MĀLAMAPŌKIʻI
EARLY CHILDHOOD EDUCATION PROGRAM

E KUPU MAI ANA, OHO A LAU, NO NĀ MEA MA LALO
Sprouting forth, until leaves form a protector for all things below

Parent Handbook

School Year 2026 – 2027

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WELCOME TO MĀLAMAPŌKIʻI

EARLY CHILDHOOD EDUCATION PROGRAM

Welina mai me ke aloha,

Kanu o ka ʻĀina Learning ʻOhana is delighted to have you join our Mālamapōkiʻi Early Childhood Education ʻohana. 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 foundational skills and attitudes for all future learning.

Mālamapōkiʻi is a fully licensed and accredited multi-age preschool program for children two and a half to six years old. Our bilingual program has a proud history of providing quality place-based learning opportunities to the families of Waimea and the surrounding communities. Mālamapōkiʻi meets the personnel qualifications, staffing requirements, and curriculum standards established by the State of Hawaiʻi 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 new to our program, we extend a warm aloha and hope this will be a rewarding experience for you and your keiki. Mālamapōkiʻi is successful because of the involvement of our ʻohana 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,
Mālamapōkiʻi Staff

MISSION, VISION, and VALUES

Mālamapōkiʻi provides a comprehensive early childhood education for two-and-a-half to six-year-olds. It is operated by Kanu o ka ʻĀina Learning ʻOhana (KALO), a non-profit corporation committed to sustaining lifelong learning through education in ways that advance Hawaiian culture for a sustainable Hawaiʻi. 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. Mālamapōkiʻi is the first step in this process.

Mission Statement

Mālamapōkiʻi provides children of Waimea and neighboring communities with opportunities to be immersed in a culturally-driven, family-oriented, community-based, developmentally appropriate learning environment. At Mālamapōkiʻi, we are dedicated to helping children 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, Mālamapōkiʻi incorporates the values and traditions of the Hawaiian people into daily activities and provides a safe, nurturing place of learning for children, their parents, and the 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 ʻĀina Learning ʻOhana embraces values that are rooted in ancient Hawaiian values based on four ʻŌlelo Noʻeau that guide our school community:

Aloha kekahi i kekahi
Love one another

Mālama i kou kuleana
Take care of your responsibilities

Kōkua aku kōkua mai
Give help, receive help

Mahalo i ka mea loaʻa
Be thankful for what we have

Kūlia i ka nuʻu
Strive to reach the summit/highest

PHILOSOPHY

The Mālamapōkiʻi Family-Based Early Childhood Program is designed to honor the unique learning styles of our Hawaiian children, providing a direct connection to their cultural identity, traditional customs and practices, the language of their ancestors, and their ʻāina (land).

Relevant to the place in which they live, Mālamapōkiʻi places the curriculum in the hands of those who live and learn together on a daily basis—the *kumu* (teachers) and the *keiki* (child). 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, enabling 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 within the family. It is therefore essential 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 our children's learning and development.

Mālamapōkiʻi 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 children through a continuous cycle of planning, implementing, and evaluating learning to develop the concepts, knowledge, and skills needed to reach their full potential.

CURRICULUM

Mālamapōkiʻi provides a culturally infused program blended with an integrated curriculum aligned with Hawaiʻi 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, social-emotional, language and literacy, cognitive, and physical and motor development.

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

The Developmental Program

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

Mālamapōkiʻi is an educational program that addresses four developmental areas to strengthen children's skills to prepare them for a seamless transition into kindergarten.

Social-emotional readiness is critical to early school success, as it builds confidence and helps students learn how to get along with others.

Physical development prepares children for future tasks in reading, writing, scientific exploration, and mathematics. Movement helps balance and control their bodies, develop fine and large-muscle skills, and wake 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 children 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 observes and tracks children's development daily to ensure they make appropriate progress. It is therefore important that children attend school regularly.

The Learning Environment

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

Outdoor Imagination Stations provide opportunities for children to pursue their interests in Science, Technology, Engineering, Art, and Mathematics (STEAM), made possible through grants and hard-working parent volunteers. Children thrive in this setting, exploring to their hearts' content, satisfying their curiosity, and working as researchers and scientists. At Mālamapōkiʻi, we believe that children learn best in an environment that values them as individuals, allows them the freedom to learn, and enables them to become self-regulated learners.

Quiet/Nap Time

Three-year-old children are provided a structured rest time after lunch. Cots are provided, and children can bring a blanket/pillow every Monday and take it home on Thursday for cleaning.

