



## **PARENT HANDBOOK**

**7:45am to 3:30pm Monday thru Friday**

**Located at the historic Waialua Community Association**

**66-434 Kamehameha Highway, Haleiwa, Hawaii, 96712**

**Open to children 2 -5 years of age**

**WEBSITE: [WWW.KAHANAPONODAYCARE.COM](http://WWW.KAHANAPONODAYCARE.COM)**

**EMAIL: [KAHANAPONO808@YAHOO.COM](mailto:KAHANAPONO808@YAHOO.COM)**

**PHONE: 808-638-2631**

**FAX: 866-677-0529**

**MAILING ADDRESS:**

**PO BOX 980, Waialua, HI 96791**

Licensed and certified by the State of Hawaii Department of Human Services Childcare Licensing Division and PATCH. Ka Hana Pono is a two time recipient of recognition as a top three finalist for Hawaii's Favorite Childcare Provider by PATCH. *PATCH is Hawaii's statewide child care resource supporting parents, providers & local communities in finding, planning for & providing quality child care.*



<b>WELCOME!</b>	<b>1</b>
<b>OPERATIONAL PRINCIPLES</b>	<b>2</b>
<b>PA'ANI ME ALOHA (PLAY WITH LOVE)</b>	<b>3</b>
<b>OUR LOCATION</b>	<b>3</b>
<b>APPLICATION &amp; ENROLLMENT INFORMATION FOR NEW CHILDREN</b>	<b>3</b>
<b>THINGS TO BRING EACH DAY</b>	<b>5</b>
<b>RE-ENROLLMENT</b>	<b>5</b>
<b>WAITING LIST</b>	<b>5</b>
<b>OUR STAFF &amp; STAFF:CHILD RATIOS</b>	<b>6</b>
<b>A TYPICAL DAY</b>	<b>7</b>
<b>PARENT/CHILDCARE CENTER COMMUNICATION</b>	<b>8</b>
<b>ARRIVALS &amp; DEPARTURES</b>	<b>9</b>
<b>MORNING GOODBYES / SEPARATION ANXIETY</b>	<b>10</b>
<b>ABSENCE / MISSED &amp; MAKE-UP DAYS</b>	<b>10</b>
<b>ONE-WEEK TRIAL PERIOD</b>	<b>10</b>
<b>AUTHORIZATION FOR PICKUP</b>	<b>11</b>
<b>VISITORS POLICY</b>	<b>11</b>
<b>GRADUATION</b>	<b>12</b>
<b>CELEBRATING YOUR CHILD'S BIRTHDAY</b>	<b>12</b>
<b>EXCURSIONS</b>	<b>12</b>
<b>FUNDRAISERS</b>	<b>12</b>
<b>WITHDRAWAL FROM THE PROGRAM (after the 1 week trial period)</b>	<b>13</b>
<b>FINANCIAL POLICIES</b>	<b>14</b>
<b>LATE TUITION PAYMENTS</b>	<b>14</b>
<b>REFUNDS</b>	<b>15</b>
<b>INSUFFICIENT FUNDS</b>	<b>15</b>
<b>LATE PICK-UP FEE (after 3:30pm)</b>	<b>15</b>
<b>FINANCIAL AID / SUBSIDY PROGRAMS</b>	<b>16</b>
<b>CURRICULUM</b>	<b>17-18</b>
<b>THE IMPORTANCE OF THE OUTDOOR CLASSROOM</b>	<b>19-20</b>

<b>NATURAL ENVIRONMENTAL AWARENESS</b>	<b>20</b>
<b>CREATIVE ARTS, MUSIC &amp; LITERACY</b>	<b>21</b>
<b>FOOD SERVICE &amp; FOOD ALLERGIES</b>	<b>22</b>
<b>FOOD &amp; NUTRITION ... WHY ORGANIC?</b>	<b>23-24</b>
<b>SICK POLICY / REASONS TO KEEP YOUR CHILD HOME</b>	<b>25-26</b>
<b>MEDICATION ADMINISTRATION AT SCHOOL</b>	<b>27</b>
<b>EARLY CHILDHOOD HEALTH CONSULTANT</b>	<b>28</b>
<b>MAINTAINING A HEALTHY ENVIRONMENT</b>	<b>28-29</b>
<b>DIAPERING &amp; RESTROOM POLICIES</b>	<b>30-32</b>
<b>BEHAVIOR POLICY</b>	<b>32-34</b>
<b>EMERGENCY MEDICAL CARE (INJURY &amp; ILLNESS)</b>	<b>35</b>
<b>EMERGENCY SCHOOL PLANS (EARTHQUAKE, TSUNAMI, ETC...)</b>	<b>35-36</b>
<b>FIRE DRILLS &amp; FIRE EVACUATION PLAN</b>	<b>37</b>
<b>EMERGENCY SCHOOL CLOSURES</b>	<b>38</b>
<b>PROHIBITED ACTIVITIES</b>	<b>38</b>
<b>DATA PRIVACY</b>	<b>38</b>
<b>WAYS PARENTS CAN HELP</b>	<b>39</b>

**Welcome** to Ka Hana Pono Daycare where we understand that healthy, reliable, quality childcare is a concern that cuts to the core of the quality of life for every parent and child. Our philosophies are rooted in the belief that the primary needs of all children are love, respect and a great deal of attention. In addition we strive to ensure that our settings, meals and experiences are as organic, healthy, fun, and green as possible!

We are committed to providing a safe, inspiring, and mindful environment for your child where his/her needs are met and social, intellectual, emotional, physical, ecological & creative awareness can grow and flourish. At Ka Hana Pono children will learn that school can be a wonderful and fun experience. By providing opportunities for the children to experience meaningful learning & relationships with peers & caregivers, we are setting the stage for future success!

Ka Hana Pono Daycare & Preschool offers a family setting where the educational focus is on life skills such as respecting others, sharing, polite manners, following instructions, responsibility, anger control and problem management - these skills are valuable before children enter a formal school setting. Our program also includes curriculum designed to address all domains of learning - traditional academic subjects, language, cognitive, social and physical development. We maintain large shaded playground and school gardens as an integral part of our program. Natural environments including green spaces provide children with unique opportunities such as inciting engagement, risk taking, discovery, creativity, mastery and control, strengthening sense of self, inspiring basic emotional states including sense of wonder, and enhancing psychological restoration.

At Ka Hana Pono each child is treated as an individual and we support each child in their unique developmental needs. At the same time, as part of a culturally diverse world in which mutual respect and understanding (Aloha) are essential – children at Ka Hana Pono Daycare are also encouraged to value teamwork, interdependence, and group harmony. We aim to harmonize intellectual, emotional and instinctual reactions with the Spirit of Aloha by incorporating value lessons into our daily experiences. The value lessons provide the motive for staying in pono (balance / harmony) with all life and nature – and this is important as values / beliefs influence behavior / actions.

We sincerely thank you for your interest in Ka Hana Pono for your keiki. As you familiarize yourself with the information in this handbook, please contact us with questions or concerns.

**Angelica (Aunty Gel) Friedmann - Director / Teacher 808-282-2501**

**Jason (Uncle Bison) Friedmann - Director / Teacher 808-282-0682**

**Brenda Oriana (Aunty O) Watene Teacher 808-699-9945**

Diana Murphy - Teachers Aide

Shawntei Cabe - Teachers Aide

Mariko Richardson - Substitute Teacher

Audra Bradshaw - Substitute Teacher

Lydi Bernal Farm to Keiki Coordinator

## **OPERATIONAL PRINCIPLES:**

- We believe that the primary needs of each child are love, respect and a great deal of attention.
- Caregivers at Ka Hana Pono Daycare facilitate learning by inspiring each child's genuine curiosity and providing the proper balance of guidance and freedom.
- By building a foundation of loving playfulness and giving each child respect and responsibility, independent choices can be made that inspire the child.
- Play is essential to all aspects of the child's development and is a source of joy to children. Rather than detracting from academic learning, play supports the abilities that underlie learning and thus promotes academic success. Some of those abilities which are supported through play are that it gives them opportunities to: develop physical competence and enjoyment of the outdoors, understand and make sense of their world, interact with others, express and control emotions, develop their symbolic and problem solving abilities and practice emerging skills. Much research exists on the links between play and foundational capacities such as memory, self regulation, oral language abilities, social skills and success in schools.
- Children need many hands-on, concrete experiences with materials and phenomena, and the time to explore them.
- Careful adult guidance is essential for every child's development. Teachers know how and when to scaffold children's learning—that is, providing just enough assistance to enable each child to perform at a skill level just beyond what the child can do on his or her own, then gradually reducing the support as the child begins to master the skill, and setting the stage for the next challenge... Scaffolding can take a variety of forms; for example, giving the child a hint, adding a cue, modeling the skill, or adapting the materials and activities. It can be provided in a variety of contexts, not only in planned learning experiences but also in play, daily routines, and outdoor activities.
- Parents are very important to the success of the program, as they provide support and information that helps staff plan activities and experiences that are relevant and meaningful for the children and their families
- We believe that teaching and living with Aloha and in Pono encourages the best from caregivers, teachers, children, families and community members.

