

# Enchanted Lake Elementary School Winter Intersession 2024



## Camp Kama'aina Kids

Site Coordinator: Krissy Talaeai-Adair

\*Phone Number: 808-354-5444

If you have any questions prior to the first day of program, please call 808-262-4538.

Program Hours: **6:30am - 5:30pm**  
 Before Care: 6:30am – 8am  
**(Program starts at 8am)**  
 Program: 8am – 2pm  
 Pick-up Times: 2pm – 5:30pm

December 2024				
Monday 23	**Tuesday** 24	Wednesday 25	Thursday 26	Friday 27
On Site "Welcome to Our Winter Wonderland"	Excursion Honolulu Hale  <b>**Program Closes at 3:00pm**</b>	No Program Merry Christmas!	Excursion Waimea Valley	On Site "Winter Slumber Party"
December 2024			January 2025	
Monday 30	**Tuesday** 31	Wednesday 1	Thursday 2	Friday 3
On Site "Celebrating New Connections"	On Site "How Sweet it is To Be..."  <b>**Program Closes at 3:00pm**</b>	No Program Happy New Year!	Excursion Lo'i	On Site "Ending the Year with a Bang!"
<b>Please sign in your child by 8am.</b>				

### Sign In and Sign Out Procedures

Please check your child in and sign out with the Group Leader daily. Your child will be released only to the people on the release form. Pick-up person should be prepared to show a picture ID. If you want your child to walk home alone, please ask your Site Coordinator for a Release of Unaccompanied Child Form.

### Drop-Off Time

Please have your child at the site by 8am. **For excursions, bus departure times will vary. To ensure a timely departure, we ask everyone to sign in by 8am on excursion days. If a child misses the bus, it is the parent's responsibility to get their child to the excursion.**

### Late Pick-up Fees

Program pick-up time: 2:30pm – 5:30pm  
**\*\*Program Closes at 3:00pm on Dec. 24 and Dec. 31.**

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 \$10 fee per child for every 15 minutes (or fraction thereof) that you are late (i.e., 1-15 minutes late = \$10; 16-30 minutes late = \$20, etc.). This fee is due immediately and should be given to the staff member on duty.

### Notes:

1. All activities are subject to change without notice.
2. If a child misses the bus, it is the parent's responsibility to get their child to the excursion. On excursion days the bus may leave promptly at 8am.
3. Please leave all electronic devices and valuables at home, where they are safe.
4. Please bring a home lunch, unless registered for lunch program.

### Things to Bring

- Mid-Morning Snack
- Lunch
- Swimsuit
- Sunscreen
- Extra Clothes
- Baseball Cap (optional)
- Refillable Water Bottle
- Towel
- Covered Shoes Preferred

# ADDITIONAL INFORMATION

## Winter Intersession 2024



### **Program Eligibility**

Our intersession programs are designed for Elementary School-Aged children. To participate a child must: **1.** Currently be enrolled in grades K-6, and **2.** Have the ability to function safely within our 15:1 student to staff ratio and keep up with the group through the various program-related activities.

### **Absences**

If your child is going to be absent, please call your Site Coordinator before 8am. Refunds will not be issued for absences. If you have any questions, please see your Site Coordinator.

### **Withdrawals/Reducing the Number of Registered Days**

Kama'aina Kids will issue a full refund less a \$35 service fee for complete withdrawals before the start of program. Once the program has begun, there will be a \$35 service fee plus a \$50/day for Day Camps multiplied by the number of registered days up until the receipt of notification of any withdrawals or reduction in the number of registered days. These fees are not intended as a hardship, but rather to cover expenses we have already incurred. **Parents must submit a written notice to the Site Coordinator (or via email) indicating the start date and total number of registered days each child is being withdrawn from, at least 24 hours in advance of the effective date.**

### **Changes to Registration**

A change in the dates of your registration or location of your program will result in a \$15 service fee charged to your account.

### **Schedule Changes**

**All activities are subject to change.** While all excursions are preplanned, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes at the site.

### **Medication**

Medication must be in the original container with the doctor's instructions. Give all medication to the Site Coordinator. Our staff will pour out the prescribed dosage, and the child will give him/herself the medication while being witnessed by both the Leader and Site Coordinator. If medication must be kept cold, please bring it in a small cooler with ice.

### **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, we will do everything possible to help the child. If the negative behavior continues, parents will be notified and the appropriate action will be taken, including suspension and/or dismissal from the program. Refunds are not issued for days missed due to suspension or dismissal.

### **General Procedures for Medical Emergencies**

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

### **General Health & Wellness**

Out of an abundance of caution, if a child indicates feeling ill and is demonstrating symptoms of COVID-19 (such as sore throat, persistent cough, congestion or runny nose, nausea, body aches, etc.), then he or she will be immediately separated from the group. Our staff will contact parents or emergency contacts to arrange for the child to be picked up within an hour. Our employees will monitor the child and keep him or her separated from other program participants, until he or she is picked up.

***Please keep your child at home if he or she reports feeling ill and is showing symptoms of COVID-19. Anyone registering a temperature of 100.4° F and above during program hours, will be sent home for the day. He or she must go 24 hours without showing a fever before returning to program.***

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 808-262-4538 Online at [KamaainaKids.com](http://KamaainaKids.com)**