Dear Parents and Guardians,

Welcome to the Kamehameha Schools-Maui After School program by Kama`aina Kids. Our program officially begins on August 1, 2016, but our commitment to serving you begins today. In order to provide a seamless transition, we have provided a summary of the most pertinent topics. If you wish to obtain a Parent Information handbook—which outlines all of our After School program policies and procedures—please contact the Kama`aina Kids Main office at 1-888-345-4374, or email support@kamaainakids.com.

PROGRAM INTRODUCTION
The After School Program by Kama`aina Kids operates from **August 1, 2016 through May 24, 2016.** It is open to all KS-Maui middle school students, currently enrolled in grades 6-8, and available on all regular school days, from **2:30pm to 5:30pm.** There is no program available on all school holidays and on early-dismissal days, such as Founder’s Day. The student to staff ratio for the middle school After School program is **20 students to 1 staff.**

Kama`aina Kids is a private, non-profit, multiservice organization dedicated to serving our island community through quality child care and quality programs. We believe that by providing a variety of educational, recreational, and enrichment experiences, children can develop a positive sense of self, community, and earth. Our programs offer a wide variety of quality enrichment activities for each child, which are supervised and directed by trained, education professionals. Although Kama`aina Kids is based on O`ahu, we currently manage 9 A+ After School programs on the island of Maui and serve over 7,000 children annually, through after school programs spread across the state of Hawai`i.

PROGRAM FEE AND REGISTRATION
Monthly tuition for each student enrolled is **$75.00 per month.** The monthly fee is based on the average number of school days per month, and factors in school holidays and seasonal breaks. While the school-year spans across 10 months, only 9 monthly payments are collected (December and January are combined into one month, in order to account for the various school breaks).

A Daily Rate of **$5.00 per child per day** is also available, but is limited to a **maximum of 10 days per month.** While we prefer advance notice for students that are attending by the day, it is also available to accommodate any last-minute needs that may arise.

To ensure the safety of all program participants, a completed registration form will be required for all students that attend the After School program. If you plan to enroll your student at either the monthly or daily rate, then please complete the registration form and mail it to: **Kama`aina Kids, 156-C Hamakua Drive, Kailua, HI 96734.** Forms may also be scanned and emailed to support@kamaainakids.com.

**In order for the program to operate, a minimum of 20 students must be registered at the monthly rate by July 15, 2016. If the minimum enrollment is not met, then parents will be contacted by July 20, 2016.**
TUITION PAYMENT
Monthly tuition for the After School program may be paid by check or credit card. Payment does not have to be submitted until the start of the 2016-2017 school year.

PROGRAM STRUCTURE
Daily Schedule:
2:30pm – 2:55pm  Student Check-in & Snack Time
- All students registered for the After School program will report to Nāmāhāna dining hall, immediately after school dismissal. Students that will be participating in an after-school club or after-school help must first check-in with the After School program staff.
- Please provide a healthy snack from home. The After School program is not providing snacks, and students are not allowed to share snacks with one another.

2:55pm – 3:55pm  Supervised Study Hall/After School Clubs
- The After School program is a recreational program, and is not intended to provide tutorial services. Kama`aina Kids staff will supervise students throughout Study Hall and will do their best to assist with homework, when possible. Please continue to check your child's homework assignments at home, in order to ensure that it is complete and correct.

3:55pm – 4:50pm  Organized Activities led by the After School program staff
- All After School program staff must undergo and clear a criminal background check. In addition, staff are required to attend trainings in: First Aid/CPR, Creating & Maintaining a Safe Environment, Appropriate Behavior Management, Curriculum Development, and Customer Service.
- Group Leaders are responsible for providing a safe and enriching activity period for all students in the After School program. Activities are pre-planned, designed to be age-appropriate.

4:50pm – 5:00pm  Clean Up
5:00pm – 5:30pm  Quiet Activities
- There is a late pick up fee of $5 for every 15-minute increment, or fraction thereof, for students signed out after 5:30pm. Chronic tardiness may result in the dismissal of your child from the After School program.

ABOUT KAMA`AINA KIDS
As one of the state's largest private childcare providers, Kama`aina Kids has established itself as an organization dedicated to one single idea: caring for children. This one simple focus has driven us these past 29 years in providing quality childcare and is seen in our commitment to our various programs. To meet this challenge, we have built our After School Program to include trained staff that genuinely care about children and their development, programs that nurture and educate, and a dedication to partnering with schools and families to achieve this.

Our goal is to make this transition as seamless as possible, and to build upon the tremendous foundation that the current After School staff have established over the years. If you have any further questions or concerns, you may contact our main office at 1-888-345-4374 and ask for Randy Miyashiro, School Age Manager.

In Service to Youth,

Kama`aina Kids