**PA'ANI ME ALOHA (Play with love)... CHILDREN TRULY LEARN THROUGH PLAY:**

Ka Hana Pono encourages children to learn about themselves and their island home through every day play experiences. Each day will bring opportunities to learn, to investigate and to express ideas through various play experiences such as:

- READINESS:** Experiences with colors, shapes, animals, numbers up to 10, & the alphabet.
- SOCIALIZING:** Getting to know each other & making friends. Planning, working, sharing and playing in an organized and supervised experience so that desirable habits and attitudes, independence and responsibility can be established.
- LANGUAGE:** Enjoying stories, songs, conversation and drama.
- CREATIVITY:** Expressing personality by using paints, clays, crayons, manual tools, music, dance, storytelling & gardening.

All children are born with a developmental and instinctual desire to connect with nature, explore, discover, and learn. Through a child's play is the most effective means of accomplishing this. Play fosters the growth of healthy children in every aspect of development – physically, cognitively, socially and emotionally. It really is food for children's bodies, minds and spirits!

**OUR LOCATION:**

We are grateful to be partnering with the Waialua Community Association in Haleiwa. This partnership gives us access to the Gym, Restrooms, Kitchen, and Grassy Field across the way from our classroom.

Our parking lot is set up on a one way enter-exit route. The proper entry is to turn off of Kamehameha Highway at the North Shore Chamber of Commerce / Waialua Community Association (66-434 Kamehameha Hwy) – take your first right immediately after you pass the Waialua Gym – follow that gravel road towards the back of the gym and you will see five portable cottages - Ka Hana Pono Daycare and Preschool is located in Cottages #3 and #4.

To exit the parking area, use the road on your far right leading to the front of the Waialua Gym & then out to Kamehameha Hwy.

Two doors down from Ka Hana Pono is Cottage #5. This cottage is used as a substation for the Honolulu Police Department. Because of this it will be commonplace for you to see police vehicles and officers in the area. We appreciate their presence and visibility as it adds an extra sense of safety and security to our environment.

## APPLICATION & ENROLLMENT INFORMATION:

- There is no fee to apply and you can [apply online](#).
- When space becomes available and an enrollment offer is made to you; to secure your child's place in our program you will need to turn in the following:
  1. Enrollment Form (*Children may be enrolled only with the signature of both parents or legal guardians.*)
  2. Non-Refundable Enrollment Fee of \$150.00
  3. Enrollment Contract
- New children are scheduled to attend a complimentary trial half day from 830am-1230pm within the two weeks prior to your child's first regular enrolled day.
- The following items are due by or on the first day your child attends (items 1-3 below are to be completed by your child's physicians office):
  1. Student Health Form 14 (*Showing a physical exam having been done within one year and providing your child's immunization report.*)
  2. Tuberculosis (TB) Screening Results
  3. Early Childhood Pre-K Supplement Form
  4. Recurring Tuition Authorization Form
- The monthly tuition payment for your child's first month will be due one month prior to his/her start date.
- All children attending Ka Hana Pono are required to have health insurance provided by their parents. Health and liability insurance is not provided by the childcare center.
- Your child's first week at Ka Hana Pono will be considered a trial period.
- It is the policy of Ka Hana Pono Daycare to operate within our state and federal law to follow the American's with Disability Act (ADA) law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardships to the Ka Hana Pono Daycare.
- In the event of a divorce, separation, or joint custody ruling, every effort will be made to treat both parents equally. Copies of legal documents (certified court copy) must be provided to the Director before your child's first day in our program; and before any staff person can actively prevent a non-custodial parent from picking up their child.
- Cottage #3: Children ages 3-5; max of 12 children. Prior potty training required.
- Cottage #4: Children ages 2-3; max of 6 children. Prior potty training not required.



## **THINGS TO BRING EACH DAY:**

- 🌀 Backpack
- 🌀 Home Lunch & Water Bottle
- 🌀 Complete change of clothing. Please pack a spare set of clothes for your child in a bag labeled with his/her name or initials — this will be kept in your child's cubby box until needed.
- 🌀 Blanket / Pillow / Stuffed Animal / Comfort item (this is optional, only if your child would like to have something for nap-time, you can place it in your child's backpack each day).
- 🌀 Diapers and wipes if your child is not potty trained. A bulk supply of diapers and wipes can be stored in your child's cubby box.
- 🌀 Any lotions, creams, sunscreens, powders & etc... that your child may need which can be kept in their cubby box.
- 🌀 Please label all personal belongings (clothing, lunch boxes, water bottles, footwear, jackets, blankets, pillows, and etc...) The childcare staff is not responsible for any child's personal belongings if lost, stolen, or misplaced.
- 🌀 NO TOYS FROM HOME PLEASE

## **RE-ENROLLMENT PROCEDURES:**

- 🌀 Ka Hana Pono's enrollment year runs August to July. Families currently enrolled will complete a re-enrollment process in the spring for the following year. Parents who wish to re-enroll their child must complete a re-enrollment form. Applications and contracts for re-enrollment are due by April 1st. This process allows us to determine fall vacancies.

## **WAITING LIST:**

- 🌀 A waiting list is always available. To have your child added complete the [Application Form](#) and email or drop it by the childcare center. As vacancies occur during the year, they are filled from the waitlist or with drop-in care children. You will be contacted with an enrollment opportunity when space becomes available for your child.

## **OUR STAFF:**

All staff have had: 1) their employment history and educational qualifications reviewed & verified by the Directors of Ka Hana Pono and by the Dept of Human Services Preschool & Childcare Licensing Division; 2) annual criminal history checks; 3) FBI Fingerprinting; 4) Tuberculosis screening; 5) a Pre-Employment Physical Exam; & 6) References checked.

Directors and Lead Teachers have Early Childhood Education (ECE) training & certification in either the form of 1) an ECE Bachelors Degree; OR 2) a Child Development Associate Certificate.

Staff members of licensed childcare and preschool facilities are mandatory child abuse and neglect reporters and are Infant/Child First Aid and CPR Certified by the American Heart Association.

Ka Hana Pono maintains its license by being in compliance with all requirements by the following departments: Dept of Human Services (DHS) Childcare Licensing Division, Dept of Health, Honolulu Fire Dept; and by participating in annual childcare licensing visits with DHS Childcare Licensing Division.

### **State of Hawaii Childcare & Preschool Licensing Staff / Child Ratio Requirements:**

- 1:8 for children 24 - 33 months
- 1:12 for children 33 - 48 months

### **Ka Hana Pono Haleiwa's Staff / Child Ratios:**

- 1:6 in for children 24 - 33 months
- 1:12 for children 33 - 48 months
- Additionally, to support our Teachers, Students & Programs we have a full time Teachers Aide who floats between both cottages to provide care and assistance where needed.

## **RHYTHM OF THE DAY:**

- Our day begins with learning centers which include activities that are age appropriate while providing opportunity for exploration of science, language, literacy, math, music, dramatic play, art, music, and small group. Meals are served family style and include lunch at 11:15am and Snack at 2:45pm. Rest time is from 1:00 - 2:30pm. Children are encouraged to rest while listening to quiet music or stories. Daily schedules include indoor and outdoor activities. Schedules are adjusted to accommodate special activities and weather. Our daily rhythm includes provider directed activities and children are free to choose their own fun as well.

7:45-8:00am:	Arrivals – Aloha!!
8:00 to 8:30am:	Puzzles, Play Dough, Coloring
8:30 to 9:00am:	Circle Time (Calendar, Weather, Counting)
9:00 to 9:15am:	Restroom Break / Hand-washing
9:15 to 9:30am:	Morning Snack
9:30 to 11am:	Farm to Keiki / Gardening
11 to 11:15am:	Restroom Break / Hand-washing
11:15 to 12:00pm:	Home Lunch
12:00 to 12:15pm:	Hand-washing / Restroom Break
12:15 to 1pm:	Music and Literacy
1:00 to 2:30pm:	Storytelling and Rest Time
2:30 to 2:45pm:	Restroom Break / Hand-washing
2:45 to 3:00pm:	Afternoon Snack
3:00pm to 3:30pm:	Outdoor Free Play
3:30pm:	Departures – Aloha & Mahalo!!

