



MĀLAMAPŌKI'I

FAMILY-BASED EARLY CHILDHOOD EDUCATION PROGRAM
PROGRAM OF KANU O KA 'ĀINA LEARNING 'OHANA



Parent Handbook

School Year 2021 - 2022

64-1043 Hi'iaka Street Kamuela, HI 96743
Phone: (808) 887-1117 Fax: (808) 887-0030

WELCOME TO MĀLAMAPŌKI‘I

EARLY CHILDHOOD EDUCATION PROGRAM

Welina mai me ke aloha,

Kanu o ka ‘Āina Learning ‘Ohana is delighted to have you join our Mālamapōki‘i Early Childhood Education ‘ohana. Preschool is an exciting time for every child and our educational team is committed to making these first learning experiences happy and meaningful ones as we build the foundation skills and attitudes for all future learning.

Mālamapōki‘i is a fully licensed and accredited multi-age preschool program for three to six-year-olds. Our bilingual program has a proud history of providing quality place-based learning opportunities to the families of Waimea and surrounding communities. Mālamapōki‘i meets the personnel qualifications, staffing requirements, and curriculum standards established by the State of Hawai‘i Department of Education and Department of Human Services.

For those who have previously been involved in our program, we welcome you back and look forward to getting to know you better. For families who are new to our program, we extend a warm aloha and hope that this will be a rewarding experience for you and your keiki. Mālamapōki‘i is successful because of the involvement of our ‘ohana and friends. We understand the importance of family involvement to ensure a high-quality program. As their keiki’s first teacher and advocate, we value our parents and the contributions they make toward their keiki’s development. This informational handbook for students and parents has been developed with this in mind.

Me ke aloha pumehana,
Mālamapōki‘i Staff

Table of Contents

WELCOME TO MĀLAMAPŌKI‘I	2
EARLY CHILDHOOD EDUCATION PROGRAM	2
MISSION, VISION and VALUES	4
Mission Statement	4
Vision Statement	5
Values	5
PHILOSOPHY	5
CURRICULUM	6
The Developmental Program	6
The Learning Environment	7
Quiet/Nap Time	7
The Developmental Continuum/Assessments	7
The Family’s Role	8
Parents and Children Together Time (PACT)	8
Staffing	8
PROGRAM SERVICES AND PROCEDURES	8
Daily Schedule	9
Piko	12
Attendance/Absence	12
Drop-off and Pick-up Policy	12
Telephone Calls	13
Meals/Snacks	13
Personal Items/Change of Clothes	13
Uniforms	13
Toileting Requirement	14
Disclosure of information	14
Drug / Smoke Free Facility	14
Transportation/Huaka‘i	14
Parent Participation	14
Reenrollment	14
BEHAVIOR/GUIDANCE POLICY	14
Parent/Kumu Communication	15
FINANCIAL INFORMATION	15
Tuition and Fees	15
Non-Payment Policy	15

Temporary Withdrawals	15
Withdrawals	15
HEALTH / SAFETY POLICIES	16
Health Consultation Provisions	16
Staff Health and Safety	16
Child Abuse / Neglect Reporting	16
Safe Driver Certification	16
Vehicle License and Inspection	16
Evidence of Children’s Health	17
Emergency Care of Children	17
Daily Health Check	17
Exclusion of Sick Children	18
Medication Policy	19
Hand Washing Policy	19
Accident Reports	19
EMERGENCY PROCEDURES	19
PARENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT	21

MISSION, VISION and VALUES

Mālamapōki‘i provides a comprehensive early childhood education for three to six-year-olds. It is operated by Kanu o ka ‘Āina Learning ‘Ohana (KALO), a non-profit corporation committed to sustaining lifelong learning through education in ways that advance Hawaiian culture for a sustainable Hawai‘i. Grounded in an innovative pedagogy of aloha developed through ongoing action research, programs are designed to honor the past, address the present, and serve the future. Mālamapōki‘i is the first step in this process.

Mission Statement

Mālamapōki‘i provides keiki of Waimea and neighboring communities with opportunities to be immersed in a culturally-driven, family-oriented, community-based, developmentally appropriate learning environment. At Mālamapōki‘i we are dedicated to helping keiki develop into confident individuals who are keenly aware of their sense of self and who are knowledgeable about their culture, language, and place. Integrated with a curriculum that centers on early childhood developmental theories, standards, and practices, Mālamapōki‘i incorporates the values and traditions of the Hawaiian people into daily activities and provides a safe, nurturing place of learning for keiki, their parents, and community.

Vision Statement

E kupu mai ana, oho a lau
No nā mea ma lalo, he mea māmalu
Pā mai ka lā, iho mai ka ua
Ulu nō.