The Developmental Continuum/Assessments

At Mālamapōkiʻi, kumu use ongoing, systematic assessment methods—including both formal tools and informal daily observations—to gather information about each keiki's development and learning. These observation-based assessments help kumu understand developmental progress, plan culturally relevant learning experiences, and support individual needs. Assessment results are used to engage in meaningful communication with ʻohana and to inform individual instruction and continuous program improvement.

Families play an active role in the assessment process. During parent-teacher conferences, kumu and ʻohana discuss observations, review progress, and work together to set goals for the keiki. ʻOhana are encouraged to share insights from home, including their keiki's interests, behaviors, and milestones, which help kumu build a fuller picture of each child's development. Activities are also sent home to reinforce concepts and support growth in areas identified collaboratively during these discussions. Assessment data is regularly reviewed by the teaching team and program leadership to identify trends, strengthen curriculum, guide professional development, and ensure the program remains responsive to the needs of all keiki and their ʻohana.

The Family's Role

True partnerships are established because kumu recognize and value the family's role in a child's education. When home and school are connected in positive ways, children feel secure. At Mālamapōkiʻi, we welcome the 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 encouraged and expected to participate in are*:

- Student orientations to ease the transition from home to school
- Parents and Children Together (PACT) parent literacy training (In person– once per month)
- Parent/teacher conferences (in-person)
- Huakaʻi—excursions and/or camping trips that extend student learning beyond the classroom
- ʻOhana 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 canceled as circumstances dictate.

Parents and Children Together Time (PACT)

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

PACT is an in-person class held monthly, generally on the 1st Friday of the month from 11:00 am to 12:00 pm. (See calendar) PACT will consist of interactive parent/child activities. In addition to the in-person class, there is also a monthly Virtual PACT activity to be completed online. **Both are mandatory**. It is imperative that a member (parent, grandparent, aunty, uncle, etc) of each ʻohana attend PACT each month. If PACT is missed, a 1-hour service project (approved by your keiki's kumu) and a ʻŌlelo Hawaiʻi Activity (assigned by your keiki's kumu) will be required to make up for the missed PACT.

If two PACT activities are missed, your keiki will not be allowed to attend school until <u>two</u> service project activities and <u>two</u> ʻŌlelo Hawaiʻi Activities have been completed.

- When submitting for two missed PACTs, all completed requirements must be submitted by **6:00 pm** the evening prior to your keiki returning to school**.**
- After verification that all requirements have been met, you will receive an email from Mālamapōkiʻi admin confirming that both PACT and ʻŌlelo Hawaiʻi requirements have been met, and your keiki may return to school.

Staffing

Mālamapōkiʻi kumu are registered with the Department of Human Services, Career Access and Navigation, within the Early Childhood System. All kumu are experienced and well-qualified for their jobs and complete ongoing training annually (16 hours for teachers/aides and 10 hours for substitutes). All Mālamapōkiʻi staff complete annual training in child development, pediatric first aid certification, CPR, and child abuse prevention. At least one adult caregiver with a current certificate in pediatric first aid when children are present at the facility or at an off-site group activity, such as during field trips and excursions. Staff-to-child ratios are maintained per DHS guidelines: 1:8 for preschool-aged children and 1:4 for toddlers. All staff undergoes background checks and health screenings before employment.

PROGRAM SERVICES AND PROCEDURES

Mālamapōkiʻi offers a full-day center-based program. The hours of operation are 7:30 am to 2:30 pm Monday – Thursday and 7:30 am to 12:15 pm on Friday. School hours are 8:00 am - 2:15 pm Monday – Thursday and 8:00 am - 12:00 noon on Friday.

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

Piko

All students participate in piko ceremony each morning.
Piko will be held outdoors, weather permitting. If your child arrives after 7:50 am, you must remain outside the gate at the front entrance to Mālamapōki'i until your keiki is screened. After a Kumu screens your keiki, you will need to help your keiki chant into the classroom.

Attendance/Absences

Regular preschool attendance is a key indicator of long-term school success. It is therefore important that children consistently attend school regularly.

Mālamapōkiʻi is a place for learning where we are fully committed to advancing children on the developmental continuum appropriate to their readiness levels. To do this best, we need your keiki in school daily, except for illness. Irregular attendance, frequent tardiness, or early pick-ups disrupt routines and interfere with learning. As parents and members of this learning ʻohana, 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 ASAP and state the reason for the absence. Children with absences of five or more days due to illness may be asked to provide medical clearance from their family physician.