A walking rope is used for all walks to and from the Gym and front yard. In addition to being a safety measure this helps to keep the children together and provides opportunity for them to practice forming a line.

Footwear is required for all adventures outside of our classroom and playground and whenever the ground is wet.

## **PARENT/CHILDCARE CENTER COMMUNICATION:**

Communication between home and Ka Hana Pono is very important. We believe parents and teachers should be partners during these years and beyond.

Parents are encouraged to contact Ka Hana Pono by telephone, note, or email to schedule a personal conference at any time. If you would like to send a message with your child to Ka Hana Pono – please send written notices – verbal messages brought by your child from you will not be accepted.

Teachers may also contact families to discuss issues related to a child's cognitive, social, emotional, or physical growth as they arise. Our doors (and ears) are always open and we will do whatever it takes to make your child's experience at Ka Hana Pono Daycare a happy and healthy one!

Daily reports, invoices, incident, illness reports, and any other important documents will be emailed to you.

Our online website [www.KaHanaPonoDaycare.com](http://www.KaHanaPonoDaycare.com) and our Facebook page are great resources! Photos and stories about our day will be posted. Plus: Games, Arts & Crafts, Yummy, Fun & Healthy Recipes, Documents, Forms & Resources.

*\*\*If you do not have access to the internet or to a printer please let the childcare staff know and we will print paper copies of the information for you.*

If you have a concern or an issue, it is always best to first contact your child's classroom teacher.

Should your child's teacher feel the issue needs to be brought to the attention of the Director, he/she will do so.

However, if you feel that the issue needs the attention of the Director, you may contact them directly.

If you need to reach us during normal business hours text messaging is easiest for us as it allows us to communicate without a large distraction or disruption of the flow of the group; and if need be will schedule a private meeting.

**The main numbers for Ka Hana Pono are 808-282-2501 & 808-282-0682.**

**Email: [kahanapono808@yahoo.com](mailto:kahanapono808@yahoo.com)**

## WHEN ARRIVING OR DEPARTING, PARENTS MUST:

1. BE RESPONSIBLE FOR THE SAFETY & SUPERVISION OF THEIR CHILDREN;  
AND
2. SIGN THEIR CHILD IN & OUT EACH DAY

## ARRIVALS & DEPARTURES:

- 🌀 The childcare center opens at 7:45AM Monday thru Friday; arrival by 8:30am is ideal.
- 🌀 On arrival, parents must speak with the teacher to verify their child has been delivered to school. You must be sure to sign-in and that a staff member is aware of your child's arrival before you leave.
- 🌀 Please make sure your child has eaten a good breakfast and uses the restroom prior to arrival.
  - 🌀 If your child needs to use the restroom upon arrival please accompany them into the Gym restrooms and then walk your child into his/her classroom. The restrooms are the second door on the right in the Gym.
- 🌀 Upon departure at the end of the day sign your child out and be sure a staff member knows that he/she is leaving.
- 🌀 **NO SHOW FEE: When your child will be absent please contact us by 9:30am to avoid a \$10.00 no show fee.**
- 🌀 Drop-off parking is available for parents in front of Ka Hana Pono.
- 🌀 As part of the morning routine, we encourage you to develop a goodbye routine for your child. This can be things like singing a song on the drive in, hanging up his/her backpack together, a great big hug, and together saying good morning to the teachers and friends.
- 🌀 The childcare center closes at 3:30pm, please pick up your child by this time or contact us as early as possible to avoid late pickup fees.
- 🌀 Attendance records are maintained by logging each child's attendance in a secure online childcare management system.

## **NEW BEGINNINGS: MORNING GOODBYES / SEPARATION ANXIETY**

- When ready to leave, parents are asked to say goodbye to their child, inform them about when they will be returning and leave relatively quickly to avoid prolonged separation anxiety. Prolonged goodbyes increase separation anxiety rather than decrease it.
- Depending on his/her age and how much experience they've had away from mom and dad - a child who attends part time it could take your child 4-6 weeks to adjust, but soon he/she will settle in to the routine and form a strong bond with teachers and friends.
- Show confidence that your child will have a good day and be optimistic. When your child sees you are comfortable and confident, he/she will quickly become comfortable and confident as well.

## **ABSENCE / MISSED & MAKE-UP DAYS:**

- Your child is expected to be present on the days that he/she is enrolled & scheduled to attend.
- If your child will be absent you must contact Ka Hana Pono by call, text, or email by 9:30am to avoid a no-show fee. There is a \$10.00 per day no-show fee if notice of an absence is not given by 9:30am.
  - *NOTE to clarify: there is not a no-show fee when your child is absent - there is a no-show fee when Ka Hana Pono isn't made aware of the absence by 9:30am the day that will be missed.*
- If your child will be absent for any period of time such as a two-week or one month vacation or for sickness or for any other reason, to hold your child's place in our program the monthly tuition would need to continue to be paid.
- **Make-up days are not available for days that Ka Hana Pono is closed. No Discounts / Refunds / Pro-Rates of monthly tuition will be given for illness, vacations, or temporary absences.**

## **ONE-WEEK TRIAL PERIOD:**

- The first week for your child at Ka Hana Pono is a trial week.
- If the contract is cancelled during this one-week trial period, you will be charged a prorated tuition fee for the days of childcare used and will receive a refund of the difference.
- The enrollment / comprehensive fee is non-refundable.

## **AUTHORIZATION FOR PICK-UP:**

- Children can only leave with an adult other than the parent (such as a nanny, grandparent, and family friend) who has written authorization by the parent.
- We ask that those given authorization by parents be made aware that we will be asking for photo identification.
- At the time of enrollment, you must provide us with the names and telephone numbers of persons authorized to pick up your child (on your enrollment contract).
- It is your responsibility to notify Ka Hana Pono Daycare in writing of any changes in this authorization.
- The childcare staff will not release a child to anyone under the age of 18, unless written permission is given by you and submitted to the Director.
- Copies of legal documents (certified court copy) must be provided to the Director before any staff person can actively prevent non-custodial parents from picking up their child.

## **VISITORS POLICY:**

We welcome interested parents and community members to stop by weekdays before 9am or at 330pm to visit &/or pickup an application; weekends can be arranged as well. Making arrangements in advance is recommended. We are vigilant in providing the safest environment possible for the children — at no time should there be an unauthorized person present while children are in attendance. Parents of presently enrolled children & state licensing services are not considered visitors & do not need pre-authorization to visit.

Ka Hana Pono is a small and unique childcare center. Twice Ka Hana Pono has been recognized as one of the top three finalists as PATCH's Annual Hawaii's Favorite Childcare Provider. These two facts combined have meant a rather steady stream of interested families coming through the childcare center & a solid waiting list for enrollment since our opening in 2009.

- Prospective families, residents of the community and interested educators are visitors & must schedule visits.
- All visitors are required to be authorized by the Director.
- Young children are sensitive & easily distractible. Visitors are not permitted during meal or nap-times as the disruption is too great.
- We are a small program & we cannot easily accommodate several visitors at the same time, making appointments in advance helps avoid this.
- Parents are responsible for informing their visitors/guests about this policy.

## **GRADUATION:**

- 🌀 Ka Hana Pono provides a graduation ceremony for children as part of their transition plan into Kindergarten. Graduation is scheduled for late May.

## **CELEBRATING YOUR CHILD'S BIRTHDAY:**

- 🌀 If you/your child would like to bring something in, our absolutely favorite birthday "treat" is a book for the classroom. You can inscribe it with your child's name & picture & even wrap it for your child to open during class. We can read the book to the class during group time & afterward it can be placed on the special birthday bookshelf. This helps us promote a love of books & literacy.
- 🌀 If you are having a birthday party for your child, we ask that invitations be sent through the mail unless every child in the class is invited.
- 🌀 You are welcome to bring cupcakes for your child to enjoy with his/her friends on their birthday. Please contact your child's Teacher to make arrangements. Cupcakes can be dropped off in the morning when your child arrives.

## **EXCURSIONS:**

- 🌀 There are presently no plans for excursions which require transportation.
- 🌀 Walking Tours / Nature Walks are planned from time to time to enhance the children's experiences & will include things like short walks around the community.
- 🌀 Should any excursions be planned you will receive a minimum of a two-week notice.
- 🌀 Permission forms would have to be signed & parents would be responsible for dropping their children off and picking them up at Ka Hana Pono on that day.

