# Salt Lake Elementary Winter Intersession 2018

## “Camp Kama’aina Kids”



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

**Site Coordinator: Keala Menza**

**\*Phone Number: 425-1430** (once program begins)

*\*Site phones are activated on Dec. 24. If you have any questions before then, please call 262-4538.*

December 2018				
Monday 24*	Tuesday 25	Wednesday 26	Thursday 27	Friday 28
On Site “Holiday Hoopla” <i>*Please pick up your child by 4:00pm.</i>	NO PROGRAM	Movies	Swimming @ Salt Lake Pool	Honolulu Hale
January 2019				
Monday 31*	Tuesday 1	Wednesday 2	Thursday 3	Friday 4
On Site “Winter Wonderland” <i>*Please pick up your child by 4:00pm.</i>	NO PROGRAM	Chuck E. Cheese Pearl City	Swimming @ Salt Lake Pool	Honolulu ZOO
<i>Sign-in by 8am</i>				

### Notes:

1. All excursions/activities are subject to change.
2. If a child misses the bus, it is the parent’s responsibility to get their child to the excursion.
3. Please leave all valuables at home, where they are safe.
4. Please bring a home lunch, unless registered for lunch.

**All Winter Intersession programs close at 4:00pm on Dec. 24 and Dec. 31. Please plan accordingly to have your child picked up on time. Late pick-up fees will be applied after 4:00pm.**

### Program Hours:

Before Care: 6am – 6pm  
6am – 8am  
**(Program starts at 8am)**  
Program: 8am – 2:30pm  
Pick-up Times: 2:30pm – 6:00pm

### Sign In and Sign Out Procedures

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

### Drop-Off Time

**On excursion days, please have your child at the site by 8am so we can board the bus at our scheduled time.**

### Late Pick-up Fees

Program pick-up time: 2:30pm – 6:00pm

Please pick up your child on time. If you know ahead of time that you will be late picking up your child after 5:30pm, 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

- Snacks
- Lunch
- Swimsuit
- Sunscreen
- Extra Clothes
- Baseball Cap
- Water
- Towel
- Covered shoes and Reef Walkers

# ADDITIONAL INFORMATION

## Winter Intersession 2018



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### 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.

### Withdrawals/Reducing the Number of Registered Days

Kama'aina Kids will issue a full refund less a \$35 service fee for complete withdrawals before the start of program. Once the program has begun, there will be a \$35 service fee plus a \$35/day for Day Camps or \$55/day fee for Specialty Camps multiplied by the number of registered days up until the receipt of notification of any withdrawals or reduction in the number of registered days. These fees are not intended as a hardship, but rather to cover expenses we have already incurred.

**PARENTS MUST SUBMIT A WRITTEN NOTICE OF WITHDRAWAL OR REDUCTION IN REGISTERED DAYS AT LEAST 24 HOURS IN ADVANCE OF THE FIRST DAY OF WITHDRAWAL.**

### Changes to Registration

A change in the dates of your registration or location of your program will result in a \$10 service fee charged to your account.

### 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.

### 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 Site 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 Site Coordinator. If medication must be kept cold, please bring it in a small cooler with ice.

### Emergency Procedures

- If a medical emergency arises, 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.

### Schedule Changes

**All activities are subject to change.** While all excursions are planned and reserved beforehand, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes at the site.

*Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:15 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 visit us online at [KamaainaKids.com](http://KamaainaKids.com)**