Every effort should be made to schedule dental, medical, and other appointments outside school hours. Likewise, family vacations should be planned for regular school breaks.

Drop-off and Pick-up Policy

Daily drop-off is between 7:30 am - 7:50 am - Pick up is from 2:15 pm - 2:30 pm (M-Th) and 12:00 pm - 12:15 pm (F)
School hours are:
8:00 am to 2:15 pm Monday – Thursday and
8:00 am to 12:00 pm on Friday.

Daily visual health checks will be completed for keiki prior to entering the facility. Authorized parents/guardians will drop off their keiki and check them in via the Early Learning Ventures app Kiosk. You may sign your keiki in and out via the ELV Kiosk by scanning the QR code or by entering your security code. ʻOhana will be given their unique ELV security codes upon enrollment. Unique security codes are required for drop-off and pick-up and are only given to those listed on the Authorized Pick-up and Drop-off list for each keiki. Parents/guardians may add authorized pick-ups via the ELV Parent app, where they will be assigned temporary security codes. **Please note that if someone does not have an ELV security code, they will not be able to sign your keiki in or out.**

Children requiring early release from the regular school day must first be signed out in the classroom by a person listed on their emergency card information.

Late Fee Policy: If you know you're going to be late, please call your keiki's kumu to let them know.
Late fees apply to children picked up after 2:30 pm. Mon-Thurs and 12:15 pm on Friday.

After the suggested pick-up times, your **first late pick-up** will result in a verbal warning. The **second late pick-up** will incur a late fee of $10.00 for the first 10 minutes and $1 per minute thereafter. The **third incident** will incur a late fee of $25 for the first 10 minutes and $1 per minute thereafter. The **fourth incident** will incur a late fee of $50 for the first 10 minutes and $1 per minute thereafter, and the fifth late pick-up will result in your keiki's withdrawal from school.

During the *second semester* of school, if you had a previous late fee during semester 1, you will start the late fee process from the second late fee, which is $10. All late fees will be added to your next month’s tuition payment.

Late Drop Off

If you are running late in the morning and Kumu are not in the classroom with the other keiki, please wait patiently in your vehicle until they return. Please DO NOT send your child to the school-wide piko, Kanu office, another Kumu, or leave them in our classroom. Please wait until they return to class, where you can help your keiki chant "Hea Mai" to start their day.

Telephone Calls

If you call the Kumu during school hours, you will need to leave a message that will be answered as time permits. The Kumu's job is to attend to students' needs in class. Calls to a kumu's cell phone should only be made between 7 am and 5 pm.

Meals/Snacks

Children are required to bring home lunch and snacks Monday – Friday. Lunches and snacks should comply with our 'ai pono (healthy eating) policy, which promotes healthier choices of food. No gum, candy, soda, or other sugar-laden items are permitted. Chips are allowed with lunch. Chips are not allowed as snacks.

Personal Items/Change of Clothes

Children 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-color polo shirt with the KANU school logo. All students must have at least two red polo shirts printed with the school logo to identify children at special events and huakaʻi. Parents/Guardians are responsible for purchasing solid-color polo shirts and bringing them to the KALO office for logo printing at the cost of $2.00 per shirt (subject to change without notice). All shirts should be labeled with the keiki's name. When choosing the number of shirts to print for your child, keep in mind you will need to leave one Kanu shirt at the school for your child's extra change of clothes.

Children should be dressed in comfortable, practical clothing, free of complicated fastenings or decorations. Pull-on shorts/jeans or skirts are appropriate. When wearing a skirt or dress, shorts must be worn underneath. Footwear is required. Keiki must be able to put on and take off footwear independently and in a timely manner, as footwear is removed in the classroom and put back on whenever children go outside. Remember to label all clothing and footwear.

Uniforms are to be worn daily except on some special occasions that will be announced.

Toileting Requirement

Children participating in Mālamapōkiʻi 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 to be addressed and corrected. If a child has three toileting accidents within 30 days, the child will need to stay home for at least 1 week, or until he/she is completely toilet-trained.

Disclosure of information

Information pertaining to an individual child, parent, or guardian of the child shall not be disclosed to persons other than Mālamapōkiʻi staff unless the parent or guardian of the child grants written permission for the disclosure, or an emergency arises. An authorization for the release of records or confidential information form is available for parents or guardians in the event that information needs to be released.

