



**Akamai Kids Club
School Year 2024-2025
AKC Student/Parent Handbook**

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GENERAL INFORMATION

PRESCHOOL HOURS

Full Day (M-F) 8:00 am - 3:00 pm

Half Day (M-F) 8:00 am - 12:00 pm

Extended Care* (M-F) 3:00 pm – 5:00 pm

***Extended Care is only available for FULL DAY students.**

Preschool Office Hours 3:00 pm – 5:00 pm

Mailing Address: Akamai Kids Club, Inc.

100 Kulanihakoi Street, Kihei 96753

Street Address: 100 Kulanihakoi Street, Kihei 96753

Email:

Kristen Schiffman, Owner, akamaikidsclub@gmail.com

MESSAGES AND PHONE CALLS

Preschool Office & Primary Messages: 808-868-5372 Fax: (808) 444-5672

Our preferred method of message delivery is through our school's brightwheel app. Calls to the teachers should be made before or after Preschool hours or a message should be left on voice mail. **TEACHERS ARE NOT AVAILABLE TO SPEAK ON THE PHONE DURING PRESCHOOL HOURS. You are strongly encouraged to communicate with our Lead Teachers and/or Program Director via our brightwheel app or arrange appointment times in non-emergency situations.**

VISITORS PASS

Our Preschool's policy states that parents must arrange classroom visits in advance through the Program Director and/or Lead Teachers. Unannounced visits to classrooms by non-faculty members are not allowed. For our students' safety, visitors are not allowed on campus during the instructional day unless they are part of a sanctioned activity. All guests and visitors must report to the Preschool office before proceeding onto the campus to get a temperature screen and visitor badge. AKC welcomes those visitors who have official business on campus. When business is completed, visitors/guests are expected to leave promptly. All visitors are required to wear face coverings at this time.

ADMINISTRATION

The Preschool is organized as a for-profit corporation. The Program Director is responsible for the day-to-day operations of the Preschool.

ORGANIZATIONAL STRUCTURE

OWNER
PROGRAM DIRECTOR
LEAD TEACHER #1
PRESCHOOL STAFF

MANDATED DHS STAFF – CHILD RATIO

Per our DHS licensing guidelines, the Staff - Child ratio at the Preschool Level is 1:12, however, we always strive for much lower ratios. A typical Akamai preschool ratio is 1:8 (it is currently 1:6).

COMMUNICATION

A good communication flow with the Preschool is highly desirable and should be the primary vehicle for questions that may arise. Parent-teacher meetings can be scheduled throughout the year for this purpose. Additionally, we encourage you to email your child's teacher/tutor directly with any questions or concerns about your child or the Preschool. Your first stop when you have a question about your child's AKC experience is with the Lead Teacher(s). In our experience, most questions can be answered in this way and it supports the developing relationship between you and your child's teacher/tutor. After all, you and the teachers are a team in support of your child's education. The Akamai Kids Club website is maintained to inform parents of the current activities of AKC. Please use parent email addresses ONLY for AKC Preschool information. It is a violation of Preschool policy to use the parent contact list for personal business purposes. Please be sure your email address is listed on your Emergency Card.

PHILOSOPHY

Akamai Kids Club generally follows the basic tenets of the Montessori philosophy of education. It is a Montessori belief that all children carry within themselves the person they will become. To develop physical, intellectual, and spiritual potential to the fullest, the child must have freedom: a freedom to be achieved through order and self-discipline. The world of the child, according to Montessori educators, is full of sights and sounds which at first appear chaotic. From this chaos, children must gradually create order, learn to distinguish among the impressions that assail their senses, and slowly but surely gain mastery of themselves and their environment.

Dr. Montessori recognized that the only valid impulse to learning is the self-motion of the child. Children move themselves toward learning. The teacher prepares the environment, directs the activity, and offers the child stimulation, but it is the *child* who learns, who is motivated through work itself (not solely by the teacher's personality) to persist in a given task. Social adjustment, though a necessary condition for learning in a school classroom, is not the purpose of education. Patterns of concentration and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori-based education teaches children to observe, to think, and to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social discipline go hand-in-hand.