*Sprouting forth, until leaves form
A protector for all things below
The sun shines and the rain falls
Indeed Growth*

A baby grows and becomes a young child
For these young children, we provide a caring place
A nurturing and loving environment
Where children will grow and prosper

Values

Kanu o ka ‘Āina Learning ‘Ohana embrace values that are rooted in ancient Hawaiian values based on four ‘Ōlelo No‘eau that guide our school community:

Aloha kekahi i kekahi

Love one another

Mahalo i ka mea loa‘a

Be thankful for what we have

Mālama i kou kuleana

Take care of your responsibilities

Kūlia i ka nu‘u

Strive to reach the summit/highest

Kōkua aku kōkua mai

Give help, receive help

PHILOSOPHY

The Mālamapōki‘i Family-Based Early Childhood Program is designed to honor the unique learning styles of our Hawaiian keiki in order to provide a direct connection to their cultural identity, traditional customs, and practices, the language of their ancestors, and their ‘āina (land).

Relevant to the place in which they live, Mālamapōki‘i places the curriculum in the hands of those who live and learn together on a daily basis—the *kumu* and the *keiki*. We believe that young children are capable, competent learners influenced by their distinct experiences with the diverse values and practices of their family, their culture, and their community. Each keiki’s developmental level, learning style, and personal interests are taken into account as learning experiences are crafted to support exploration, innovation, and individualization to enable young learners to show what they know and can do. As teachers, observers, and guides, the kumu help them make connections between real world experiences and culturally connected classroom instruction.

As a family-based program, we recognize that the keiki’s first and most important learning occurs in the context of the family. It is essential, therefore, that families have the support and resources needed to help their children develop optimally. As partners and stakeholders in the keiki’s

educational journey, we share responsibility and accountability for the learning and development of our keiki.

Mālamapōki‘i strives to develop literate students in both English and Hawaiian. We teach in an environment of aloha—nurturing and caring—fully aware that we must challenge and stimulate our keiki through a continuous cycle of planning, implementing, and evaluating learning to develop the concepts, knowledge, and skills needed to reach their full potential.

CURRICULUM

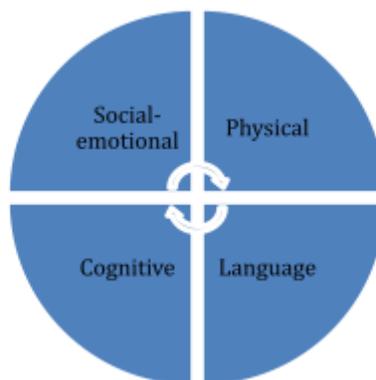
Mālamapōki‘i provides a culturally infused program blended with integrated curriculum aligned with Hawai‘i Early Learning Developmental Standards (HELDS), a set of research-based standards that identify expectations of knowledge and behavior for children through a chronological continuum that serves as the foundation for our core curriculum. The curriculum addresses the child’s cultural development, social-emotional development, language and literacy development, cognitive development, and physical and motor development.

Hawaiian language and culture are introduced and practiced in the classroom each day. Children easily assimilate greetings, responses, and inquiry in their daily interactions during morning circle and throughout the day. Kumu incorporate place-based concepts and cultural practices into their instruction to help keiki learn about the community in which they live, thus gaining a clear understanding of who they are and how they fit into their community. The values-based program models the five values (Aloha, Mālama, Kōkua, Mahalo, and Kūlia) that shape behavior and conduct of the keiki.

The Developmental Program

The early years of a child’s life are formative years where the greatest learning growth takes place. It is commonly agreed that the first five years of a child’s life is the foundation upon which all other learning is built. In today’s environment, education policy makers and stakeholders have raised expectations that young children be school ready and prepared for lifelong learning when they leave preschool.

Mālamapōki‘i is an educational program that addresses four developmental areas to strengthen keiki skills to prepare them for seamless transition into kindergarten.



Social emotional readiness is critical to early school success by building confidence and in learning how to get along with others.

Physical development prepares keiki for future tasks in reading, writing, scientific explorations and mathematics. Movement helps to balance and control their bodies, develop fine and large muscle skills, and wakes up the brain!

Cognitive and thinking skills are developed as children learn new knowledge in literacy, math, science, social studies, art, and technology.

Language development occurs when keiki have rich language and literacy experiences that lead to listening, speaking, reading, and writing skills.

All four areas are critical to the development of the whole child. Kumu observe and track the development of the keiki on a daily basis to ensure that they make appropriate progress. It is important, therefore, that keiki attend school regularly.

The Learning Environment

Please note that during the COVID-19 pandemic children will have personal learning and creative materials. Any shared materials will be disinfected between each use. Children will social distance where possible.

The learning environment at Mālamapōki‘i is filled with opportunities for exploration in both indoor and outdoor learning environments. The environment is rich in interesting materials that teachers prepare to help children become self-regulated, self-directed learners that foster the drive to learn. Keiki self-select items from this interest-laden environment to work on independently or in one-on-one interactions with the kumu as a guide. Keiki activities result from a combination of their own enthusiasm coupled with kumu who listen and reflect what they hear back from children. Kumu and keiki work together to identify and solve problems using materials, books, tools, and collaboration.