Drug / Smoke-Free Facility

The indoor and outdoor environments, and the vehicles used by Mālamapōkiʻi, are designated as non-smoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility's premises and at school-related events.

Transportation/Huakaʻi

Transportation to and from school is provided by parents.

Mālamapōkiʻi may go on excursions away from the program facility by walking or riding a bus. These field trips or huakaʻi are carefully planned and appropriately supervised. We inform parents before these events, except for short walks in the immediate neighborhood. For transportation to and from the facility, the vehicle and driver shall comply with all relevant motor carrier safety rules and state traffic laws.

Kumu Staff members shall take a head count or attendance record check before and after transportation is provided; and
During any field trip or excursion, staff members shall have available a first-aid kit, emergency contact phone numbers, and medical treatment release forms signed by the child's parent or guardian.

Pets and Animal Interaction

Mālamapōkiʻi partners with Kanu o ka ʻĀina NCPCS's High School animal husbandry program, where our keiki will be able to interact with various farm animals in a safe and supervised environment. These are ongoing activities, and parents must sign a permission form that will be kept in the keiki's file.

Re-enrollment

Parents or guardians, whose children are returning to the program for the new school year, must notify the program by completing the online re-enrollment form to hold a slot for the coming year.

Behavior/Guidance

Mālamapōkiʻi strives to develop self-regulated behavior in children. Kumu do this by conversing frequently with children about rights and responsibilities and encouraging them to formulate classroom rules. In this way, children 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 children's own ability to become self-disciplined. Kumu encourages children to respect others, respect property, and take responsibility for their actions. The Hawaiian values of mālama, kōkua, kuleana, and aloha are modeled by all kumu to foster an atmosphere of ʻohana. Kumu intervenes immediately when a situation arises that threatens others' safety. Parent/Kumu conferences are scheduled if the situation warrants them.

Suspension and Expulsion Prevention

At Mālamapōkiʻi, we are committed to supporting the developmental and emotional needs of every child. Suspension or expulsion is considered only as a last resort after all reasonable interventions and supports have been implemented.

Definitions:

- Suspension: Temporary reduction in attendance or participation in the program.
- Expulsion: Termination of a child's enrollment in the program.

Suspension and Expulsion Guidelines:

- Suspension or expulsion will only be considered if:
    - A child's behavior poses a safety risk to themselves, their peers, or staff.
    - All reasonable interventions and resources have been exhausted.
- Before suspension or expulsion:
    - Develop a transition plan to minimize disruption to the child and family.
    - Provide written documentation of the behaviors and interventions attempted.
    - Notify families in writing and obtain acknowledgment of the plan.

Grievance

Please contact Mālamapōkiʻi Admin at (808) 890-2500 or email malamapokii@kalo.org to file any complaint or resolve any grievances. You may also do so in person at the KALO office at 64-1043 Hiʻiaka Street, Hālau Ho'olako Kamuela, HI 96743. The issue will be brought to the Director. If a resolution cannot be reached with the Director, it will be brought to the attention of the Executive Director of KALO. If your issue remains unresolved after following the grievance process, please contact West Hawaii Child Care Licensing at (808)327-4755.

North Kona 2 Unit
Kona Center
75-5722 Hanama Place, Suite 1105
Kailua-Kona, HI 96740

Community Resources

Mālamapōkiʻi recognizes that families may need support beyond the classroom. Below is a list of local community resources that may assist ʻohana with health care, food security, housing, and counseling.

- **Queen's North Hawaiʻi Community Hospital** (Health Care)
  67-1125 Mamalahoa Hwy, Waimea, HI 96743
  (808) 885-4444
  https://www.queens.org/north-hawaii/

- **Hawaiʻi Island Food Basket** (Food Security)
  40 Holomua Street, Hilo, HI 96720
  (808) 933-6030
  https://www.hawaiifoodbasket.org/

- **SNAP – Supplemental Nutrition Assistance Program** (Food Assistance)
  For more information, call the **Public Assistance Toll-Free Information Line**:
  1-855-643-1643

- **Child & Family Service – Hawaiʻi Island** (Counseling and Support)
  74-7707 Kamakaeha Ave, Kailua-Kona, HI 96740
  (808) 323-2664
  https://www.childandfamilyservice.org/

- **Thelma Parker Memorial Public Library** (Recreation and Education)
  67-1209 Mamalahoa Hwy, Waimea, HI 96743
  (808) 887-6067
  https://www.librarieshawaii.org/

Parent/Kumu Communication

Kumu keep in touch with parents via the ParentSquare mobile app, which offers telephone, text, and regular email notifications depending on your preference. Kumu also share last-minute announcements at daily pick-up. Parents are encouraged to contact Kumu with any questions or concerns between 7 a.m. and 5 p.m.

