



Before/ After School Drop Off & Pick Up Reminders

The school day begins at 7:45 a.m. and ends at 2:30 p.m. Although it is not required, arriving between 7:15-7:30 a.m. allow students to get settled and participate in the grade level piko at 7:30 a.m.

Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children arrive at school on time every day.

Arriving at School

Many students living in outlying areas arrive on campus via the KS school bus and arrive on campus between 7:00-7:30 a.m. (depending on traffic).

KES students arriving by car shall use the Nahi'ena'ena Island. Supervision of the area begins at 7:00 a.m. (Use the left lane that circles the perimeter of the parking area to approach the island. Pull forward to accommodate others who are also dropping off children. Drivers must be alert and proceed at a cautious speed to maintain the safety and well-being of everyone using the area.)

If you choose to walk your student to his/her classroom, please park and escort your child. Visitor parking in the Nahi'ena'ena parking area is limited as most stalls are reserved for KES personnel. If the visitor stalls are filled please park in the lower parking lots of Kekelaokalani. Please model appropriate safety practices by using the crosswalk and following the directions of KS staff.

For those not wanting to encounter on campus traffic, a free shuttle service to the campus is provided from the KS Bus Terminal located at the corner of School Street and Kapālama Avenue. The KS Bus Terminal opens from 6:30-7:30 a.m. Morning shuttle service departure times are:

- 6:55 a.m.
- 7:05 a.m.
- 7:10 a.m.
- 7:20 a.m.
- 7:30 a.m.

Breakfast is available for \$1.50 in the Keku'iapoiwa Dining Hall from 6:45-7:30 a.m. (see breakfast flier for more information).

Afternoon pick-up

The school day ends at 2:30 p.m. with the exception of early out Wednesdays and select special days throughout the school year. Many students depart via KS school buses to designated neighborhood locations or to the KS Terminal.

Kindergarten through second grade students (and their Grade 3-6 siblings) departing from campus by car may be picked up at the Nahi'ena'ena Island. To increase the efficiency of the drive through pick up process place your child's name placard on the right side of your dashboard before approaching the pick up area and pull all the way forward and your child will come to the car. Name placards will be sent home in your summer packet.

If you choose to pick up your child from the classroom, please park in a visitor stall in the Nahi'ena'ena parking lot or in the lower Kekelaokalani parking lot and meet them at the classroom.

The Kaimuki YMCA provides after school care for students needing supervision afterschool until 6:00 p.m. Applications and information are available online at www.kaimukiymca.org (search for **Na Pua Lei** ASP) in the Elementary School office, or by phone at 808-737-5544. In the event your child needs occasional supervision, the YMCA offers a single-day drop in option (see YMCA Na Pua Lei Program flier for more information.)

Children who are not on a KS school bus or participating in extracurricular activities, study hall/help, or the YMCA Na Pua Lei after school program are required to leave the campus by 2:45 p.m. Students remaining on campus will be supervised by the YMCA and will be charged a drop in fee.

Maka'ala Card

Families needing an alternate after school transportation plan may request a Ma'akala Card via the application on the KES blogsite (<https://blogs.ksbe.edu/kes/forms/>). Once the completed request is received and then reviewed by a Hope Po'o Kumu, parents are contacted regarding the request. If approved, your child receives a pass indicating the alternate transportation plan.

Early Out Days

Starting this 2019-2020 School Year, Wednesdays (and select special days) will follow an early-out schedule with school dismissed at 12:45 p.m. Due to traffic concerns, we will dismiss car pick up students and terminal bus riders at 12:30 p.m. All other students will be dismissed at 12:45 p.m. Early buses will depart at 12:55 p.m. and Late buses will depart at 1:15 p.m. All students not picked up by 12:45 p.m. at the island or by **1:10** p.m. at the terminal will be taken to the YMCA and will be charged a drop in fee.

Afternoon KS Bus Terminal Procedures

KES educational support staff, KS security, and a public safety officer assist with traffic and student safety at the terminal. Your support is needed to maintain the safety and well-being of everyone in the area. Please model appropriate safety practices.

Educational assistants facilitate loading students in vehicles for drive through pick up along Kapālama St. To increase the efficiency of the drive through pick up process place your child's name placard on the right side of your dashboard before approaching the pick up area and pull all the way forward and your child will come to the car. Name placards will be sent home in your summer packet. **Parents that choose to park at the terminal or in surrounding areas MUST walk to the terminal gates to receive their students and escort to parked vehicles.**

Students will be supervised by KES staff until **3:10** p.m. on regular school days and until **1:10** p.m. on early out Wednesdays. Any students remaining at the Terminal beyond those times are taken to the YMCA for supervision, and will be charged a drop in fee.

Transportation changes

Notify the school office of any transportation changes in writing via a note sent with the child to the teacher, or by phone (842-8383) no later than **11:00 a.m.** on the day of the change. Email communication is generally ineffective for a last minute transportation change request. The office issues a KES Transportation Change pass to the student documenting the change. It should be shown to the teacher; as applicable, the pass should be shown to the Educational Assistant on duty supervising late bus students.

Lost students

In the event that a child does not arrive where and/or when expected from school, call the Elementary School office at **842-8383** immediately. If there is no answer, call the school's Security office at **842-8332**. School personnel will assist in locating your child.

NOTE: Notify us immediately to update changes in contact information - home, work or emergency phone numbers.