## **FUNDRAISERS:**

- 🌀 Fundraisers will be held occasionally and are opportunities that benefit Ka Hana Pono Daycare's students.
- 🌀 All families are encouraged but not required to participate in these events.
- 🌀 Fundraising activities shall ensure the dignity of and not exploit students.



## **WITHDRAWAL FROM THE PROGRAM (after the one-week trial period):**

Anytime after the one-week trial period is over, if you need to withdraw your child from the childcare program, written notification must be given. Email is acceptable however it is your responsibility to make sure your email is received and that you get a reply.

kahanapono808@yahoo.com

- Written notification of withdrawal must be given thirty (30) days prior to your child's last day of attendance.
- If a written thirty day notice is not given, you will be required to pay for the tuition for the following month.

### ***Sample Withdrawal Schedule:***

IF March 31<sup>st</sup> is when you would like your child's last day to be.

Then BY March 1<sup>st</sup> Written notice must be submitted to the Director.

If written notice is received after March 1<sup>st</sup>, you will be responsible for paying the full tuition for the following month (April's monthly tuition in this example).

- Ka Hana Pono Daycare is not responsible for any personal belongings not picked up within two weeks after a child withdraws from our program.

**Ka Hana Pono Daycare reserves the right to terminate any childcare contract at will.**

## FINANCIAL POLICIES:

- 🌀 Tuition payments must be made via automatic recurring payment authorization from a checking, savings, debit or credit card account. Cash and checks will not be collected in the classroom
- 🌀 There is a \$35.00 fee for payments that do not clear on the given pay schedule.
- 🌀 Credit card transactions are subject to a 3% processing fee added to your monthly statement(s).
- 🌀 Tuition is calculated as a monthly fee and is due one week prior to the first of each month.
- 🌀 The enrollment fee is non-refundable and goes directly towards supplies & activities for your child.
- 🌀 Specific payment due dates are provided on our [calendar](#). All tuition payments will be processed approximately one week prior to the 1st of each month and will total your current outstanding charges. This will include monthly tuition and could include drop-in charges from the month prior, late and no-show fees.
- 🌀 Monthly tuition is due in full regardless if there is a holiday, vacation, your child is sick, center closure, or for any other reason, i.e., teacher training, natural disaster, etc...
- 🌀 There is a \$10.00 per day late fee for all payments not made by the 1st of each month & prior arrangements have not been made.
- 🌀 ***Your child's monthly tuition includes:*** *\*Unconditional love and nurturing of your child, \*Dependability, \*Small family atmosphere that delivers individual attention, \*Daily communication about your child's day, \*All arts and crafts supplies, \*Toys, games, puzzles, books, music supplies, swing set and outdoor toys, \*Mindfully chosen, nutritious snacks and beverages that are organic and GMO free.*

## LATE TUITION PAYMENTS:

- 🌀 There is a late tuition fee of \$10.00 per day if you fail to make a payment by the scheduled due date and you fail to contact Ka Hana Pono to make payment arrangements.
  - 🌀 When monthly tuition cannot be paid by the due date, please contact our Director immediately to make special arrangements. Please do so in writing: (KaHanaPono808@yahoo.com)
- 🌀 When tuition becomes one month past due, your child will not be allowed to attend the childcare center and a child on the waiting list will be enrolled in his/her place.

## **REFUNDS:**

- No refunds of monthly tuition will be given for illness, vacations, or temporary absences. Full months tuition is expected when enrolling up to seven (7) working days into the month.
- The first week of attendance for your child is a trial period. Refunds will only be given when the parent informs the childcare center Director that they would like to withdraw their child before the second week of attendance begins; in which case, the parent will be charged a prorated tuition for the days used & will receive a refund of the balance.
- The enrollment fee is non-refundable under any circumstances.

## **INSUFFICIENT FUNDS:**

- The fee for an insufficient funds check is \$20.00 in addition to any bank charges to Ka Hana Pono Daycare's account.
- Upon receipt of the second insufficient funds check, all future childcare payments must be paid by cashier's check, money order or cash.

## **LATE PICK-UP FEE (after 3:30pm):**

- Please contact us as soon as possible when you know you will be late to pick up your child at the end of the day.
- It is important that you make every effort to pick your child up by 3:30pm. There is a 10 minute grace period.
- After 3:40pm, late pickup fees will be assessed and added to your account as follows:
  - ~ between 3:41-3:50 incurs a \$20.00 fee;
  - ~ between 3:51-4:00 incurs a \$40 late fee;
  - ~ between 4:00-? incurs a \$100.00 fee & we can arrange pickup location with you
- You will be notified of any late fees in writing and those fees will be reflected on your next monthly statement.
- If you notify Ka Hana Pono by 3pm that you will be late to pick up your child, there is no late fee.

## **FINANCIAL AID / SUBSIDY PROGRAMS (First to Work, Arbor Day, etc...):**

- We will accept applicants who qualify for financial aid via the various childcare subsidy programs.
- All of the requirements for those programs must have been completed and verification of payment authorization must be provided prior to your child's first day in our program.
- Until these requirements are met, Ka Hana Pono cannot accept your child and wait for payment.
- Instead, you may decide to pay out of pocket for your child to begin in the program and receive reimbursement from the financial aid provider.
- Clients who are paying for childcare costs with assistance from subsidized programs, like Child Care Connection, Alu Like, etc..., will be responsible for paying the full amount of the monthly tuition to Ka Hana Pono Daycare should the subsidy program fail to pay the fees for your child for any reason.

## **CURRICULUM:**

Our curriculum is based on developmental research, which explains that an enriched environment takes advantage of the child's endless capacity to learn. The curriculum consists of units of study that are meaningful to children. Learning centers, classroom activities, and teacher interaction reinforce the objectives of each unit. Much of the curriculum takes its inspiration from nature, so children learn to love our planet and respect our environment. In addition we use nationally accredited curriculum from Funsteps & TwoSteps Early Learning Programs.

**Funsteps & TwoSteps:** Preschool Curriculum programs are based on the philosophy that children learn best through hands-on activities that address the needs of the whole child. In addition, the curriculum reflects the belief that children need a balance of child-initiated and teacher-facilitated activities each day. This approach is grounded in sound child development theory and appropriate practices. Themes are used to introduce information and learning takes place as a child explores and manipulates real objects and events.

**Lesson plans include free choice and provider directed activities. However children are free to choose their own fun. Listed below are examples of the activities that a child may participate in during the day.**

**OUTDOORS:** We enjoy our outside play when the weather permits at least two times a day. On the previous page you read a detailed description of how much learning take places in our school gardens. In addition to gardening our outside activities include sand and water play, ball playing, bean bag games, climbing, swinging and free play. Outside safety is always taken into consideration and a main priority for my little ones so I do not provide teeter totters or large outdoor swimming pools, all my outside play equipment has been approved by the Hawaii Department of Human Services Childcare Licensing Division.

**LITERATURE:** Stories that are funny and short, poems and rhymes will be shared with the children. Children will begin to answer to and respond to questions which begin increasing their comprehension and reasoning skills as well as their as well as their attention span. We offer a variety of books for reading. Books that tell stories, sound sounds and for just looking at the pictures. We enjoy bringing in stories from Hawaii; some of our favorite are: There's A Monster In My Opu, The Story of Chinaman's Hat, Koa's Seed, S Went Surfing, and Who's Slippers Are These?

**MANNERS:** All children will be taught manners, respect, consideration, and gentleness, honesty, kindness with boundaries and limits with lots of love. We believe all children need these things in order to feel secure and loved and to develop into all that we know they can be in life.

**VALUES:** Values are learned and taught through our interactions with each child, the way that we encourage them to interact with each other, & by sharing stories, songs and games.

Aloha - Unconditional love and respect for self, others & nature

Lokahi - Unity and Acceptance

Nahenahe - Compassion

Mahalo - Gratitude

Hiliani - Appreciation

Kalana - Trust, Honesty, Forgiveness

Malama - To Preserve & Care For

**MUSIC:** Music, including songs, dances and finger plays will be provided routinely. One of our primary teachers, Uncle Bison is a professional musician plus trained in Kindermusik an Early Literacy and Learning through music program.

**ART:** Toddlers are introduced to a variety of mediums for creating their own art. Finger paints, large crayons, playdough, glitter, glue, stickers, etc... are an example of materials that we provide. Keep in mind that younger aged children aren't expected to finish projects, just encouraged to try. Most young toddlers do not understand the beginning, middle and the end concept and are more interested in how things work. Remember: it is the process that is very important at this age, not what it looks like when they are finished with it.