FINANCIAL INFORMATION

Tuition and Fees

Mālamapōkiʻi preschool fees are set at the following rates for the regular program, full-time, between the hours of 7:50 am and 2:15 pm.

Tuition is **$12,000** per year, split into 10 monthly payments of $1,200. Payments are due on the first day of each month to KALO, our fiscal office, beginning August 1st through May 1st. No payments are due during the June and July summer break.

Payments may be made by cash, check, or credit card. Upon admission and enrollment completion, Login Information and instructions for accessing online payment through RevTrak will be provided.

A $30 fee will be charged for any returned checks or declined credit cards. 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 the Director and arrange a payment plan which must be actively followed. Failure may result in the student being removed from Mālamapōkiʻi.

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 verifying the emergency and will be handled on an individual basis. Therefore, it is important that the Kumu be notified immediately of any such situations so they can be handled in a manner satisfactory to all parties involved.

Withdrawals

Withdrawals from Mālamapōkiʻi 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 and 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 Mālamapōkiʻi, the family should contact the director immediately. The director will confer with the business office to determine a course of action.

HEALTH AND SAFETY POLICIES

Health Consultation Provisions

Waimea pediatrician Dr. Barbora Kadecka, of North Hawaii Community Hospital, serves as a medical advisor to our program. She assists us in developing and maintaining current health and safety policies and serves as our first point of contact for medical advice and counsel, if needed.

Staff Health and Safety

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

All staff members are of reputable and responsible character and are free of a criminal history record, employment history, or child abuse/neglect history that poses a risk to our children. Employees are appropriately trained and qualified through training, experience, and personal qualities that support learning for preschool children.
Staff are certified in CPR, First Aid, and AED. A first-aid kit is mounted in the classroom for immediate access.

Active Supervision

Mālamapōkiʻi staff are committed to ensuring the safety and well-being of every keiki through active supervision. Active supervision is the **intentional, focused, and continuous observation of children to ensure their safety, support, and engagement**. Kumu position themselves to see and hear all children at all times and maintain awareness of the environment, especially during transitions, outdoor play, and huakaʻi. Staff regularly perform head counts, anticipate potential safety risks, and interact meaningfully with keiki to guide exploration while maintaining a secure learning environment.

Child Abuse / Neglect Reporting

In the event there appears to be evidence of an abusive situation, Mālamapōkiʻi 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 Hawaiʻi Revised Statutes.

Safe Driver Certification

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

Vehicle License and Inspection

All vehicles utilized to transport children from the Mālamapōkiʻi 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 Hawaiʻi.

Evidence of Children's Health

Mālamapōkiʻi 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 the Department of Education Student's Health Record Form 14 and the 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 guardians 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

Children who become ill after arrival at Mālamapōkiʻi are cared for until a parent or guardian can be notified.

Mālamapōkiʻi maintains records of a physician's or health resource's name, address, and telephone number to 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 parents' responsibility to inform the school of any changes in this information and to keep it up to date.

Daily Health Check

Daily health checks are conducted by kumu to assess children's 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. complaints of pain or of not feeling well;
4. symptoms of illness such as drainage from eyes, coughing, sneezing, vomiting, diarrhea, etc.;
5. illness or injury in a child or family member since the 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

Mālamapōkiʻi will conduct a visual health check and a temperature scan daily before the keiki enter the facility. Children with a temperature of 100.4 or greater or who exhibit illness 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, Mālamapōkiʻi will immediately notify the parent or guardian if symptoms require exclusion from Mālamapōkiʻi. 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.

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

1. The child exhibits any illness symptoms listed above.
2. Any symptoms require a greater level 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 included in the program;
    b. Signs and symptoms of possible severe illness until a medical professional evaluates the child and determines that the child is 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, a decreased form of stool that is not associated with the change of diet, and increased frequency of passing stool, which 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, and 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, mouth sores, and a rash with blisters. No specific treatment. Usually lasts 7-10 days without medical treatment. Frequent hand washing is essential. Disease is 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, such as kissing and hugging, to prevent the spread of the disease.

