

PROGRAM POLICIES

When you complete an enrollment form there are a number of places for you to initial and sign to note your understanding and acceptance of the centers policies and procedures.

Ka Hana Pono Daycare & Preschools Policies and Procedures are listed in our Parent Handbook as well as on our Enrollment Form. We have outlined them here for your convenience.

HOURS OF OPERATION:

7:00AM to 4:30PM Monday – Friday

CENTER CLOSURE DATES:

Ka Hana Pono's holiday and vacation policy is noted in our Parent Handbook and a calendar is posted on our website and included on each monthly tuition statement and receipt.

This time off is prescheduled with plenty of notice given so parents can find back-up care.

Rates are not prorated or discounted when there are prescheduled center closures.

ARRIVALS & DEPARTURES:

In order to receive the full benefits of our program and to help the children adjust accordingly, we ask that your child maintain a regular schedule and attend on his/her set days.

Arriving by 8:30AM is ideal as it allows time for him/her to adjust & get settled in for the day.

Art projects, adventure/nature walks, circle time, gym field trips & everything we do is all the more fun when everyone is there & the earlier everyone arrives the sooner we can all get into the flow of our daily routines & activities.

Lunch & rest times are crucial parts of our day (11:30-2:30) – please try to avoid dropping off or picking up your child during this period without making prior arrangements.

Call or text 808-699-9945 if your child will be absent - to avoid a No Show Fee of \$10.00

FINANCIAL POLICIES:

Monthly tuition payments for Ka Hana Pono Daycare & Preschool are due one week prior to the 1st of each month.

Specific tuition due dates are noted on the school calendar which is posted on our website and printed copies are distributed upon enrollment.

Tuition payments must be made via automatic recurring payment authorization from a checking, savings, debit or credit card account. Cash and checks will not be collected in the classroom.

There is a \$35.00 fee for payments that do not clear on the given pay schedule.

Credit card transactions are subject to a 3% processing fee added to your monthly statement(s).

Clients who are paying for childcare costs with assistance from subsidized programs, like Child Care Connection, Alu Like, etc..., will be responsible for paying the full amount of the monthly tuition should the subsidy program fail to pay Ka Hana Pono Daycare on time for any reason. New families should apply for financial assistance a minimum of 6 weeks prior to their child's start date.

There is a non-refundable, non-transferrable Enrollment Fee of \$150.00

LATE TUITION PAYMENTS:

There is a late tuition fee of \$10.00 per day if you fail to make your monthly tuition payment within 2 days of the due date without having made prior arrangements with Ka Hana Pono.

When tuition becomes one month past due, your child will not be allowed to attend the daycare center and a child on the waiting list will be enrolled.

LATE PICKUPS AT THE END OF THE DAY:

The center closes at 4:30pm

There is a ten minute grace period until 4:40pm. Thereafter, late fees will be assessed and automatically added to your account as detailed in the Parent Handbook.

ABSENCE / MISSED & MAKEUP DAYS:

Your child is expected to be present on the days that he/she is enrolled & scheduled to attend.

No refunds of monthly tuition will be given for illness, vacations, or temporary absences.

If your child is taken out of our program for any period of time (vacation or any other reason) the regular full months tuition must continue to be paid to hold your child's place in the program. Regardless if there is a holiday, center closure, illness or for any other reason, i.e., teacher training, natural disaster, etc...

WITHDRAWAL FROM PROGRAM DURING TRIAL WEEK:

Your child's first week is a trial week.

If your child's enrollment is cancelled during this trial period, tuition will be prorated & you will receive a refund of the days not used.

Refund checks will be processed and distributed on the last business day of the current enrolled month. (for example: if your child were to withdraw on 8/7, a refund check would be mailed to you on 8/31)

The enrollment fee is non-refundable and non-transferrable.

To withdraw your child, written notification must be given. Email is acceptable however it is your responsibility to make sure your email is received and that you get a reply.

WITHDRAWAL FROM PROGRAM AFTER THE TRIAL WEEK:

Written notification of withdrawal must be given thirty (30) days prior to your child's last day of attendance.

If a written thirty day notice is not given, you will be required to pay for the tuition for the following month.

Sample Withdrawal Schedule: • If March 31st is when you would like your child's last day to be • BY March 1st Written notice must be submitted • If written notice is received after March 1st, you will be responsible for paying the full tuition for the following month (April in this example).

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

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

REQUIRED DAILY SUPPLIES TO BRING FROM HOME:

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

PERSONAL BELONGINGS:

Please label all personal belongings (clothing, lunch boxes, water bottles, footwear, jackets, blankets, pillows, and etc...)

The childcare center staff is not responsible for any child's personal belongings if lost, stolen, or misplaced.

The childcare center staff are not responsible for any toys brought from home that may end up misplaced.

BAREFEET:

Parents have the option to allow their to go barefoot as the teacher allows in the fenced playground area.

Children must wear footwear when walking on the concrete or anywhere outside of our fenced childcare center.

WATER PLAY:

Parents have the option to allow their child to be involved in water play as the teacher allows.

MEDICAL RELEASE:

When there is a medical emergency, or when a child needs immediate medical treatment, Ka Hana Pono will take all reasonable steps to see that the children in their care receive adequate medical care and will attempt to contact the child's parents/guardians at the time of illness, accident or injury. All of our Teachers are trained in both first aid procedures and CPR. However, It is understood that in a serious emergency, 911 and the paramedics will be called before the parent or other adult acting on the child's behalf is contacted.

For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/ guardian or emergency contact arrives, including during transport to a hospital.

I (the parent) understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. I understand in the event that my child must require immediate medical attention and the parent/guardian(s) cannot be reached after calling 911:

Ka Hana Pono will call the person(s) authorized by me the parent/guardian to give permission for the medical treatment of my child; or

- If the parent/guardian(s) and the authorized person(s) cannot be reached, permission is granted to the Director and Teacher(s) of Ka Hana Pono to obtain whatever treatment may be deemed necessary and/or to make sure my child gets to the nearest medical facility if necessary.
- Notice is hereby given to any health care provider that Ka Hana Pono Staff are fully authorized to obtain the necessary evaluation and treatment.
- I authorize emergency and hospital staff to provide the appropriate medical treatment for my child.

PARENT / GUARDIAN SIGNATURES:

I, as parent or legal guardian, give my permission for my child to participate in Ka Hana Pono Daycare and Preschool's program. I agree not to hold the Waialua Community Association, Ka Hana Pono Daycare and Preschool, its employees, instructors, administrators, and authorized volunteers liable in the event of an injury incurred as a result of my child's participation in the program.

I agree to abide by all policies and procedures of Ka Hana Pono Daycare and Preschool. I have read and agree to the policies and procedures outlined in the program's Parent Handbook and outlined here in this Enrollment and Registration Contract.

Ka Hana Pono Daycare & Preschool reserves the right to change or revise any policies, procedures, or tuition/fee schedules when deemed necessary. Written notification will be provided to parents a minimum of thirty days in advance of any changes taking effect.

A failure to enforce one or more of the terms in this contract does not waive Ka Hana Pono Daycare's right to enforce any other terms of this contract.

By signing below, you agree that this is a legally binding form. Providing false information will result in termination of Daycare / Preschool services.

My signature certifies that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children.