Outdoor Imagination Stations provide opportunities for keiki to pursue their interests in Science, Technology, Engineering, Art, and Mathematics (STEAM) made possible through grants and hard-working parent volunteers. Keiki thrive in this setting exploring to their hearts content and satisfying their curiosity working as researchers and scientists. Due to the pandemic group outdoor play time will be staggered, and children will be supervised by the staff member designated for health checks/sanitation and outdoor play.

At Mālamapōki‘i we believe that children learn best in an environment that values them as individuals, allows them freedom to learn and enables them to become self-regulated learners.

Quiet/Nap Time

Keiki in hui Kupua‘e are provided a structured rest time after lunch. Cots are provided and keiki can bring a blanket/pillow every Monday and take home on Thursday for cleaning.

The Developmental Continuum/Assessments

Mālamapōki‘i uses ongoing systematic, formal, and informal assessment approaches to provide information on keiki learning and development.

The Family's Role

True partnerships are established because kumu recognize and value the family's role in a child's education. When the home and school are connected in positive ways, keiki experience a feeling of security. At Mālamapōki'i, we welcome skills and insights parents bring to the educational process. We are prepared to provide training opportunities to nurture these skills and to enhance children's learning. Some of the activities families are expected to participate in are*:

- Student orientations to ease the transition from home to school
- Parents and Children Together (PACT) parent literacy training (Virtual – once per month, during pandemic, subject to change if circumstances allow)
- Parent/teacher conferences (in-person or virtual)
- Huaka'i—excursions and/or camping trips that extend student learning beyond the classroom (when permitted)
- 'Ohana gatherings (when permitted)
- Engaging in parent/child activities in school and at home
- Hula Drama preparation
- Festival of Lights fundraiser
- * any of these activities may be modified or cancelled this year depending on pandemic circumstances.

Parents and Children Together Time (PACT)

The PACT program is designed to create learning environments for parents and keiki to have one-on-one time to strengthen keiki communication skills, spend quality time together and to support and enhance parenting skills to better support keiki developmental and academic growth.

This year PACT will be modified due to COVID-19 restrictions. PACT will consist of virtual activities that must be completed by the end of each month. (schedule may be modified as circumstances permit).

Staffing

Mālamapōki'i kumu are registered with the Department of Human Services Career Access and Navigation of Early Childhood System. All kumu are experienced and are well qualified for their jobs. We follow DHS guidelines to determine teacher student ratios.

PROGRAM SERVICES AND PROCEDURES

Mālamapōki'i offers a full-day center-based program. Staggered drop off times will be implemented to help with social distancing, beginning at 7:30 am. The hours of operation are 7:30 am to 2:30 pm Monday – Thursday and 7:30 am to 12 pm on Friday. School ends at 2:00pm Monday – Thursday and at 11:30 on Friday.

Parents must notify the school by 8:00 a.m. whenever their keiki is absent. Keiki MUST be picked up no later than 2:15 pm. After 2:15 pm a late fee of \$10.00 for the first 10 minutes and \$1.00 per minute thereafter. Fees will be payable at pick up.

Mālamapōki‘i operates from August through May and follows a modified Kanu o ka ‘Āina New Century Public Charter School schedule. Our program is closed for all state and Federal legal holidays. For more information, please refer to the Mālamapōki‘i school calendar.

Daily Schedule

Our daily schedule for the children is a guide. It provides a framework for planning and organizing daily routine and play activities for the children. Below our general schedules for each hui, all schedules are subject to change without notice.

HUI KUPUA‘E -SY 2021-2022

Time	PŌ`akahi	PŌ`alua	PŌ`akolu	PŌ`ahā	PŌ`alima
7:45-8:05	Welcome Morning Routine	Welcome Morning Routine	Welcome Morning Routine	Welcome Morning Routine	Welcome Morning Routine
8:10-8:25	Piko	Piko	Piko	Piko	Piko
8:30-8:45	Manawa Linapoepoe	Manawa Linapoepoe	Manawa Linapoepoe	Manawa Linapoepoe	Manawa Linapoepoe
8:45-9:00	Transition Hōloi Lima	Transition Hōloi Lima	Transition Hōloi Lima	Transition Hōloi Lima	Transition Hōloi Lima
9:00-9:20	Snack	Snack	Snack	Snack	Snack
9:20-9:30	Transition Outdoors	Transition Outdoors	Transition Outdoors	Transition Outdoors	Transition Outdoors
9:30-10:45	Outdoor Play Makemakika	Outdoor Play Makemakika	Outdoor Play Makemakika	Outdoor Play Makemakika	Outdoor Play Makemakika (9:15-10:15)
10:45-11:00	Hōloi Lima	Hōloi Lima	Hōloi Lima	Hōloi Lima	Hōloi Lima (10:15-10:30)
11:00-11:30 11:30-11:45 11:45-12:00	Lunch Transition to Nap Wā Mo‘olelo	Individual Centers (10:30-11:30)			
12:00-2:00	Nap Time	Nap Time	Nap Time	Nap Time	Pau Kula Keiki Pick Up (11:30)
2:00-2:30	Pau Kula/ Pick Up	Pau Kula/ Pick Up	Pau Kula/ Pick Up	Pau Kula/ Pick Up	