Return to Work/School Guidelines After Illness

Symptoms have improved, and no fever for 24 hours without fever-reducing medications.

If there is a question about a sick child's return to school, parents or guardians will be directed to consult with the child's healthcare provider and to provide Mālamapōkiʻi with the advice received from the healthcare provider. The final decision for exclusion rests with the Mālamapōkiʻi Director.

Medication Policy

Mālamapōkiʻi staff are not permitted to administer medication except in emergencies where a child's life may be at risk (e.g., EpiPen for anaphylaxis). In such cases, written instructions and permission from the parent or guardian must be on file. Parents are responsible for training staff on the proper administration of emergency medications.

Hand Washing Policy

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

It is required that staff use disposable gloves when handling all food products and bodily fluids.

Kumu and keiki shall wash their hands using water and soap before and after the following activities:

1. Before and after eating, drinking, or feeding a child;
2. Before handling clean utensils or equipment;
3. Before and after preparing food or beverages;
4. After using the toilet or helping a child in toileting;
5. After handling bodily fluids or items containing bodily fluids;
6. After handling soiled clothes or equipment;
7. After handling pets or animals, or
8. After outdoor play.

Paper towels or separate cloth towels for each child shall be used for drying hands after handwashing.

Accident Reports

When a child sustains a serious injury at Mālamapōkiʻi, teachers will immediately treat the child or follow the Emergency Medical Care guidelines, depending on the severity of the injury. After the child is cared for and parents/guardians are notified if necessary, Kumu will complete an accident form documenting the injury, how it happened, and when.

EMERGENCY PROCEDURES

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

The following are some of the major hazards Mālamapōkiʻi may face, along with the procedures to 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 Mālamapōkiʻi and Kanu o ka ʻĀina NCPCS will direct all emergency actions in consultation with the KALO administrative and Emergency Preparedness team.

1. **Fire**: Fire drills are conducted monthly and comply 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 ʻŌiwi o Puʻukapu property in accordance with fire evacuation maps posted in each classroom. Mālamapōkiʻi 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 Mālamapōkiʻi staff are trained in CPR, First Aid, and the use of AED equipment.

2. **Active Threats Lockdown and Shelter in Place:** Lockdown shut down the entire school to protect children and Kumu from intruders that pose a threat. In the event of an active threat, staff will secure the facility by locking all entrances and keeping children in designated safe areas. Emergency services will be contacted immediately. Parents will be informed via mass alert systems or direct contact from staff. Staff will remain with children and proceed to Shelter in Place until it is deemed safe to release them to their families. 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 Director will follow the advice of Kanu o ka ʻĀina Learning ʻOhana's administrative and safety team, who will make the decision whether to close the school. The decision will be made with consideration for the safety of our students and with the least disruption to the school program and our families.

In the event of a hurricane or 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 arrange for their children to be picked up if it is safe to do so. Children will remain in the care of Mālamapōkiʻi personnel until all children are reunited with their ʻohana.

4. **Earthquakes:** If an earthquake occurs while we are indoors, we will remain indoors and avoid windows, glass doors, overhead light fixtures, ceiling fans, and falling objects by taking cover under desks, tables, and supportive doorways. After the earthquake, we will gather in the piko area (the large field on the Mauna Kea side of the campus) while we assess the damage to our buildings to determine whether the facility needs to be evacuated. If it appears that the building may be unsafe, the Director will follow the directives of the KALO administration and safety officer regarding the appropriate course of action. If outdoors, we will stay outdoors away from buildings and structural hazards. Parents will be notified as necessary.

5. **Flooding:** If water begins to rise around our facilities or we are advised to evacuate due to flooding, the situation will be assessed and, if indicated, parents will be called to pick up their children. If it is announced over the radio or television that public schools are closing, Mālamapōkiʻi 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 so staff can make necessary calls. Parents are also encouraged to listen to public announcements issued by the Civil Defense and to follow directives issued by this authority.

6. **Bomb Threat, Missile Attack, or Active Shooter: If any of these threats occur, we will follow the evacuation procedures outlined in** the school's Emergency Preparedness Plan.

7. **Keiki with Special Needs:** All keiki present at Mālamapōkiʻi will be accommodated during an emergency, and keiki with disabilities/special needs will be cared for as needed.

Parent Acknowledgment

I, the parent/guardian of _____, acknowledge that I have read and understood the Parent Handbook for Mālamapōkiʻi.
I agree to abide by the policies and procedures outlined in this handbook.
Signature: _____ Date: _____