Although we are not a Montessori-accredited school, most of our Preschool teachers and staff uphold the values consistent with the Montessori Method.

MISSION STATEMENT: Akamai Kids Club, Inc. providing academic enrichment today, for the leaders of tomorrow.

Preschool CORE VALUES:

Who we are and how we walk our talk:

- | | |
|------------------------------|----------------------------|
| ●Passion for Work & Learning | are as follows: |
| ●Grace & Courtesy | ●Pono |
| ●Freedom & Responsibility | ●Individuality ●Leadership |
| ●Competence & Confidence | ●Stewardship |

The Preschool Learning Expectations

1. To provide the child with a nurturing environment in which he/she is consistently trusted and allowed to develop to his or her highest potential in his or her own me.
2. To empower the child to become a:
 - a. Self-motivated learner
 - b. Creative and critical thinker
 - c. Passionate lifelong learner
3. To empower the child to become a person of peace and a responsible member of the community in which he/she lives, respectful to others and themselves.
4. To enable students to develop healthy bodies, minds, and spirits.

Learning Outcomes:

Akamai Kids Club, Inc., consistent with our philosophy, will support specific educational outcomes identified by each student's grade level school teacher for all subject areas, and also the student's social and emotional development.

LICENSE and ACCREDITATION

State of Hawaii Department of Human Services

ADMISSION PROCEDURES

Parents interested in enrollment for their children must first complete the registration application and Student Development Questionnaire. This is followed by a child and parent orientation at the Preschool with the Program Director. A letter will be sent stating if your child has or has not been admitted into AKC. After acceptance of enrollment in the program, the first month's payment, all required medical forms, and other necessary paperwork must be received before the first day of attendance at the Preschool.

Siblings of children already enrolled in the Preschool are given preference in the enrollment pool.

DOCUMENTS REQUIRED FOR ENROLLMENT:

- Registration Form & Student Development Questionnaire
- Student Health Form (Form 14 & supplement form)
- Proof of TB Clearance
- Legal Documents (if applicable):
 - o Power of Attorney if the child is not living with the parents
 - o Temporary Restraining Order
 - o Guardianship documents
 - o Legal name change
 - o Court orders

Akamai Kids Club, Inc. admits students of any race, color religious, national, or ethnic origin to all rights, privileges, programs, and activities available to students at the Preschool. Akamai Kids Club, Inc. does not discriminate based on race, color, religion, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, and other Preschool-administered programs.

FINANCIAL INFORMATION

Preschool Fees Per Month

- Monthly Full Day Program, Mon-Fri \$1210
- Monthly Half Day Program, Mon-Fri \$ 990
- Monthly M/W/F Full Day Program \$ 990
- Monthly M/W/F Half Day Program \$ 770
- Monthly Tu/Th Full Day Program \$ 770
- Monthly Tu/Th Half Day Program \$ 550
- Extended Care Program* (end of school day – 5:00 pm) \$ 220

***Extended Care is only available for FULL DAY students.**

FEES

Application Fee:

All parents are required to pay a one-time non-refundable application fee of \$50 per child.

Registration Fee:

All parents/guardians are required to pay a once-a-year \$300 registration fee at the time of enrollment and each subsequent year of re-enrollment.