Hui Liko 1 SY 2021-2022

Time	Pō‘akahi	Pō‘alua	Pō‘akolu	Pō‘ahā	Pō‘alima
7:30	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off
8:10-8:25	Piko	Piko	Piko	Piko	Piko
8:30-9:15	Outdoors	Outdoors	Outdoors	Outdoors	Outdoors
9:20-9:45	Snack	Snack	Snack	Snack	8:50-9:20 Center Time
9:50-10:20	Math	Math	Math	Math	9:20-9:50 Literacy/ Math/ Storytime
10:25-10:40	Movement	Movement	Movement	Movement	10:00-10:25 Snack
10:45-11:15	Literacy	Literacy	Literacy	Literacy	10:30-11:15 Outdoor Time/ Science
11:30-12:00	Lunch (Brought from home)	Lunch	Lunch	Lunch	11:20-11:30 Pule/Pick Up
12:00-12:15	Storytime	Storytime	Storytime	Storytime	
12:15-1:00	Art/Challenge	Art/Challenge	Art/Challenge	Art/Challenge	
1:15-2:00	Outdoor/ Center Pick-up	Outdoor/ Center Pick-up	Outdoor/ Center Pick-up	Outdoor/ Center Pick-up	

Hui Liko 2 SY 2021-2022

Time	Pō‘akahi	Pō‘alua	Pō‘akolu	Pō‘ahā	Pō‘alima
8:00	Drop Off	Drop Off	Drop Off	Drop Off	Drop Off
8:10-8:25	Piko	Piko	Piko	Piko	Piko
8:30- 8:45	Morning Check In/ Calendar	Morning Check In/ Calendar	Morning Check In/ Calendar	Morning Check In/ Calendar	Morning Check In/ Calendar
8:50- 9:45	Center Time	Center Time	Center Time	Center Time	8:50-9:20 Center Time
9:50- 10:20	Literacy	Literacy	Literacy	Literacy	9:20-9:50 Literacy/ Math/ Storytime
10:30-10:55	Hōloi Lima & Snack	Hōloi Lima & Snack	Hōloi Lima & Snack	Hōloi Lima & Snack	10:00-10:25 Hōloi Lima & Snack
11:00-12:00	Outdoor Time/ Science Gross & Fine Motor and Science	Outdoor Time/ Science	Outdoor Time/ Science	Outdoor Time/ Science	10:30-11:15 Outdoor Time/ Science
12:15-1:00	Hōloi Lima & Transition to Lunch	Hōloi Lima & Transition to Lunch	Hōloi Lima & Transition to Lunch	Hōloi Lima & Transition to Lunch	11:20-11:30 Pule/Pau Kula/Pick Up
1:15- 1:45	Math Number Recognition,	Math	Math	Math	

	Counting, Shapes, Measurement, etc.				
2:00-2:30	Pule/Pau Kula/Pick Up Closing, Storytime as we wait for 'Ohana	Pule/Pau Kula/Pick Up	Pule/Pau Kula/Pick Up	Pule/Pau Kula/Pick Up	

Friday Schedule differs slightly from the rest

Changes may be made throughout the year

Piko

All students participate in piko ceremony each morning.

Piko will be held in the Mālamapōki'i playground area, on the lanai or in the classroom. E ala e is a chant addressing the rising sun and signals the start of the piko ceremony. If your child arrives during or after E ala e, you must remain outside the school gate at the front entrance until your keiki is screened. After screening a kumu will take the keiki to piko and help them chant in.

Attendance/Absence

Regular preschool attendance is a key indicator for long-term school success. It is important, therefore, that keiki consistently attend school on a regular basis.

Mālamapōki'i is a place for learning where we are fully committed to advancing keiki on the developmental continuum appropriate to his or her readiness levels. To do this best we need your keiki in school daily, except for illness. Irregular attendance, frequent tardiness or early pick-ups disrupts routines and interferes with learning. As parents and members of this learning 'ohana you have made a commitment to honor your role in ensuring your keiki will be the best that he/she can be.

Excessive absence is defined as 15 days per school year. Staff will follow up on excessive absences when 5 absences have accumulated.

If your child is absent from school, please notify the kumu stating the reason for the absence. Children with absences of five or more days due to illness may be asked to provide medical clearance from your family physician.

Every effort should be made to schedule dental, doctor, and other appointments during non-school hours. Likewise, family vacations should be planned for regular school breaks.