**GROUP TIME:** Group times are designed to attract the children to participate as a group. At group time we may, read, sing songs, do art activities or play games. No child is ever forced to join in the group only encouraged to.

**DRAMATIC PLAY:** Dramatic Play encourages children to engage in play that helps them use their imagination, mimic adult actions, and to experiment with other children in social situations. Props for dramatic play are provided by in the forms of adult clothing such as hats, ties, shoes, and jewelry and some outfits such as doctor, fireman and police. Dolls, phones, playhouse and kitchen sets will use also. Children really enjoy their dress up time.

**MANIPULATIVES:** Small toys designed to develop small muscles and hand/eye coordination are available for free play and exploration. We offer legos, simple puzzles, nesting cups, beads and laces, stacking blocks and dolls for teaching how to button up clothing and tying shoes.

## **WHY GARDENING & THE OUTDOORS ARE SUCH A GREAT PART OF OUR PROGRAM:**

Ka Hana Pono has a beautiful garden filled with fruits and vegetables that fill the curiosity and stomachs of your children. Children (and adults) are reinvigorated through gardening, and through our ongoing improvements our gardens begin to produce. The children see their gardens as a sign of love, work and care. It tells others that they focus on this place with their own physical efforts. Its improvement tells something about their own personal endeavors to stay healthy. This whole child approach allows each child the opportunity for direct interaction with plants and animals while learning the important aspects of care and conservation of our world.

Gardening engages children by providing an interactive environment to observe, discover, experiment, nurture and learn. Our gardens are living laboratories where interdisciplinary lessons are drawn from real life experiences, encouraging children to become active participants in the learning process. Studies have shown that school gardens encourage preference and consumption of fruits and vegetables, increase parental support and involvement, and improve childrens' enthusiasm about preschool/child care, teamwork skills and self-understanding.

These fundamental concepts promote hands-on learning, environmental responsibility and self-confidence in children:

- ☞ Children learn basic skills when they observe how weather affects plants; how seeds sprout; how plants grow; how gardeners cope with plant problems; how soil, water and sunshine interact; how butterflies and other insects play a role; how the awaited harvest also foreshadows death.
- ☞ Gardening fosters responsibility in young children by encouraging them to use their hands to prepare the soil, apply fertilizer, sow seeds, remove competing weeds, add water and harvest the crop. These practices are necessary for a plant to grow to its full potential and produce food.
- ☞ When children accept these responsibilities, we help them to become caring individuals. And when children experience the loss of plants because of neglect, they learn the tragedies of improperly caring for the plants. Through these real-life lessons in gardening, children develop an appreciation for the value of responsibility
- ☞ Scientific discovery abounds in gardens. Animals, insects, worms and other creatures are attracted to plants growing in a garden. Children learn by observing the ecosystem in a garden- bees pollinating plants; worms living in the soil and breaking down organic matter, - working in the soil to make it more fertile and plant reproduction
- ☞ Worms produce fertilizer and mulch for plants. An ecosystem thrives in a garden and can be observed daily. Observing the process of growth and change enables children to anticipate and be patient, rather than expecting immediate gratification.

- 🌀 Communication channels are developed as an adult explains the natural processes that occur as plants grow and produce food. Youngsters express their gardening experiences by talking, writing and drawing. Evidence of their hard work unfolds before their eyes in the garden and classroom
- 🌀 Gardening helps children explore the benefits of completing a task and being praised by a caring adult
- 🌀 Fruits and vegetables are plant-based food products that extend learning when children locate seeds, peelings and other plant parts while they eat.

### **NATURAL ENVIRONMENTAL AWARENESS:**

During the preschool years, it is important to help children discover what has been termed as their eco-psychological self - the child's natural sense of self in relation to the natural world (Phenice & Griffore 2003). Some authorities believe that if children don't develop a sense of respect and caring for the natural environment during their first few years, they are at risk for never developing such attitudes (Sobel 1996, Wilson 1996).

It is our goal that children will develop the environmental values to become the future stewards of the Earth who will preserve the diversity and wonder of Nature.

By gently encouraging our young stewards to develop a respect for all life and nature, we are confident that when these children become leaders and decision-makers, they will impress upon their community the importance of protecting their home environment.



## **CREATIVE ARTS:**

Young children enjoy and learn best when all of their senses are engaged. Arts and crafts combine sensory learning and cognitive development with something tangible that can be taken home and remembered.

Music, sculpture, painting, drama, drawing and creative movement are an integral part of our program. Learning through the arts is an enjoyable way to enhance brain development, support individual learning, and help children prepare for success in life.

The arts give a child the freedom to explore, make mistakes, to experiment, & most importantly learn from doing.

We believe the arts can also inspire a child to feel free to invent, create, and find new ways of doing things.

“Research indicates that a child who is exposed to the arts will have a better chance to grow up to be more creative, imaginative, expressive, confident, self-reliant and critically thinking adult.”~ International Child Art Foundation.

## **MUSIC & LITERACY:**

Pre-literacy and language skills can be developed through a child’s most-loved rituals: music and story time.

- Songs and rhymes to develop phonetic awareness and early reading skills
- Tapping, clacking, and ringing rhythm instruments in time with music to improve hand-eye coordination
- Focused listening with music to improve skills in following directions
- Instrument play to strengthen fine motor skills
- Developmentally-appropriate songs to develop vocal chords and expressive speech
- Learning that emphasizes storytelling, imaginative play, and taking turns

## **FOOD SERVICE AT KA HANA PONO:**

In the morning and throughout the day if your child is hungry we will always have a variety of organic food items available such as: cereal with milk, granola and yogurt, fig bars, string cheese, & fresh fruit & veggies. Organic 1% milk is available daily.

### **11:15am Home Lunch 2:30pm Afternoon Snack**

- ☞ Parents bring a labeled home lunch & water bottle for their child each day.
- ☞ Lunch is at 11:15am and is served with organic milk.
- ☞ Organic snacks incorporating fresh fruit and/or veggies is provided by Ka Hana Pono
- ☞ A state qualified nutritionist reviews our menus.
- ☞ Organic Milk, Hawaiian Purified water & occasionally fresh organic juices are available for your child.
- ☞ Any extra garden fruits and vegetables that you would like to donate are welcome and will be shared among the children at snack or lunchtime.
- ☞ Candy and Soda are not allowed and will not be served to your child.
- ☞ A monthly Snack Menu is posted in the classroom & available online [www.KaHanaPonoDaycare.com](http://www.KaHanaPonoDaycare.com)
- ☞ Each child's daily report will include specifics on what he/she ate each day.

## **FOOD ALLERGIES:**

- ☞ If a child has any food allergies, Ka Hana Pono Daycare must be notified in writing including symptoms, remedies and precautions to be taken.

## **FOOD & NUTRITION ... WHY ORGANIC?:**

We take full responsibility for the well being of your child when in our care. We will not feed your child anything we would not feed our own children or ourselves. We also respect each families dietary choices and would not feed your child anything you would not feed your child. We are happy to buy local goods as often as possible from farmers on the north shore with similar environmental goals and agricultural practices.

**Ka Hana Pono believes that the more natural, the better — especially where children are concerned.**

We choose organic foods & gardening practices because we know that children fed an organic diet have much lower levels of metabolites of high-risk insecticides in their bodies & that choosing organic food reduces the risk of exposure to toxic pesticides in their diets as well. We also know:

- ☞ Children’s bodies are much more vulnerable to pesticides because their brains, immune and detoxification systems are immature and in a state of development.
- ☞ Pound for pound children eat two to four times more vegetables and fruits than adults and so are exposed to a higher proportion of possible contaminants.
- ☞ The health effects of chronic low-level exposure to pesticide residues are still unknown.
- ☞ Organic farmers and ranchers use pure water, quality feed, fresh air, clean soil, and healthy pastures, to make sure their organically raised plants and animals grow at their own natural pace, without artificial growth hormones, antibiotics, synthetic pesticides, or genetically modified organisms.
- ☞ USDA Certified Organic Foods:
  - ☞ prohibit the use of chemical fertilizers, various synthetic substances, irradiation, sewage sludge, or Genetically Modified Organisms (GMO’s) in organic production.
  - ☞ Prohibit antibiotic and synthetic hormone use in meat, poultry and dairy products.
  - ☞ Require 100% organic feed for organic livestock.