BILLING PROCEDURES:

If you have questions about your account or our billing process, please contact the Program Director, Kristen Schiffman, at 868-5372 or email akamaikidsclub@gmail.com

Late Payment

AKC's policy on late tuition payments is as follows: Payment is due on the 1st day of each month for Preschool enrollment per month. Failure to pay means that your child may be subject to disenrollment and refused entry to the Preschool at the discretion of the Program Director. Past-due accounts are charged the following fees:

Past Due Accounts and Other Fees:

- 5 days past due \$50 late fee
- Returned Check: \$35 will be charged for each returned check

PRESCHOOL

Ages 3 - under 6 years old

At Akamai Preschool we believe that children are explorers who try to understand the world by making their theories to explain how it functions. Therefore we provide sufficient time for children to explore, learn, express, and revisit a given project. Our teachers are researchers, learners, and data gatherers. They will carefully observe, listen, and document the children's work and growth. Teachers will also co-construct, stimulate thinking, and provoke children's collaboration with their peers.

The program permits a variety of approaches, using dynamic and creative approaches that materialize abstract principles.

General Educational Objectives of the AKC Preschool Program

Physical Goals:

- Developing a body whose movements are mastered and controlled.
- Learning sports and skills which can be enjoyed into adulthood.

Emotional Skills:

- An awareness of one's feelings.
- Sensitivity to and consideration for the feelings of others.
- Awareness of one's effect on others.

Emotional Goal:

- Developing a good self-image.

Intellectual Skills:

- The mastery of the necessary tools or skills (such as reading, writing, etc.) to be able to pursue knowledge.
- An understanding of how to find and organize information and use various media.

Intellectual Goal:

- To gain the tools necessary to become an independent learner.

Enrichment is so important in the AKC Preschool environment. The adult aids the child in the development of skills so that the child may freely express himself or herself through various media. In addition to art expression for its own sake, art is an integral factor for the rest of the curriculum. The child may utilize it in such ways as geometrical drawings, geographical maps, mathematical graphing, or illustrations for history, botany, zoology, social studies, geology, geography, architecture, physics, etc. With a variety of techniques and media at their disposal, preschool-aged children may choose appropriate forms of art expression.

The following techniques and media are typically encouraged and explored:

- Crayons, chalk, and other drawing materials
- Painting techniques
- Printing techniques
- Clays and other modeling media
- Inks and dyes
- Textiles
- Carving media
- Paper

Music:

- Music in the Preschool Program consists of the following related elements:
- Singing
- Auditory
- Music theory and ear training
- Production of music
- Music Appreciation

Singing provides opportunities for understanding scales, expression of feelings, and understanding of other cultures. Singing provides children with a repertoire of melodies that they can use in the production and analysis of music.

The auditory or listening part relates to musical expression. The feeling expressed by a piece of music, such as a folk song, or composition of a great composer, can be absorbed and recognized by children. This in turn may lead to quiet listening and contemplation, to expression of the feeling in writing or art, to the examining of qualities and characteristics of different musical instruments, or the understanding of an era or a group of people through the music which they produced. This may lead to the study of style and musical form. The opportunities for expansion of the idea are limitless.

PHYSICAL EDUCATION Ages 3 to under 6 years old An interest in the development of skills that could be used later in life is the emphasis, along with the challenge of improving physical skills & acuity; cultivating a basic understanding of sportsmanship and team spirit; and seeking to support each student to keep an interest in physical activity.

PHYSICAL EDUCATION POLICIES: Age 3 - under 6 years old Students should wear closed toe footwear: sneakers with socks. Hats, sunglasses, and sunscreen are optional.

1. Students without sneakers, will not be able to participate and may be asked to assist the P.E. teacher in alternate ways (i.e. keeping score, light equipment detail, help with refereeing, cheering on both teams, etc.).
2. Disruptive Students may be asked to sit out P.E. and return to class.
3. P.E. Medical Excuses if a student is to be excused from P.E.: A note from Mom, Dad, or guardian will suffice.
4. The ultimate goal: **Have Fun**; promote an interest in physical activity; learn team play; introduce/improve motor skills!