Drop-off and Pick-up Policy

Daily visual health checks will be completed for everyone prior to entering the facility, including a temperature scan using an infrared no contact device that recognizes the individual's face and

records the temperature in a database. Screening will take place at the front entrance to Mālamapōki‘i (parking lot side, at the chain-link fence gate. A contact log will be kept and securely stored. The contact log will serve as the keiki being signed into school for the day. Staff will sign out the keiki at the end of the day when keiki is picked up.

Keiki requiring early release from the regular school day must first be signed out at the school office. Office staff will check emergency card information to verify that the individual signing the keiki out is listed for this purpose before going to the classroom to pick up the child. The office employee will release the child to the pick-up person in the school office. No adult will be allowed to go directly to the classroom to pick up a child. This is a safety precaution established by the school for all students.

If your child is tardy, parents must sign them in at the school office. If there is a family emergency, please notify the school office.

Telephone Calls

All telephone contacts during school hours are made through the school office at 887-1117. Do not call Kumu on cell phones during school hours. Their job is to attend to the needs of students in class and cannot accept calls during work time. The office staff will relay all messages to the Kumu.

Meals/Snacks

Keiki are required to bring home lunch Monday – Thursday, and snack Monday - Friday. Lunches and snacks should comply with our ‘ai pono policy, which promotes healthier choices of food. No gum, candy, soda, chips, or other sugar laden items are permitted

Personal Items/Change of Clothes

Keiki are required to bring a change of clothes to school on the first day of school. These items should be labeled with the child’s name and returned to school after use.

Personal items such as the following should not be brought to school:

- Gum, candy, or soda
- Toy guns, knives, or other sharp objects
- Any type of toxic substances
- Money or valued personal items
- Personal toys, electronic games, pets, or animals except at the request of Kumu
- Matches or lighters
- Fireworks of any kind
- Medications
- Jewelry

Uniforms

The school uniform is a solid polo shirt with the KANU school logo. All students must have at least one red polo shirt printed with the school logo to identify keiki at special events and huaka‘i. Parents/Guardians are responsible to purchase solid color polo shirts and bring to the school office for logo printing at the cost of \$2.00 per shirt (subject to change without notice).

Keiki should be dressed in comfortable practical clothing, free of complicated fastenings or decorations. Pull on shorts/jeans or skirts are appropriate. Footwear is required. Shoes with Velcro closures are advised rather than lace ups as shoes are left outside of the classroom during class time and put back on whenever keiki leave the classroom. Slippers are also acceptable for regular school days but not for huaka‘i. Remember to label all clothing and footwear.

Toileting Requirement

Keiki participating in Mālamapōki‘i must be fully toilet trained before admittance. Toilet trained means the child can verbalize his/her needs to the Kumu and use the toilet without assistance. Parents will be notified if a toileting accident occurs with the understanding that the issue needs addressed and corrected. If a child has three toileting accidents within 30 days the child will need to stay home at least one week or longer until he/she is completely toilet trained.

Disclosure of information

Information pertaining to an individual child or parent or guardian of the child shall not be disclosed to persons other than Mālamapōki‘i staff unless the parent or guardian of the child grants written permission for the disclosure or an emergency arises. Authorization for release of records or confidential information forms are available for parents or guardians in the event that information needs to be released.

Drug / Smoke Free Facility

The indoor and outdoor environment and vehicles used by Mālamapōki‘i are designated as non smoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility, premises and at school related events.

Transportation/Huaka‘i

Transportation to and from school is provided by parents.

Mālamapōki‘i may go on excursions away from the program facility by walking or riding a bus. These field trips or huaka‘i are carefully planned and appropriately supervised. We inform parents prior to these events except during short walks in the immediate neighborhood.

Parent Participation

Due to pandemic requirements parent participation in the classroom will be limited, parent engagement activities will be conducted virtually.

Reenrollment

Parents or guardians, whose keiki are returning to the program for the new school year, must notify the program of their intent to continue during the open enrollment period to hold a slot for the coming year.

BEHAVIOR/GUIDANCE POLICY

Mālamapōki‘i strives to develop self-regulated behavior in keiki. Kumu do this by conversing frequently with keiki about rights and responsibilities and encouraging them to formulate classroom rules. In this way, keiki learn why rules make sense and connect rules to behavior. Focused concentration over extended periods is developed as the norm through peer and social interaction. The many influence the few, who eventually adopt the appropriate behavior.

Positive guidance, redirection, and setting clear limits foster keiki’s own ability to become self-disciplined. Kumu encourage children to respect other people, respect property, and learn to be responsible for their actions. The Hawaiian values of mālama, kōkua, kuleana, and aloha are modeled by all kumu to foster an atmosphere of ‘ohana. Kumu intervene immediately when a situation occurs that threatens the safety of others. Parent/Kumu conferences are scheduled if the situation merits it.

