



Nā Liko, LLC

Parent Handbook: Operation Policies

Aina Haina Elementary School Site

*****Please see our COVID-19 Operation Policies Addendum for important updates about key policies, effective July 1, 2020 until further notice*****

(1) Who may attend our program:

Students enrolled in grades K–5 who attend Aina Haina Elementary school are eligible to attend our program. Students must be over 4 years 8 months old and under 12 years old. Students must be enrolled in summer school at Aina Haina Elementary to attend our After Summer School Program.

(2) How many students may enroll in our program:

Our program has an enrollment cap of 60 students. Once capacity is reached, a first-come, first-served wait list will be in place. If any currently enrolled student decides to drop from the program we will contact parents by email in the order they appear on our wait list.

(3) Hours of operation:

We operate most school days* from when school lets out until 5:30pm. Generally, our hours are Monday, Tuesday, Thursday, and Friday from 2:15pm–5:30pm and Wednesdays from 1:30pm–5:30pm. If the school release time deviates from these hours, our program start time will match the release time. For example, on Early Release Days we operate from 12:30pm–5:30pm.

Our After Summer School program operates on summer school days from 12:00pm–5:30pm.

*We are a vendor at Aina Haina Elementary School and are on the vendor schedule. Typically, our program will begin one week after the first day of school and will end one week prior to the last day of school. These timeframes are subject to change at the discretion of the school. We will notify parents of our start and end dates as soon as they are given to us. Half-days applicable to only one grade (ex., grade K first week) may be another coverage exception.

(4) Serving of meals and snacks:

We do not provide meals or snacks for the keiki in our program. We strongly encourage parents to send nutritious snacks with their keiki! Please note, we adhere to the school's policy concerning food containing nuts. The Aina Haina Elementary program is "Nut Free." Please send nutritious snacks and food items that do not contain nuts with your student.

After Summer School students are required to bring a home lunch each day. There will be a designated time during the summer program for students to eat their lunch.

(5) Type of child care services offered:

We provide afterschool enrichment and care from when school or summer school lets out until 5:30pm most school days.* Daily services include a dedicated quiet time for homework completion and assistance, pre-planned enrichment activities planned around a monthly theme, and unstructured but supervised free play opportunities. Enrichment activities include life skills, STEM, guest speakers, crafts, community service, cooking, career trivia, outdoor team sports, and group games. Our program specifically focuses on developing students into responsible learners instilled with life skills and healthy habits to help them succeed in their future educational and career endeavors. Our program promotes interaction and socialization across age levels and abilities, providing an opportunity to further develop social skills outside of classroom learning.

*See note above in section (3).

(6) Provisions for special needs of individual children:

We will do our best to work with parents to make accommodations for children provided the accommodations are within staff and programming capabilities and do not impact the quality of programming for other children. Accommodations should be discussed with one of the Founders and are made on a case-by-case basis. We will do our best to make provisions that are beneficial to a student's growth.

(7) Admission requirements and enrollment procedures:

Simply fill out an enrollment application and make your first payment. Students may join at any time, until our capacity is reached. You may submit the enrollment application online or email it to us prior to your student's first day. We must have a completed enrollment application in order for your student to begin the program that day. Payment may be made online through our website.

(8) Fees, payment methods, and refund policy:

The monthly fee is \$120 per month per student. Payment is due the first school day of each month. A \$5 fee is assessed for every school day the payment is late. A \$5 late pick up fee is assessed every 15 minutes after 5:30pm. If a student is dismissed from the program due to non-payment, there will be a \$25 reinstatement fee.

All requests for enrollment fee refunds must be submitted by the 3rd of the month that the enrollment fee covers. All refunds require the approval of the Founding Members and are reviewed on a case-by-case basis. Direct refund inquiries to: NaLikoLLC@gmail.com with the subject "Refund Inquiry." The yearly registration fee is non-refundable. By submitting your payment, you agree to the refund policy.

(9) Emergency medical care:

In the event of an emergency, Nā Liko will secure treatment for my child. Nā Liko will first attempt to contact the parent(s) or guardian(s), followed by authorized emergency contacts if the parent(s) or guardian(s) cannot be reached. Parent(s) or guardian(s) are financially responsible for any medical care or transportation incurred on behalf of their child. Children will be taken by ambulance to Kapi'olani Medical Center for Women and Children. A staff member will accompany the child until a parent or guardian arrives.

Nā Liko staff are not able to provide or administer medicines. In the event of an emergency, Nā Liko staff will follow the guidance of 911 operators, including administering life-saving tools the student carries

(10) Liability Insurance:

Nā Liko has general liability insurance through Nautilus Insurance Company.