TUTORING/SPECIAL NEEDS INTERVENTION

The Preschool alerts the parents if it feels additional tutoring or outside intervention is necessary. The Preschool will guide as to what educational or psychological assessment and counseling resources are available to children with special needs. Assessment can typically be acquired through the DOE or private services. Children requiring additional tutoring or therapy may have their specialist scheduled at the Preschool during Preschool hours in coordination with their child's teacher. It is the parent's responsibility to pay for any additional tutoring or therapy needed. It is the parent's responsibility to advise the tutor/ specialist of absences and sick days. The parents will also advise the tutor of changes in the Preschool calendar.

APPROACHES TO DISCIPLINE

Inner Discipline

The development of inner discipline in a child is always the goal at Akamai Kids Club Inc.'s Preschool. Self-discipline is fostered in many ways. The classroom environment is organized in an orderly, logical manner. Children choose work of which they are capable and are free to use the work for as long as they wish, without interference from others. This approach alleviates many problems of discipline that might be present in another kind of environment. In addition, the mixed age group allows the younger children to emulate the older children's more mature behavior.

AKC Preschool Disciplinary Policy for Young Children

At the preschool age level, students are expected to be able to solve their disputes and troubles, especially those of a simple dispute or misunderstanding nature. Additionally, self-regulation and self-discipline are basic tenets of our classroom. If a dispute or a discipline issue arises, the student has the option to enter into the peace process, if the problem is between him/her and another person, utilizing a mediator (either student or teacher). Students may also be asked to utilize the peace process without choice depending on the nature of the behavior issue. If the disciplinary issue involves more than a small number of students, it may be opted to invoke a class problem-solving session. All of these solutions focus on real-world consequences rather than punishment. Although the Akamai Kids Club Inc.'s disciplinary policies form the groundwork for our policies in our classroom, with the preschool students we generally reserve the option to deal with consequences and discipline issues on a case-by-case basis, and what is age-appropriate for the student or students involved.

POSITIVE APPROACHES TO MISBEHAVIOR

The positive model of discipline within our Preschool setting is self-discipline, where concentration, focus, and independent learning happen without control or intervention. Children are respected and misbehaviors are handled with the following, positive responses:

- The actions of a child are described, not the personality, "Johnny, I don't like your actions." Generalizations (e.g., "You're always hing") are avoided so that the child does not feel trapped by misbehavior stereotypes.
- Careful physical restraint (bear hug) is permitted when a child appears out of control and in danger of harming him/herself or others.
- Opportunities are provided for the child to express and define his or her feelings. Active listening should prevail even when the student seems entirely wrong.
- The teacher sets the tone for bringing the child into harmony by avoiding harsh words and sudden reprimands.

DEFINING MISBEHAVIOR AND CONSEQUENCES**Minor Misbehavior:**

Definition: Behavior or general classroom disruption that interferes with the orderly educational process in the classroom or other areas. Examples: Failure to finish work, silliness, minor things, taking others' work, copying, fussing, name-calling, etc. If minor misbehavior becomes an ongoing pattern, the Preschool may recommend alternative settings and certain behaviors may be treated as serious misbehaviors.

Procedures:

- a. Gentle direction by the staff towards work which will engage the interest of the student.
- b. Contact the parent by phone or in person in the case of repeated misbehavior.
- c. Teacher records misbehaviors as they occur as documentation for possible further disciplinary action.

Consequences:

- a. Daily encouragement first thing in the morning.
- b. Verbal redirection.
- c. Assigning a temporary seat.
- d. Repairing minor damage to the environment.

Serious Misbehavior

Definition: Behavior that results in property destruction, willful defiance, or harming oneself or others. Examples: Refusal to do work, out-of-control hinging and kicking, biting, spitting, sexually provocative language and/or behavior, temper tantrums, throwing objects, writing on tables, damaging private property, foul language use, or hurting or bullying/intimidation.

Procedures:

- a. Immediate intervention by the supervising staff member and inform the parent of the incident within 24 hrs. b. Involve the Head of Preschool and/or Faculty Coordinator in terms of immediate intervention. c. In the event of serious property damage, vandalism, or hurtful behavior, schedule a conference with the Program Director, teacher, and parents.