Parent/Kumu Communication

Kumu keep in touch with parents via telephone, text, Bloomz App, regular email, and through notices and newsletters. Kumu also share last minute announcements at daily pick up. Parents are encouraged to contact Kumu with any questions or concerns they may have. Return call messages may be left with the KALO office 887-1117.

FINANCIAL INFORMATION

Tuition and Fees

Mālamapōki‘i preschool fees are set at the following rates for full-time programs between the hours of 7:30 am to 2:30 pm for the regular program.

Tuition is based on a fee of \$8,000 per year, broken up into monthly payments of \$800 for 10 months. Payments are due the first day of each month to KALO, our fiscal office, beginning August 1st through May 1st. No payments are due during June and July summer break. Payments may be made by cash, check, or credit card. A \$30 fee will be charged for any returned checks. Following a second incident, only cash or money order payments will be accepted. A \$30 late fee will be added to payments received after the 5th of the month unless other payment arrangements have been made.

Families receiving state subsidies must elect to assign payments directly to KALO.

Non-Payment Policy

After one month of non-payment, families are required to meet with KALO and arrange a payment plan which must be actively followed. Failure may result in student being removed from Mālamapōki‘i

Temporary Withdrawals

A child withdrawn for an entire month for any reason other than a medical or family emergency will lose his or her space unless full tuition payments are continued during the absence period. No tuition will be refunded for days or weeks missed.

Temporary withdrawals due to a medical or family emergency will require documentation to verify the medical or family emergency and will be handled on an individual basis. Therefore, it is

important that the teachers are notified immediately of any such situations so that it can be handled in a way that is satisfactory to all parties involved.

Withdrawals

Withdrawals from Mālamapōki‘i for any reason require adequate notice, preferably one month. Any tuition payment paid in advance will be reimbursed contingent upon any outstanding fees or penalties and prorated accordingly. If a keiki is released between the 1st and 15th of the month, parents will be responsible for half of the tuition. If release occurs between the 16th through the end of the month, parents are responsible for the full month.

In cases of extreme family circumstances that make it difficult to fulfill the financial requirements of Mālamapōki‘i, the family should contact the director immediately. The director will confer with the business office in determining a course of action.

HEALTH / SAFETY POLICIES

Health Consultation Provisions

Waimea pediatrician Dr. Peter Gregg of Paniolo Country Pediatrics serves as medical advisor to our program. He assists us with developing and maintaining current health and safety policies and is our first point of contact for medical advice and counsel if we need it.

Staff Health and Safety

Mālamapōki‘i staff is fully compliant with all health and risk-clearances to work with our keiki. Physical examinations and tuberculosis clearance are required for employment. Employees must be free of contagious diseases and/or other conditions that may put our keiki at risk.

All staff is of reputable and responsible character and are free of a criminal history record, employment history or child abuse/neglect history that poses a risk for our keiki. Employees are appropriately trained and qualified through training, experience and personal qualities that support learning for preschool children.

All staff is CPR, First Aid and AED certified. A first aid kit is mounted within the classroom for immediate access.

Child Abuse / Neglect Reporting

In the event there appears to be evidence of an abusive situation, Mālamapōki‘i is mandated to report the suspected abuse to appropriate authorities and work within the guidelines of the Social Services Division of the Department of Human Services in accordance with the laws listed under chapter 350 of the Hawai‘i Revised Statutes.

Safe Driver Certification

Mālamapōki‘i Staff are required to participate in a safe driver certification program before they are permitted to drive our keiki. The defensive driving program, led by Safe Drivers Hawai‘i trainer Curtis Hong, is a full day training program conducted annually. Safe Drivers Hawai‘i has served in this capacity for more than 10 years. Staff members that complete the course are certified for five years. Certification is mandatory for all drivers of our fifteen passenger vans and school buses. Mālamapōki‘i keiki are limited to transportation by school bus only.

Vehicle License and Inspection

All vehicles utilized to transport keiki from the Mālamapōki‘i Early Childhood Education Program are appropriately licensed and undergo quarterly safety inspections by designated staff. Vehicles are under the direct control and self-insurance policies of the State of Hawai‘i.

Evidence of Children’s Health

Mālamapōki‘i requires that each family provide a health record for the child entering the program. This record must include:

1. Tuberculosis (TB) clearance
2. Complete and up-to-date immunization record
3. Current physical examination
4. Completion of Department of Education Form 14 and Department of Human Services Form 908 Early Childhood Pre-Kindergarten Supplemental Health Record signed by a physician.
5. The name, address, and telephone number of a physician or health resource that will be called at the time of an emergency
6. Written permission from parents or guardian to call the stated physician or health care resource if the parent or guardian cannot be reached in the case of a health emergency.

Emergency Care of Children

Keiki who become ill after arrival at Mālamapōki‘i are cared for until a parent or guardian can be notified.

Mālamapōki‘i maintains records of the name, address, and telephone number of a physician or health resource that will be called in case of an emergency. Written permission from parents or guardians is required, as part of the registration process to allow staff to call the specified physician, health resource, or another responsible source of care in the event a parent or guardian cannot be reached. In these instances, parents are responsible for all charges incurred by the emergency.

