

# General Policies & Procedures

## After Summer School Programs 2017



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

**Program Hours:** Vary by program

**Before Care:** 6am-8am

**\*\*Programs with Pick Up Time: 12pm-6pm**

**\*\*When on excursion, we may be off site until 5pm.**

### Absences

Please call in absences by 8am. Refunds are not issued for daily absences.

### Late Pick-up Fees

Please pick up your child on time. If you know ahead of time that you will be late picking up your child, 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 min. late, \$5; 16 - 30 minutes. late \$10; etc.) This fee is due immediately and should be given to the staff member on duty.

### Sign In & Sign Out Procedures

Please sign-out your child on the weekly roster, on a daily basis. Pick-up person should be prepared to show a picture ID to ensure the safety of each child. If you wish for your child to walk home alone or sign out on his/her own, please ask your site coordinator for a *Release of Unaccompanied Child Form*.

### Full & Partial Withdrawals

Kama'aina Kids will issue a full refund less a \$50 service fee for complete withdrawal notifications received before June 1, 2017. Full and partial withdrawal notifications received on or after June 2, 2017, will incur a \$30 withdrawal fee, plus a per day fee multiplied by the number of program days that have passed before the notice of withdrawal is received. **Parents must submit notice of withdrawal, to the Kama'aina Kids Main Office, at least 24 hours in advance of the first day of withdrawal.**

### Program Changes

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

### Schedule Changes

Any excursions are planned and reserved in advance, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes by the site's staff.

### 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, our staff will do everything possible to help the child. However, if the negative behavior continues, parents will be notified and the child may be dismissed from the program with or without a warning. No refunds will be issued for children dismissed from the program.

### Medication

Medication must be in the original container with the doctor's instructions. Please give all medication to the Site Coordinator. Our staff will pour out prescribed dosage, and the child will give him/herself the medication while being witnessed by program staff. Please provide medication in a small cooler with ice, if it needs to be refrigerated.

### Things to Bring

- Lunch (if summer school dismisses at 12pm)
- Sunscreen (if going on excursions)
- Extra Clothes
- Baseball cap
- Water
- Towel
- Afternoon snack
- ***Please leave valuables at home.***

### Emergency Procedures

- If a medical emergency arises, Kama'aina Kids will first attempt to contact the child's parent. 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.

### ***All activities are subject to change.***

*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 call 262-4538 • Online at [KamaainaKids.com](http://KamaainaKids.com)**