**WHICH FRUITS & VEGETABLES ARE IMPORTANT TO CHOOSE ORGANIC AND WHICH ARE NOT:**

Not everything has to be organic, although some would say that you should still buy organic in order to support the workers and protect the environments exposed to agricultural chemicals. That's totally valid, and it's part of the reason why we try to buy organic, but that's not what we're discussing here. This page of our Parent Handbook is about maximizing the health of you and your family while honoring the high prices of organic foods and sharing information about which foods are perfectly fine in their conventional forms.

Thick skins on many fruits and vegetables protect them from pesticides. While pesticides may linger on banana peels, for example, we obviously don't eat the peels. Many products also lack pesticides because they don't attract as many insects and harmful organisms:

**The 15 Fruits & Vegetables Below Contain The Lowest Concentrations of Pesticides When Not Grown Organically**

*\*\*for these food items it's not so important for them to be grown organically because of responsible growing practices. The majority of items from this chart will be bought from known local farmers with similar environmental concerns or from our own backyard garden at Ka Hana Pono.*

Onions	Sweet Corn	Pineapple	Sweet Peas	Eggplant
Sweet Potatoes	Avocado	Cabbage	Mangoes	Asparagus
Kiwi	Cantaloupe	Mushrooms	Watermelon	Grapefruit
Coconut	Local Honey (raw)			

**The 20 Fruits and Vegetables Below Contain The Highest Concentrations of Pesticides When Not Grown Organically and/or they contain Genetically Modified Organisms (GMO).**

*\*\*IF these food items were going to be used at Ka Hana Pono they would have to be grown pesticide and chemical free; ideally USDA Organic and non-GMO.*

Apples	Celery	Sweet Bell Peppers	Peaches	Strawberries
Nectarines	Grapes	Spinach	Lettuce	Cucumbers
Blueberries	Potatoes	Kale	Cherries	Hot Peppers
Pears	Green Beans	Plums	Carrots	Raspberries

**Top 10 Genetically Modified Foods**

Corn	Soybeans	Cotton oil	Canola oil	Sugar
Dairy	Aspartame	Farm Raised Salmon	Papayas	Alfalfa

## **SICK POLICY:**

Colds are a common occurrence. If your child has just a common cold, please notify childcare staff and we will monitor his health throughout the day.

If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare.

According to the CDC, young children get an average of 6 to 8 colds every year. That means your little ones will most likely be coughing, sneezing, and feeling tired and achy at some point during the year.

Our goal is to protect the health of children at Ka Hana Pono Daycare and to minimize the spread of illness.

For more details and health reminders visit our online [HEALTH REMINDERS](#) page.

## **REASONS TO KEEP YOUR CHILD AT HOME:**

***The following are some symptoms that are evident of more than the common cold and warrant keeping a child home.***

bad cold with hacking or persistent cough	green or yellow nasal drainage	moderate drainage (green/yellow) from the mouth, nose, eyes, or ears
ear ache	sore throat	elevated temperature (greater than or equal to 101.0 degrees F)
swollen glands	vomiting	red discoloration to the whites of the eyes
diarrhea	head lice or nits	skin rashes as they are difficult to diagnose unless since by a physician
ringworm	chicken pox	These symptoms may be present with or without a fever.

***If your child is observed with symptoms of illness while at the childcare center, he/she will be given an area to rest in and you will be called immediately.***

## **SIGNS OF THE FLU:**

- Fever of 100 degrees Fahrenheit or greater with a cough and/or sore throat.
- Keep your child home for at least 24 hours after they are fever free (without the use of fever reducing medications).

## WHAT TO DO IF YOUR CHILD IS SICK?:

- If your child will be absent on a day he/she is scheduled to attend please contact the us by phone call, text, or email as soon as possible.
- We ask that you inform the childcare center if your child is being kept home because of flu or some other contagious illness so that we can watch for signs of illness in the other children.
- If your child is not infectious and your doctor has said they may attend childcare, but your child is still not feeling 100%, please see that we have everything to make him/her comfortable. Items such as extra clothing, pillows, blankets, medication, etc. can be very helpful to your child.

## RE-ADMITTANCE GUIDELINES:

Ka Hana Pono Daycare reserves the right to request that a child obtain a written doctors note in order to return to school in situations of severe illness.

Please understand this is for your child's well being along with the well-being of the healthy children at the childcare center and their families.

Chickenpox	Exclude until all blisters have dried into scabs; about 6-10 days after the onset of the rash.
Head Lice	Exclude until first treatment is completed and no live lice or nits (eggs) are seen)
Cold or Flu	Exclude until child's mucus has cleared and symptoms have cleared.
Strep Throat	Exclude until child has been on an antibiotic for 24 hours
Conjunctivitis	Exclude until child receives treatment
Impetigo	Exclude until sores are healed or until child has been treated with antibiotics for at least 24 hours.

## **MEDICATION ADMINISTRATION AT SCHOOL:**

- Medication will not be given to your child by the childcare center staff except when there is a completed Authorization to Administer Medication Form; or there is written permission from a doctor or the child's parent.
- There is a preprinted Authorization To Administer Medication form that must be signed by the parent or guardian prior to the childcare staff giving any child medication. A separate authorization form or written permission letter – is required for each prescription or non- prescription medication to be administered to your child.

### **Prescription Medications:**

- Must be kept in the original container bearing the prescription label, which shows date filled, doctors directions for administering and the childs name.
- We will not administer another child's medicine to a child or sibling who is sick or in need of some type of medication.

### **Non-Prescription Medications (such as: teething medications, sunscreen, homeopathic cold medicines, and etc...):**

- Must be in the original manufacturer's container labeled with instructions for dosage and expiration date.
- All medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioners written instructions.

**If all of the above procedures are not followed for prescription and non-prescription medications, then the childcare staff will not dispense any type of medication to the child.**

## **EARLY CHILDHOOD HEALTH CONSULTANT:**

Dr. Lori Kimata Phone: 808-783-0361

Haleiwa Office: 62-203 Lokoea Place, Haleiwa, HI 96712

Honolulu Office: 1188 Bishop St # 1509, Honolulu, HI 96813

The primary goals of our partnership with a Health Consultant are to:

- Promote health and safety practices in child care— infection control and injury prevention
- Provide health & safety information through health consultation & educational outreach to staff & parents
- Promote optimal social, emotional, cognitive, physical & mental health for children in out-of-home care
- Support developmentally-appropriate care
- Facilitate preventive health care
- Positively affect and improve the quality of child care
- Assist & assess the development of health and safety practices and health policy.
- Coordinate and provide health education
- Assist with children's health records maintenance
- Refer and link families with appropriate community resources and special services
- Assist with plans for inclusion of children with special needs

## **WAYS TO MAINTAIN A HEALTHY ENVIRONMENT:**

- ☞ Teaching the children healthy habits such as frequent hand washing - (listed below).
- ☞ Encouraging children and staff to drink water to stay hydrated and to allow the water to flush their system and get toxins out.
- ☞ Daily Health Checks – if your child is showing signs of illness we have to contact you and have you pick up your child from the childcare center.
- ☞ All surfaces and toys at Ka Hana Pono Daycare are cleaned with Seventh Generation Chlorine Free Bleach (non-toxic natural oxygen bleach) and water daily. The tables and chairs are wiped down in the morning upon arrival, before all snacks/meals, after all snacks/meals, after activities, at the end of the day & as necessary in between those times.



## HEALTHY HABITS:

- 🌀 Cough and sneeze into a sleeve or elbow, not hands.
- 🌀 To try to avoid touching their eyes, nose and mouth – (This is a hard one for children, but frequent hand washing can help).
- 🌀 To tell you (parent) or us (their caregiver) if they feel sick.
- 🌀 Wash hands often with soap and water.

## HAND WASHING:

- 🌀 The children are taught to wash their hands:
  - 🌀 Before and After Eating After Bathroom Breaks, After Playing Outside, After coughing, sneezing, or any contact with saliva, nasal secretions, etc.. After touching something that could be contaminated, such as a trash can, cloth, soil, etc...
- 🌀 Children need coaching on proper hand washing until about 8 years of age (rub and scrub all surfaces for 20 seconds).
- 🌀 We use this fun hand washing Song (to the tune of Row Row Row Your Boat). If children wash their hands with soap and water during the time it takes to sing this song then they will have effectively cleaned them well.