(11) Policy on personal belongings:

Responsibility of personal belongings brought to our program resides with the owner. Please have your student refrain from bringing excessive unnecessary items to our program. As a rule, students should not bring any item they will not be permitted to use during our program (for example, electronic or gaming devices). Any item prohibited at school is also prohibited in our program. All activity materials will be provided for students, unless otherwise specified. Generally, students will

only need their backpack, homework binder, pencils, folder or scratch paper, a bottle of water, and nutritious snacks during their time in our program. After Summer School Program students will also need a home lunch. We recommend labeling all personal belongings with your student's name.

(12) Transportation arrangements:

There will be no transportation to or from the school campus.

(13) Activities outside the facility:

No activities will take place outside of school campus or the adjacent park.

(14) Policy on disclosure of information on child or parents or guardians:

Information collected as part of our programming is confidential and will not be shared without written permission from a parent or guardian. Exceptions to this policy include sharing information with emergency personnel during emergency situations, and sharing information with Aina Haina Elementary School personnel, such as severe behavioral incidents (ex. altercations) that may carry-over into the school day. We also provide the school office with a roster listing the names and grade levels of the students enrolled in our program, which is also available for other afterschool programs on campus to view.

(15) Fundraising campaigns:

Any fundraising campaigns will be optional and relevant. Fundraising campaigns will not be held at our Aina Haina site. Per HAR 17-896-6, "children and staff shall not be exploited in activities which would be detrimental to the children or the program."

(16) Admission of sick, moderately sick, or handicapped children:

Any student who does not attend school that day or is sent home early due to illness may not attend our program that day. This includes summer school. Ill students may return to our program when they return to school. If a student becomes sick while attending our program, parents or guardians will be notified of the student's condition and asked to make arrangements for a prompt pick up. Symptoms of probable illness or infection that will require immediate pick up include, but are not limited to:

- Fever (100 degrees F or greater)
- Redness, swelling, or drainage of the eye
- Crusty, bright yellow, swollen, tender, red or open draining skin sores
- Diarrhea (more than two loose stools a day)
- Vomiting
- Pain with urination
- Abdominal pain
- Toothache
- Headache with fever greater than 100° F
- Extreme tiredness or lethargy
- Unusual behavior

If pick up is required and a parent or guardian cannot be reached, staff members will attempt to contact other emergency contacts listed on the student's application. If we are unable to reach any emergency contacts or a timely pick up cannot be arranged, staff members will call 911 and students

may be taken to Kapi'olani Medical Center for Women and Children. Our health consultant may help us determine whether the student must be sent home from our program.

Our program is inclusive of students with special needs. Students must be able to safely function in a 1:20 staff to student ratio. If your student has an aide, they may attend with their aide. We are unable to provide aide services at this time, and the cost will not be covered. We will do our best to work with parents to make accommodations as much as possible. Care for students without aides may not extend beyond the abilities of staff members. The safety of the children is our primary concern—please disclose any illnesses or handicaps to program staff so that a proper discussion and review may be made to ensure proper care for your child. Admission decisions are made on a case-by-case basis.

It is this center's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

(17) Program goals:

Our program specifically focuses on developing students into responsible learners instilled with life skills and healthy habits to help them succeed in their future educational and career endeavors. Our program promotes interaction and socialization across age levels and abilities, providing an opportunity to further develop social skills outside of classroom learning.

Our vision is a safe, structured, and caring environment that allows children to learn, interact, and thrive in.

Our mission is to support the educational experience and growth of students by providing a high-quality and enriching afterschool program.

(18) Administration of medication:

Nā Liko staff are not able to provide or administer medications. In the event of an emergency, Nā Liko will follow the guidance of 911 operators, including administering life-saving tools the child carries (ex. epi pens).

(19) Staff to child ratio:

Our minimum staff to child ratio is 1:20, however, we usually operate closer to 1:10.

(20) Health Consultation:

Public Health Nurse, Ivy Okasako, has agreed to serve as the Nā Liko health consultant. Ms. Okasako will provide guidance and technical assistance to our program, which may include developing or updating Nā Liko health and safety policies and procedures, educating staff and parents about health and safety issues, and providing exclusion criteria from illnesses.

(21) Check-in procedure

Students must report to their Nā Liko afterschool program as soon as school lets out and before attending any extracurricular activities. Staff will begin calling parents 15 minutes after school lets out if a student does not show up to the program site. If your student will not attend our program that day, please call, text, or email your program site to notify staff of their absence from the program. Once signed in, students may sign out for any extracurricular activities they are enrolled in, as noted on

their Recurring Absence Sheet. During the Sign in period, students may eat snack and socialize on the patio or sidewalk in front of the classroom or may begin quiet work inside of the classroom.

Other Frequently Asked Questions:

Q: Do you still have space in your program for my keiki?

A: We will do our best to post a notice on our website as soon as capacity is reached. Once our program is at capacity (60 students) you may submit an application without payment to secure a place on our waiting list. We will notify you as soon as space becomes available. Register early to secure your spot for the school year!

Q: What methods of payment do you accept?

A: We accept credit and debit card payments through our website, www.NaLiko.com.

