

Parent Information Pamphlet

***Kamehameha Schools -
Maui Elementary
Campus***

***Afterschool
Program***



Hawai'i's Enrichment & Education Professionals
A Non-Profit Organization

Helping Children Develop A Positive Sense Of Self, Community & Environment

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KAMA'AINA KIDS

Our Mission

At Kama'aina Kids, our mission is to serve children and their families by providing ongoing quality education and enrichment programs teaching a sense of self, community and earth.

Our People

Our After School Program staff are safe, flexible, friendly and fun! Through numerous and diverse trainings, our people set out to support the children, schools and communities by providing active situations, structured homework time, educational and fitness needs, and exciting developmental opportunities.

Prior to the start of employment, all After School program staff must undergo fingerprinting and clear all criminal background checks. Staff are also required to obtain a First Aid/CPR certificate.

Our Programs

At Kamehameha Schools-Maui, we are offering the following programs for students in Grades K-5:

After School Program: 2:30pm to 5:30pm

During the After School program, Kama'aina Kids will continue to support the mission and philosophy of Kamehameha Schools. Although the program is under the management of Kama'aina Kids, students are still expected to conduct themselves in a manner deemed appropriate by KS-Maui Administration.

If you have any questions about our programs, please call us at **808-262-438**, or toll free, **1-888-345-4374**. You can also visit **www.kamaainakids.com**. We look forward to working with you.

OPERATIONAL POLICIES

1. ABOUT KAMA`AINA KIDS

Kama`aina Kids is a private, non-profit, multi-service organization dedicated to serving children and their families through quality childcare programs, across the state of Hawaii. Learn more about us and our services at **www.kamaainakids.com**.

2. PROGRAM HOURS

The After School Programs starts on **August 1, 2016** and is available on regular school days. Program will not be available on half-days, holidays or Parent-Teacher Conference days.

After School Program

2:30pm to 5:30 p.m.

3. TUITION

Monthly tuition is charged from August to May of each school year, and is based on the average number of school days per month. School breaks (i.e. Winter and Spring Break) are factored into the average monthly cost. **There are no tuition refunds or deductions for absences, holidays or vacations.** The initial monthly tuition is due and payable **upon** the student's entry in the program. Thereafter, the tuition is due on the 5th business day of each month. Tuition is payable to **Kama`aina Kids** and can be made by check or credit card.

Day Rate tuition is charged regardless of the time a student is picked up. Tuition for that day must be paid upon pick-up.

Since tuition is paid in advance, a student may be suspended or dismissed from the program, if tuition is not paid by the 5th of each month.

The tuition rates for the After School Programs are as follows:

After School

Monthly	\$85.00/child
*Daily	\$ 5.00/day

*There is a maximum allowance of 10 days each month, at the daily rate. If a student exceeds the 10-day maximum, in a given month, then he/she will be switched to the full monthly tuition, and the family must pay the remaining difference.

Any daily payments made up to this point will be applied and deducted from the monthly rate, and the student will be allowed to attend every school day for the rest of that month.

A child may be discharged for non-payment of fees as outlined under section 26, on page 12.

4. CHANGES OF PROGRAM & LATE FEES

Monthly tuition payments submitted after the scheduled due date may incur a late fee of \$15, for each occurrence. **A schedule of Tuition Due Dates is listed on page 12.**

A change in program status (i.e. switching from the monthly tuition rate to daily rate) may be made once during the school year. There will be a \$10 service fee for any additional change thereafter.

A \$10 service fee will not be assessed if your program changes as a result of exceeding the 10-day maximum, for daily rate registrants.

5. WITHDRAWAL

Withdrawals from the program must be submitted in writing. If the month has already begun, tuition for monthly After School program will be refunded for withdrawals as follows:

75% through the 5th day of the month

50% through the 15th day of the month

No refund after the 15th day of the month

6. ELIGIBILITY & ACCEPTANCE

The staff to student ratio is 15:1. All applications to the After School program are accepted on a first-come, first-serve basis. In order for a child to participate in the After School program, he or she must 1. Be enrolled as a student at KS-Maui and 2. Be able to function safely within the 15:1, student to staff ratio.

Reasonable accommodations to existing services will be made to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. "A qualified person with a disability" refers to an individual diagnosed with a physical or behavioral disability, who is otherwise qualified to participate in any given school program or activity.

7. ATTENDANCE/ABSENCES

Students enrolled in the Kama`aina Kids' programs are expected to be in attendance according to the program in which the child is registered. If your child will not be attending the After School program for any reason, please notify the Kama`aina Kids Supervisor in advance. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as expected, the After School program Supervisor will contact the parents. If the parents cannot be reached, then we will attempt to contact the child's emergency persons.

8. RELEASE OF CHILDREN

All students must be signed out, each day. In order to sign out a child, the person must be listed as an authorized pick up on the registration form. If a minor (anyone under the age of 18) is signing out a student, then he or she must also be listed under the Authorized Pick-up portion, on the registration form. **Until the Kama'aina Kids staff become familiar with faces, a government-issued photo ID will be requested, before a child is released.** If an adult will be picking up a child and is not listed on the authorization form, the parents must provide the program supervisor with a written statement indicating who, when and the time child will be picked up, prior to this date.

9. REQUIRED ATTIRE

Students are required to remain in their school uniform, during the After School program.

10. PERSONAL BELONGINGS

Students attending the After School program are not allowed to bring toys, money and personal electronic devices to the program without the expressed permission of the Kama'aina Kids Supervisor. Students are expected to have book bags with the necessary books and supplies to complete homework and other assignments.

The use of personal electronic devices (such as smart phones, iPads, tablets, hand-held games consoles, etc.) are not permitted during the After School program. A site phone will be available, during the after school hours, should a child need to call a parent or should a parent need to speak with his or her child.

Students who must complete homework assignments using a school-issued electronic device will be allowed to do so. Use of such devices will only be permitted for school-related assignments and in supervised areas.

11. LOST AND FOUND

All uniform clothing, jackets, sweaters and book bags should be clearly marked with the child's name. Kama`aina Kids cannot accept responsibility for lost or stolen items.

12. BUS PICK-UP & AFTER SCHOOL CLUBS

Please notify the After School program supervisor of any after school clubs or extra-curriculars that your child will be participating with. To ensure the safety of every child, students must check in to the After School program, before reporting to the club. The After School program staff will then accompany students to the respective clubs and pick them up when the activity is finished. **Please sign out your child with the After School program staff, if you are picking him or her up directly from the after-school club or activity.**

Students that are picked up by the bus will be escorted to the bus by the After School program staff.

13. AFTER SCHOOL GENERAL DAILY SCHEDULE

2:30pm – 2:45pm	Check-in/Snack Time
2:45pm – 3:55pm	Study Hall/Outdoor Play/ After School clubs
3:55pm – 4:50pm	Organized Activities*
4:50pm – 5:00pm	Clean Up
5:00pm – 5:30pm	Quiet Activities

*Students being picked up by the bus to Kahului will be escorted to the bus stop area by the Kama`aina Kids staff, at approximately 4:20pm.

14. HOMEWORK

Everyday, the program schedules one hour of study hall for homework. The Kama`aina Kids staff supervises students, but are not responsible for students completing all of their homework during this time. The staff will try to help students during study hall, but are not responsible for tutoring students, nor are they trained to serve as tutors.

15. SNACKS

Students are asked to bring a healthy snack from home. It is also the policy of Kama‘aina Kids that students do not share snacks from home, during the After School program.

16. AUTHORIZED PICK-UP AND CONSENT

Authorized Pick-up list and Consent information (registration form) is to be completed before attendance. The names, addresses and phone numbers for emergency calls are on this form. The names and relationships of authorized persons who may pick up the student are also listed. **No student will be released to anyone not on the list, regardless of their relationship to the child, without written or verbal consent from the parents listed on the form. Permanent changes must be made in writing, and may even require completing a new registration form, with the updated information.**

17. ILLNESS

A child should not be sent to the After School Program if he/she shows signs of fever, sore throat, runny nose, rash, diarrhea, or headache. When in doubt, please keep child at home. If a child becomes ill during the After School Program, the Kama‘aina Kids Supervisor will contact the family member listed on the Emergency Information and discuss the situation.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the nearest local hospital by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.

18. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Kama`aina Kids Supervisor knows what to do if a problem should occur during After School hours. If a child has any one of the following conditions, parents will be notified to pick up the child immediately: **Contagious Disease, Fever over 100F, Vomiting or Diarrhea, Accident Requiring Medical Attention.**

Prescription or over-the-counter medication cannot be administered by the After School program staff. With the exception of *EpiPens* and inhalers, the dispensing of medication during the after school hours must be coordinated with the school health room. If a child requires medication during program hours and the health room is closed, then the parents will be contacted immediately to discuss alternative actions.