It is the parent responsibility to inform the school of any changes in this information and for keeping it up to date.

Daily Health Check

Daily health checks are conducted by kumu to determine the state of keiki health. These health assessments are especially important if a child has been out due to illness or injury. These checks are key in reducing transmission of communicable diseases in childcare settings and also allow kumu to plan for necessary care while the keiki is at school. The health check addresses:

1. changes in behavior (such as lethargy or drowsiness) or appearance from behaviors observed from the previous day’s attendance;
2. skin rashes, itchy skin, or scalp, or nits;
3. a temperature scan using an infrared no contact device that recognizes the individual’s face and records the temperature in a database;
4. complaints of pain or of not feeling well;
5. symptoms of illness such as drainage from eyes, coughing, sneezing, vomiting, diarrhea, etc.;
6. reported illness or injury in child or family members since last date of attendance

Information for this assessment is obtained by directly observing the child, talking to the parent or guardian, and, where appropriate, conversing with the child. The health check is performed in a relaxed and comfortable manner that respects the family's culture and sensitivity to keiki privacy and feelings.

Exclusion of Sick Children

Mālamapōki'i will conduct a visual health check as well as a temperature scan daily prior to the keiki entering the facility. Children with a temperature of 100.4 or greater or who exhibit COVID-19 symptoms including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea will not be allowed to attend school that day.

During the day if symptoms develop Mālamapōki'i will immediately notify the parent or guardian if symptoms require exclusion from Mālamapōki'i. Parents are required to arrange for timely pickup. The child will be isolated from other children and monitored by an adult while waiting for pick-up.

Mālamapōki'i will send a child home as soon as possible if one or more of the following conditions exist:

1. The child exhibits any COVID-19 symptoms listed above.
2. Any symptoms result in a greater need of care than staff can provide without compromising the health and safety of the other children in the program;
3. The child has any of the following conditions:
 - a. Fever that is accompanied by behavior changes or other signs of illness until a medical professional evaluation finds the child able to be include in the program;
 - b. Signs and symptoms of possible severe illness until medical professional evaluation finds the child able to be included in the program. Some signs and symptoms of possible severe illness shall include:
 - Lethargy that is more than expected tiredness
 - Uncontrolled coughing
 - Inexplicable irritability or persistent crying
 - Difficulty breathing
 - Wheezing, or
 - Other unusual signs for the child
 - c. Diarrhea, defined by more watery stools, decreased form of stool that is not associated with change of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children may be allowed to return to the program once the diarrhea resolves;
 - d. Blood in stool not explainable by a dietary change, medication, or hard stools;
 - e. Vomiting until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious, and the child is not in danger of dehydration;
 - f. Persistent abdominal pain or intermittent pain associated with fever or other signs and symptoms;
 - g. Mouth sores with drooling, unless a health care provider determines that the keiki is noninfectious;

- h. Rash with fever or behavior change until a physician determines that these symptoms do not indicate a communicable disease;
- i. Conjunctivitis until after treatment has been initiated;
- j. Head lice until after the first treatment and the removal of all nits (eggs);
- k. Scabies until after treatment has been completed;
- l. Tuberculosis until after a health care provider or health official states that the child is on appropriate therapy and can attend child care;
- m. Impetigo until 24 hours after treatment has been initiated;
- n. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- o. Chickenpox, until all sores have dried and crusted (usually 6 days);
- p. Pertussis, mumps, hepatitis A virus, measles, rubella, until appropriate treatment or as directed by the health department
- q. Hand, Foot, and Mouth disease is a moderately contagious viral illness that commonly affects infants and children. Symptoms include fever, sore throat, sores in the mouth and a rash with blisters. No specific treatment. Usually lasts 7-10 days without medical treatment. Frequent hand washing, is essential. Disease spread by direct contact with nose and throat discharges, saliva, fluid from blisters and stool from infected persons. Disinfect toys, doorknobs, etc., and avoid close contact like kissing and hugging to prevent the spread of the disease.

Return to Work/School Guidelines After Illness

Non COVID-19	Confirmed COVID-19
<ul style="list-style-type: none"> ● Symptoms have improved ● No COVID-19 symptoms* experienced for a minimum of 72 hours. ● No fever for a minimum of 72 hours without the use of any fever-reducing medications. 	<ul style="list-style-type: none"> ● At least 10 days have passed since the date of their first positive COVID-19 test. ● At least 3 days have passed since their recovery, with no fever. ● No fever for 72 hours without the use of any fever-reducing medicines. ● Respiratory symptoms have improved. ● No continuing illness: exhibits no symptoms of COVID-19. ● Have had 2 confirmed negative COVID-19 tests, administered by a medical professional, and spaced at least 24 hours apart.