Q: My keiki is signed up for another extracurricular activity. Are they allowed to leave your program to attend the activity and then return to the program?

A: Absolutely! Please fill out a "Recurring Absence Form" if your student will regularly leave our program at a certain time on specific days. If it is not a regularly scheduled activity, please send us an email, handwritten note, or leave us a voicemail specifying the day(s)/time(s) that your student is excused from our program.

Q: Does my keiki have to stay for the entire day?

A: No, you may pick up your keiki at any time during our program.

Q: I will not be able to get to the program by 5:30pm today. What should I do?

A: Please call us as soon as possible to inform us of the situation. Secure an alternate pick-up that will be able to arrive by 5:30pm if possible. A \$5 late fee is charged for every 15 minute time period after 5:30pm.

Q: Is my keiki allowed to eat a snack during your program?

A: Yes, students may eat snacks before and after study hall. We strongly encourage parents to send snacks with their students!

Q: My keiki was out sick from school today. Can they still attend the afterschool program?

A: No, students must attend school that day in order to attend the afterschool program.

Q: My keiki forgot something at the program. How/when can they get it back?

A: The best way to contact us after hours is by email. We will do our best to contact you regarding whether we found and secured the item or not. In most cases, the item will either be turned over to the school office lost and found or held in our supply area until we arrive the following day.

Q: What is the best way to contact you?

A: During program hours--by phone. Outside of program hours--by email. Please remember that our focus is on the students during our program hours. If we do not answer your call, please leave a message and we will return your call as soon as we are able to.

Q: Is my keiki required to participate in the activity each day.

A: We encourage all students to at least try the activity, but no student is forced to participate.

Q: Do you pick the kindergartners up from their classroom after school?

A: Yes! A staff member will walk the kindergartners from their classroom to our program.

Q: Is my keiki allowed to use their cell phone at your program?

A: We simply ask that students ask a Nā Liko staff member for permission before using their cell phone in our program. Students are not allowed to use their cell phone during our study hall period and may not take their phone for outdoor activities. Students use their cell phone at their own risk-- Nā Liko is not responsible if the phone is lost, broken, or stolen. We encourage parents and students to utilize our classroom phones for communication.

Q: Can I get a summary of payments made each year?

A: Yes! Simply let us know you would like a summary and we will prepare one for you as soon as possible.

Parent Registration Agreement (Parent Copy)

For reference—a copy was already signed and submitted with the Enrollment Application

Please initial each item to signify understanding and agreement:

- _____ I will notify the Nā Liko, LLC Afterschool Program if my child will not attend the program on a day that my child is expected to attend.
- _____ My child will only be released to the authorized adult(s) listed on my child's application form. I will inform Nā Liko, LLC of any changes in pick up.
- _____ Once signed into the Nā Liko, LLC Afterschool Program, my child is not allowed to come and go freely from the program.
- _____ In the event of an emergency, Nā Liko, LLC is authorized to secure treatment for my child. Nā Liko, LLC will first attempt to contact the parent(s)/guardian(s), followed by authorized emergency contacts if the parent(s)/guardian(s) cannot be reached. I understand that I am financially responsible for any medical care or transportation incurred on behalf of my child.
- _____ Nā Liko, LLC operates from when school lets out until 5:30pm most school days, according to the vendor schedule. The program does not operate on school holidays or closure days, and my child may not attend the program if they were not in school that day. I will check with my program for specific start and end dates and any variances.
- _____ If I am unable to pick up my child by 5:30pm, I will inform Nā Liko, LLC and try to arrange for another person to pick my child up. In the event that I am late, a \$5 late fee will be charged for every 15 minutes beyond 5:30pm. Excessive tardiness may result in dismissal from the program.
- _____ Disciplinary issues or unsatisfactory behavior involving my child may result in a conference between myself and Nā Liko, LLC personnel. Nā Liko, LLC reserves the right to cease enrollment.
- _____ The monthly fee is due the first of each month. I will notify Nā Liko, LLC at the start of the month if my child will not continue in the program. A \$25 late fee will be assessed for late payments.
- _____ The registration fee is due when my child first begins attending the program each school year.
- _____ A \$25 fee is assessed for checks returned due to insufficient funds.
- _____ Important information is periodically sent via email, including location changes, school closures, and tax summaries (upon request)
- _____ I permit Nā Liko, LLC to release information about my child to Aina Haina Elementary School.
- _____ I have read, agree to, and will follow the Nā Liko, LLC COVID-19 Operation Policies Addendum.
- _____ I will wear a mask when on campus and will supply my child with masks daily.
- _____ I understand and will follow the sick policy outlined in Nā Liko, LLC's COVID-19 Operation Policies Addendum.

I agree to and understand the above responsibilities for the Nā Liko Afterschool Program.

Signature of Parent/Legal Guardian

Date

Any other comments (ex. likes, dislikes, triggers) that may help us care for your child: