



## KAMEHAMEHA SCHOOLS®

### PAUAHI KEIKI SCHOLARS PRESCHOOL SCHOLARSHIP PROGRAM SCHOOL YEAR 2020-2021 SCHOOL COLLABORATOR EXPECTATIONS

Preschools must adhere to the following conditions for continued participation in the Kamehameha Schools' (KS) Pauahi Keiki Scholars (PKS) Preschool Scholarship Program administered by Financial Aid and Scholarship Services (FASS) Department:

1. Preschools must be currently licensed by the State of Hawai'i Department of Human Services (DHS) or the United States Department of Defense (DOD).
2. Preschools must be confirmed members in good standing and accredited by a KS recognized accreditation system. Schools are responsible for providing documents that support licensing and accreditation (i.e., certificate(s) of licensing/accreditation and/or letters of approval).
3. Preschools under PKS expansion program must complete annual review and monitoring through the expansion team for continued participation.
4. Preschools understand that KS may remove any preschool from the School Collaborators List at any time or may elect not to list a preschool.
5. Preschools must submit their **published** tuition rates for the current school year with their annual application. KS will calculate the potential scholarship award for the entire year based on the Cost of Attendance (COA). KS will not make any adjustments to awards if tuition rates increase after the deadline.
6. Upon the request of KS, preschools will provide academic, optional, extended day, enrichment, summer, and school break/intercession program brochures and published rates.
7. Preschools will allow KS staff to assess students in the scholarship program for academic progress and evaluation of program success. Additional data and information may be requested.
8. Preschools will provide enrollment confirmation to KS by specified dates.
9. Award disbursements are contingent upon timely receipt of enrollment confirmation from the preschool as well as parents/legal guardians' timely acceptance of the award and its Terms and Conditions and timely completion of all program requirements (e.g. Parent Quarterly Report [PQR]).
10. Awards are disbursed to preschools quarterly (3 months) with the exception of the last disbursement. Award disbursements are contingent upon timely completion of all program requirements.
11. PKS renewal awards are not disbursed if prior year's PQR requirements have not been fulfilled by the parents/legal guardians.
12. Final award disbursements for each academic year are made no later than September 30<sup>th</sup>. Any payments delayed because of failure to complete enrollment confirmation or PQRs will not be paid after September 30<sup>th</sup>. All unpaid charges incurred are the responsibility of the parents/legal guardians.
13. PKS awards are paid to preschools on behalf of the student. Parents/Legal Guardians determine what preschool will receive their child's award.
14. Students transitioning from preschool to kindergarten will only receive disbursement if the program they are attending is a preschool program. Kindergarten summer programs are not funded.

15. Preschools must provide adequate volunteer opportunities to parents/legal guardians to fulfill their PQR requirements.
16. Volunteer opportunities will be clearly communicated and are strictly voluntary. Preschools should not expect families to perform volunteer hours at the discretion of the preschool or assign volunteer duties to parents/legal guardians.
17. Schools will allow KS to take photos of scholarship recipients at the schools for marketing and communication purposes. KS will make arrangements with parents/legal guardians and the school prior to taking any photos.
18. Families have obligations to fulfill as participants in the PKS program. If they do not complete the required conditions, the award may be terminated. KS will notify preschools of any termination.
19. Upon a student's withdrawal or dis-enrollment, preschools must reimburse KS any allowable funds (per the school's student/parent handbook), within 30 days.
20. Student retention in preschool programs are the responsibility of the parents/legal guardians and the preschool.
21. The use of the KS name, logo, or the PKS name in any print, online, or media advertising is strictly prohibited.
22. Preschools are not allowed to market KS, its logo or any likeness in their print, online, or media advertisements. Schools may refer families to the Financial Aid and Scholarship Services website at <http://www.ksbe.edu/finaid> as a link on the school's website. Preschools are not agents (implied, inferred, or by association) of KS, nor do they have right to make public statements about the PKS program.
23. KS expects all schools to use best business practices in planning their annual budget and enrollment. KS is not responsible for providing working capital to preschools or to secure continued preschool operations through student awards.
24. Preschools are not provided access to family online Ho'oulu Kaiāulu Parent Portal accounts. Schools may request directly from families a copy of their submitted report.
25. Participation should not impact preschool's established business practices.