*Wash, wash, wash, your hands play our handy game. rub and scrub, scrub & rub germs go down the drain HEY! Wash, Wash, Wash your hands play our handy game rub & scrub, scrub & rub dirt goes down the drain HEY!*

## **DIAPERING POLICY:**

- ✂ All children age 3 and over are required to be potty trained prior to enrollment.
- ✂ Each child is checked frequently to see if their diaper is soiled.
- ✂ Diapers are changed as needed, a maximum of every 2 hours unless your child is sleeping (then it may be a little longer), or if your child had a bowel movement (then it will be changed asap).
- ✂ Children age 2 are not required to be potty trained prior to enrollment. Parents are responsible for supplying diapers, wipes, and any other necessary materials
- ✂ Wet diapers only are placed directly into the trash bin. Diapers that are soiled are placed in disposal bags and then placed in the trash.
- ✂ Due to Department of Health requirements cloth diapers are not permitted.

## **DIAPER CHANGING POLICY:**

- ✂ Diapers are only to be changed on the diaper changing stations.
- ✂ Children are never left unsupervised while on the changing stations.
- ✂ All needed diaper changing supplies are collected and placed at the changing station before beginning.
- ✂ Gloves are used by the Caregiver for diapers changes and both the Caregiver and the Child's hands are cleaned with hand sanitizer afterwards.
- ✂ Teachers can also be a great resource for emphasizing the correct use of hand sanitizers: 1) Apply a dime sized amount to dry hands. 2) Rub hands together until completely dry.
- ✂ After the child is removed from the diapering station the changing pads are thoroughly wiped down with sanitizing wipes.

## **RESTROOM POLICY:**

During all restroom visits the teacher(s) will:

- ✎ make sure the restroom is not occupied by unknown individuals before allowing children to use the facilities.
- ✎ accompany all children and will use the girl's lavatory when going as a group.
- ✎ stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff.
- ✎ assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- ✎ teach the children how to wash their hands properly.
- ✎ WATER - SOAP - SCRUB - RINSE - DRY

Please send your child in clothing that is simple enough to button/zip without help.

Footwear is required for all trips to the restroom.

A "Hold-A-Ring" walking rope is used for all walks beyond our classroom and playground including to the Gym restrooms.

This helps our groups move from place to place more smoothly. In addition to being a safety measure this helps to keep the children together and provides opportunity for them to practice forming a line. And having something bright, fun & soft to hold onto is nice for little ones.

\*\*If your child needs to use the restroom upon arrival please accompany them into the Gym restrooms & then walk your child into his/her classroom afterwards. The restrooms are the second door on the right.

## **SOILED CLOTHING:**

- ✎ If a child has had an accident wetting or soiling their clothes, the teacher shall put on disposable gloves, help remove the clothing, clean the child and help put on dry/clean clothes.
- ✎ The soiled clothing shall be put in a plastic bag and sorted with the child's other belongings.
- ✎ The parents will be informed of the soiled clothing.

## **BEHAVIOR POLICY:**

Ka Hana Pono has a behavior policy that is in alignment with the Department of Health and Department of Education's recommendations and is in compliance with the Human Rights Act of 1998. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. A child's stage of development and individual needs will be considered when managing behavior.

Because we are educating young children, we know that "unacceptable behaviors" are often the result of frustration, impulsiveness or thoughtlessness rather than cruelty.

If we can address these issues early and provide the children with tools for handling anger, thinking before speaking or acting, and being empathetic when dealing with others, it is our hope that we can provide a learning environment in which each and every child feels secure and loved.

We also want children to know how to not be victimized and to be armed with strategies which will empower them if they are being bullied. We want them to know that it is ok to speak up, to tell and to ask for help when dealing with a bully. It does not mean you are a "tattler" or that you are "weak". It means that you are smart and know how to stay safe.

## **CONSCIOUS POSITIVE DISCIPLINE**

Conscious Positive Discipline is a process of thoughtfully responding to daily conflict and transforming it into an opportunity to teach life skills to children. Conscious Positive Discipline is not punishment. Punishment can teach fear and tells children what they should not do; positive conscious discipline can teach self-esteem and tells children what they should do.

### **CONSCIOUS POSITIVE DISCIPLINE CAN BE USED BY INTERVENING WHEN NECESSARY TO:**

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child.

### **POSITIVE CONSCIOUS DISCIPLINE CAN BE USED BY SHOWING LOVE & ENCOURAGEMENT:**

- Give hugs and attention to every child every day.
- Appreciate each child's point of view.
- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards and acknowledgement of good behavior.

- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances.

### **BEHAVIOR MANAGEMENT:**

Ka Hana Pono believes in a positive approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a great time. Behavior management policies shall be followed in order to protect the safety of all children and staff persons.

Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. This is seen as a means of preventing behavioral difficulties between children and lessens the need for disciplinary action on the part of staff.

When situations occur which require intervention, teachers should provide children with clear explanations as to why specific behavior is inappropriate and help them to find an alternative behavior that fits within classroom guidelines. These guidelines revolve around concerns for the safety of all children and for the materials within the center.

Classroom rules shall be tailored to the developmental level of the children in attendance, be short and simple, be stated in a positive way and be used consistently. Older children should be encouraged to set rules together.

### **UNACCEPTABLE BEHAVIOR - the following behaviors when repeated / persistent are unacceptable.**

- Physical - biting, spitting, pushing, kicking, hitting, pinching and other forms of violence or threats
- Verbal - name calling, sarcasm, spreading rumors, persistent teasing, taunting
- Emotional - excluding, tormenting, ridicule or humiliation
- Social - exclusion or abusive comments

### **THE FOLLOWING FACTORS WILL BE CONSIDERED IN DETERMINING THE APPROPRIATE RESPONSE TO CHILDREN WHO EXHIBIT UNACCEPTABLE BEHAVIOR:**

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the alleged incidents occurred

**If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control.**

- A staff person will first attempt to help the child understand the gravity of the behavior.
- Staff will then re-direct the child to activities that hold the child's attention (the choice is made with the child).
- If the behavior continues, the staff person will consult with fellow staff members and/or the director to develop alternatives for helping the child gain acceptable control of his/her behavior.
- If the problem persists, the staff person will contact the child's parent for suggestions on measures to take to extinguish the behavior.
- If the child can not resort to behavior that ensures his own and the safety of others in the center, and/or the smooth operation of the program:
  1. The parent will be called and asked to pick the child up from the program.
  2. A behavioral management plan will be developed and discussed with the parent.
  3. While the goal is to help the child strengthen his/her skills of self-control, if the persistent unacceptable behavior(s) persist, the child may have to be removed from the program.
  4. Removal from the program is a final step that would be taken after other measures have been tried and when the Staff concludes that the child can not resort to behavior that ensures his own and the safety of others in the center, and/or the smooth operation of the program.

## **EMERGENCY MEDICAL CARE (INJURY & ILLNESS):**

- ☞ Ka Hana Pono Daycare does everything possible to operate in a manner which minimizes injuries and illness to the children and staff. Unfortunately, minor accidents may occur.
- ☞ We will notify you immediately in the event of illness or accident.
- ☞ In the event of an injury/emergency/illness, the staff will act immediately to administer emergency procedures, to notify you or one of your authorized emergency contacts right away; as well as call 911 if necessary. Those emergency contacts are taken from the information you provided on your enrollment contract.
- ☞ Injury/Illness reports will always be filed and you will receive a paper copy for any type of injury/illness occurring on the premises that involves your child.
- ☞ If the parent/guardian(s) and the person(s) authorized to give permission for medical treatment cannot be reached, the child's doctor or attending physician will provide the appropriate medical treatment for the child. We will provide emergency information from your enrollment form to the hospital/doctor.
- ☞ Payment for this care/treatment is the responsibility of the parents. Parents are responsible for any such medical bills that may arise. Hence, the requirement that all children be covered under a medical & dental health insurance policy.

## **EMERGENCY PLANS**

### **TSUNAMI OR LOCAL TSUNAMI PRODUCING EARTHQUAKE:**

Ka Hana Pono is in an identified tsunami evacuation zone. The following procedures have been adopted in the event of a TSUNAMI WARNING or a LOCAL TSUNAMI-PRODUCING EARTHQUAKE.

- If a WARNING is issued or a local tsunami-producing earthquake occurs before the daycare center opens, the childcare center will be closed.
- If a WARNING is issued or a local tsunami-producing earthquake occurs while the childcare center is open, we will attempt to contact the parent for pick-up. We will give the parent a reasonable amount of time for pickup before evacuating.
- In the event where there is an imminent probability of danger with a minimal evacuation time we will evacuate all children to Dole Pineapple Factory 64-1550 Kamehameha Hwy, Wahiawa, Hawaii 96786
- After arrival to our safety zone all parents will be contacted.

## **EARTHQUAKE:**

- Should an earthquake of significant magnitude occur on or close to Oahu, our school could be damaged and a Tsunami could be generated which would require our evacuation (see Tsunami evacuation procedures above). After arrival to our safety zone all parents will be contacted.
- We can also anticipate considerable disruption to the City's road networks. If your children are at Ka Hana Pono Daycare, you may not be able to get together even though you live close by. Please be assured we will take care of the children until you can safely pick them up.

## **HURRICANE / TROPICAL STORM:**

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.

- When a WATCH is issued, we will monitor the storm and make decisions to close the daycare center before the issuance of a WARNING.
- The timing of the closure will generally coincide with the end of a normal daycare day and should not inconvenience you if you are at work.
- Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less.

## **FLOODING:**

- Our facility is located in an identified Flood Zone.
- In the event we are advised to evacuate or should water begin to rise on school grounds, we plan to immediately move students and staff to Dole Pineapple Factory 64-1550 Kamehameha Hwy in Wahiawa. After arrival to our safety zone all parents will be contacted.

## **ELECTRICAL OUTAGES:**

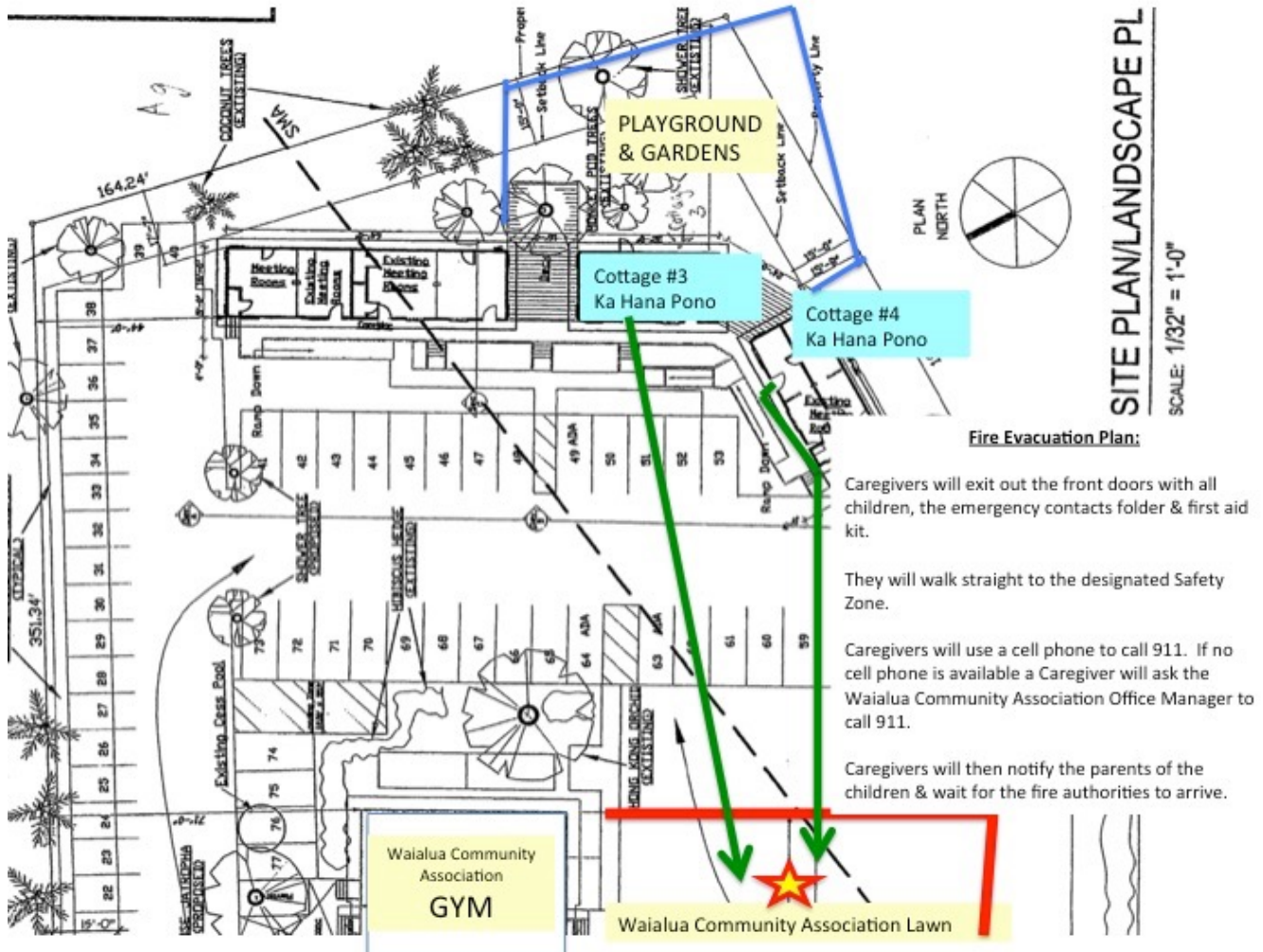
- When prior to 7:30am there is no electricity and/or water Ka Hana Pono will not open the childcare center.
- If electricity and water should go out during a daycare day we will treat each incident separately and make the proper decisions according to safety and health factors.



## FIRE DRILLS:

- Drills are held periodically. Children will leave their classroom in an orderly fashion, under the supervision of teachers and rapidly (not running) walk to the backdoor of the classroom and exit into our playground and gather at the back right corner under the monkey pod tree.

## FIRE & EMERGENCY EVACUATION PLAN — COTTAGES #3 & #4:



## FIRE EVACUATION PLAN:

- Caregivers will exit out the front doors with all children, the emergency contacts folder & first aid kit.
- They will walk straight to the designated Safety Zone.
- Caregivers will use a cell phone to call 911. If no cell phone is available a Caregiver will ask the Waialua Community Association Office Manager to call 911.
- Caregivers will then notify the parents of the children & wait for the fire authorities to arrive.

## **EMERGENCY CLOSURES:**

In summary, please be assured that we will take good care of your children during any emergency or disaster.

- A good rule of thumb of school/daycare center closures: If it is announced over the radio or television that the public schools are closing, we will also in all likelihood, be closing.
- It is essential that you establish individual and family plans for tsunami, hurricane, earthquake and flooding.
  - These plans should identify what preparatory actions should be taken for each hazard.
  - They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need and etc...
  - Such information can be obtained from the Oahu Civil Defense Agency at 523-4121 and <http://www.scd.hawaii.gov>

## **PROHIBITED ACTIVITIES:**

- Smoking, Drugs, Fighting, Gambling, Spitting, Vulgar Language and consumption of alcoholic beverages are not permitted on Ka Hana Pono Daycare premises by any and all visitors, staff and community members.

## **DATA PRIVACY:**

Ka Hana Pono Daycare will maintain for each enrolled child: records of attendance, significant occurrences in his/her progress, and appropriate financial records.

Records concerning your child such as: enrollment forms, contract, health records, observation records, written parent-teacher communications and all other information about your child are confidential information and will only be accessible to you, the Director, your child's teachers, and the person designated by the state licensing department to review our records for licensing purposes.

Disclosure of information pertaining to the child enrolled or their family members is not permitted, unless the parent or guardian of the child grants written permission.

## WAYS PARENTS CAN HELP:

- Keep Good Energy & Enthusiasm! (remember parents, children have the ability to pick up on your feelings) – if you are feeling any hesitation, doubt, worry, stress (even if it is not related to Ka Hana Pono) – these feelings being present during drop-off will leave your child feeling like maybe this isn't a good place for him/her. This is a very exciting moment every day, keep your emotions steady, strong and happy and that is the way your child will feel while you are away. Help your child anticipate happy experiences in daycare.
- Dress your child in washable play clothes. The children will play outside everyday when the weather permits. Provide a complete change of clothing for your child in the classroom in case his/her clothes become soiled. Label all clothing with your child's name.
- Make every effort for your child to attend daycare on his/her scheduled days unless he/she is ill and pick your child up on time at the end of the day.
- Work with Ka Hana Pono staff concerning any problems that may arise. You may either write a note or tell of us of any daily situation that might affect your child's behavior.
- Show interest in your child's daycare and whatever he/she brings home. Take time to listen to your child's daily experiences and discuss them with real interest.
- Since the daycare center provides sufficient numbers and varieties of toys for the children, please leave all toys at home, except to share on "Show and Tell Days".
- Please keep the following information current at all times:
  - Registration form, Health Form 14, emergency medical information, and home and work phone numbers where parents or other designated persons can be reached.
  - The daycare will immediately notify one of the parents in the event of illness or serious accident.
  - If you or your spouse separate, move or change jobs, notify the daycare of new address and telephone number.