*COVID-19 symptoms including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea

If there is a question about a sick child's returning to school, parent or guardian will be directed to consult with the child's health care provider and provide Mālamapōki'i with advice received from the health care provider. Final decision for exclusion rests with the Program Director.

Medication Policy

Mālamapōki'i staff cannot administer any medication for our keiki. When medication is needed, parents are expected to administer the medication at the appropriate times throughout the day.

Hand Washing Policy

Because hand washing is the first line of defense against infectious disease, all teachers, aides, support staff, volunteers, and children wash their hands frequently throughout the day. Staff is particularly vigilant when handling food and assisting keiki with personal hygiene needs.

It is a required practice for the staff to use disposable gloves when handling all food products and when handling bodily fluids.

Accident Reports

If an injury is sustained by a child while at Mālamapōki'i, teachers fill out an accident report documenting the injury, how it happened, and when. Parents and/or guardians are contacted when necessary.

EMERGENCY PROCEDURES

Emergencies can occur with little or no warning. It is important, therefore, that we prepare for these unexpected occurrences to ensure the safety and well-being of our students and staff.

Following are some of the major hazards Mālamapōki'i may face and the procedures that will be followed should a disaster occur. This information is provided not to unduly alarm parents but to inform them that necessary precautions are being taken for the safety and welfare of their children.

In the event of an emergency, parents will be alerted through KANU's mass telephone alert system. Should the system not be operable, parents will be contacted by staff via cell or analog phones.

Administrators for Mālamapōki'i and Kanu o ka 'Āina NCPCS will direct all emergency actions in consultation with the KALO administrative and Emergency Preparedness team.

- 1. Fire:** Fire drills are conducted monthly and are in compliance with fire safety regulations. Children exit the building in an orderly fashion, under teacher supervision and rapidly (not running) walk to the designated area at Kauhale 'Ōiwi o Pu'ukapu property in accordance with fire evacuation maps posted in each classroom. Mālamapōki'i complies with all fire regulations as designated by the County Fire Safety Codes. A fire evacuation plan is posted in every room of the school building and is reviewed with staff and students. The fire alarm system and fire extinguishers are checked annually for proper function. All staff members know how to operate the extinguishers and all Mālamapōki'i staff are trained in CPR, First Aid and use of AED equipment.
- 2. Lockdowns:** Lockdowns shut down the entire school to protect keiki and Kumu from intruders that pose a threat. Parents are notified by mass telephone alert. The school regularly schedules lockdown drills.

- 3. Hurricane and Tropical Storm:** Hurricane and Tropical Storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm. Hurricane or Tropical Storm warnings are issued when one of these storms can affect Hawai'i in 24 hours or less. When a watch is issued, the Project Director will follow the advice of Kanu o ka 'Āina Learning 'Ohana's administrative and safety team who will make the decision whether to close the school. The decision will be made in consideration for the safety of our students and with least disruption to the school program and to our families.

In the event of a Hurricane/Tropical Storm we will follow evacuation orders issued by Civil Defense personnel. Parents should tune in to public broadcasts for emergency information and instructions. The school will make every effort to contact parents to pick up their children if it is safe to do so. Children will remain in the care of Mālamapōki'i personnel until all children are reunited with their 'ohana.

- 4. Earthquakes:** If an earthquake occurs while we are indoors, we will remain indoors avoiding windows, glass doors, overhead light fixtures, ceiling fans and falling objects by taking cover under desks, tables, supportive doorways, etc. After the earthquake, we will gather in the piko area while we assess the damage to our buildings to determine if the facility needs to be evacuated. If it appears that the building may be unsafe, the Project Director will follow the directives of KALO administration and safety officer regarding the appropriate course of action. Parents will be informed as appropriate. If outdoors, we will stay outdoors and move toward the piko away from buildings and structural hazards.
- 5. Flooding:** If water begins to rise around our facilities, or in the event that we are advised to evacuate due to flooding conditions, the situation will be assessed and, if indicated, parents will be called to pick up their children. If it is announced over radio or television that public schools are closing, Mālamapōki'i will also close. School closure will not be complete until all children have been picked up by their parents. During these emergency situations, parents are encouraged to keep phone lines open to allow staff to make needed calls. Parents are also encouraged to listen to public announcements provided by Civil Defense and follow directives issued by this authority.
- 6. Bomb Threat, Missile Attack, Active Shooter** If any of these threats happen, we will follow the evacuation procedures per the schools Emergency Preparedness Pla

PARENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

Please sign and return this document

Student Name

I (we) have received a copy of the 2021-22 Mālamapōki'i Parent Handbook.

I (we) understand that it is my (our) responsibility to read the handbook which contains policies and procedures that apply to me (us) and my keiki. I (we) further understand that the information in this handbook applies to all activities occurring on school grounds, school related transportation and during any school related events.

I (we) agree to abide by these school policies.

Print Parent/Guardian Name

Signature

Date

Print Parent/Guardian Name

Signature

Date