19. EMERGENCY STATEMENT

If a student requires emergency medical treatment, the student's parents and/or doctor will be called. In extreme cases, the first call will be to 911, and the student will be taken by ambulance, if necessary, to the nearest medical treatment facility. In such cases, a Kama`aina Kids employee will accompany the child and the parents will then be notified and instructed where to go. In non-emergency situations, Kama`aina Kids will consult its designated physician, if 1.) Professional advice is necessary, and 2.) The physician or parents of the child are unavailable.

20. DISCLOSURE OF INFORMATION

No information regarding a child, the parents or guardians will be released to anyone outside the program without the written authorization of the parent and/or guardians.

21. VISITORS AND OBSERVATIONS

Parents and community members who are screened by the Kama'aina Kids Supervisor and School Administration are welcome to observe. For liability and supervision reasons it is not possible for children who visit the program to take part in activities.

22. DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at the After School program. Consequently, the After School program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and after school program time. If a child cannot adjust to the program setting and behave appropriately, the child may be dismissed.

Reasonable efforts will be made to help children adjust to the program settings, and the Kama'aina Kids staff will do their best to use constructive dialogue and other mediation techniques to resolve any behavioral issues. More problematic or severe misbehaviors may result in temporarily removing a child from his/her group, or having a child sit out from an activity for a few minutes. Such instances will be communicated to the parents upon pick-up.

If the Kama'aina Kids supervisor determines that suspension or dismissal from the program is warranted, then a meeting with the parents will be requested, before such decisions are made.

Corporal punishment, verbal abuse, punishment which is humiliating, frightening, threatening or derogatory towards or about the child or his/her family are **never permitted** at any time by the Kama`aina Kids Program staff.

23. CONDUCT

Students and Group Leaders are expected to conduct themselves in a respectful manner that is in accordance with all school rules and behavioral guidelines.

1. Chewing gum is not permitted.
2. The use of personal electronic devices is not permitted during the After School program.
3. Disrespect, profanity, obscene and vulgar language is not tolerated.
4. Threats, physical abuse, destruction of property are causes for disciplinary action.
5. Students bringing weapons of any sort are immediately expelled from the program and a refund will not be issued. Such incidents will also be reported to the School Administration and Public Authorities.

24. BULLYING

A student is being bullied or victimized when he or she is exposed repeatedly and over time, to negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking), verbally (e.g., by calling names, threatening, taunting, malicious teasing, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group. The latter (usually more subtle) forms are usually termed “indirect bullying,” whereas “direct bullying” comprises behaviors that represent relatively open (usually verbal or physical) attack on the victim.

In order to be considered bullying, there should also be an imbalance in power or strength (an asymmetric power relationship). In other words, students who are exposed to the negative actions generally have difficulty in defending themselves and are somewhat helpless against the student or students who harass. It is not considered bullying when two students of approximately the same physical or psychological power conflict over an isolated incident, nor is friendly or playful teasing considered bullying. However, repeated degrading and malicious teasing, which is continued despite clear signs of distress and opposition on the part of the target does qualify as bullying.

Three components that define bullying situations:

1. Involves an aggressive behavior
2. Involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Bullying will not be tolerated, during the After School program. If a situation arises in which bullying may be taking place, then parents of all students involved will be notified. The After School program staff will make every effort to help the students reconcile and move forward in a positive and cooperative spirit.

However, if a repeated attempts do not resolve the situation and the bullying persists, then more drastic measures (such as suspension or dismissal from the program) will be taken at the discretion of the After School program supervisor.

25. 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 or not the designated school is open.

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.

26.Monthly Payment Tuition Schedule for 2016-2017 SY

MONTH	TUITION DUE DATE
August 2016	August 5, 2016
September 2016	September 8, 2016
October 2016	October 7, 2016
November 2016	November 7, 2016
*December 2016/January 2017	December 7, 2016
February 2017	February 7, 2017
March 2017	March 7, 2017
April 2017	April 7, 2017
May 2017	May 5, 2017

*December and January are combined into one month, and only 1 monthly payment will be collected. If a child starts monthly enrollment in January and did not pay for December, then the full monthly tuition will be billed.