Consequences:

- a. The student may be sent home for the day subject to review by the Program Director.
- b. The student may need to be assigned to a place within the classroom.
- c. The student may be suspended and/or expelled from the Preschool.

- d. In the event of repeated “serious misbehaviors” a written Behavior Contract may be required, stating the above consequences. The parents, teachers, and the Program Director will all sign the contract to support the child in developing positive behavior. Behavior contracts are to be monitored and/or amended monthly.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

Any student arriving with a temperature over 100.4 will not be allowed entry into the Preschool for that day, and Preschool Health Policy states that the student be fever-free for at least 24 hours before returning.

Arrival: The time before class is vital for teacher preparation to ensure smooth and productive days. We ask that you arrive no earlier or later than your designated time. Children who arrive tardy often miss important aspects of the morning routine and consequently have a less-than-optimal day at Preschool. In addition, late arrivals and early dismissals disrupt other children in the classroom.

Dismissal: All half-day students must be picked up by noon, all full-day students must be picked up by 3:00 pm and all extended care students must be picked up by 5:00 pm. At 10 minutes past the designated pick-up hour, there will be a \$10 per minute late fee for every minute late for pick-up. For example, 12:13 pick up would be 3 mins x \$10./min (\$30 late fee). We rely on your prompt pick-up to ensure we maintain safe ratios and honor the designated breaks/end-of-day for our hardworking staff. Thank you in advance for your commitment to timely pickups.

For your child’s protection and to adhere to State Licensing regulations, we will not release any child to someone other than a parent/legal guardian (or person specified on your emergency card) without WRITTEN AUTHORIZATION. We are very strict about this point and will not allow any child to leave with a person we do not know or of whom we have not been notified previously. Additionally, if you have scheduled a carpool or afternoon playdate for your child, please make sure that parent is added to your carpool list on the emergency card. We ask that you inform your child’s teacher the day before or the morning of the event that your child will be going home with someone other than you. Again, we will not release any child to someone other than a parent/legal guardian (or person specified on your emergency card) without WRITTEN AUTHORIZATION. Inform your child’s teaching staff and the office in writing of any changes in pick-up information. Emergency Card Update Forms are available in the office.

PROCEDURES FOR DROP-OFF & PICK-UP

Preschool PROCEDURES FOR DROP-OFF AND PICK-UP

- a. Preschool drop-off begins at 8:00 am in the classroom.
- b. Please DO NOT arrive before 8:00 am.
- c. Before entry into the Preschool, the student must have a daily wellness check conducted at home. d. Please have your child carry his/her belongings into the Preschool independently.
- e. Aside from brief exchanges, pick-up times are not appropriate times to have extended conversations with the staff/teachers. Detailed information concerning Preschool events, policies, or your child is best relayed via email or text with the Director. In case of an emergency please call the office. We will return your call or answer your questions/concerns as soon as possible.
- f. If you are going to be late for pick-up, please notify the school ASAP. Barring extenuating circumstances (road closures, etc.) at 10 minutes past the designated pick-up hour, parents will be charged \$10 per minute for each minute late for pick-up.

The office and classroom teacher should be notified of any custody issues involving your child. This notification should be provided with written legal documents, which clearly state who has custody, who may have access to your child and any

changes in the situation. The Preschool cannot deny access to a biological parent unless court documents prohibit such contact. Please update the documents each year in the office. Any questions please contact Kristen Schiffman at 808-893-0303.

ATTENDANCE

Parents are asked to notify the office when a child will be absent. Please call 893-0303 before 10 am to report daily absences. Infectious diseases must be reported to the Preschool immediately.

BIRTHDAYS

Birthday Snack: Children can enjoy having a birthday snack at the Preschool. We suggest that parents provide a special snack for their child's celebration. Due to the Department of Health Services regulations, snacks must be store-bought/commercially prepared. Homemade foods are not allowed. Although we recommend wholesome treats, birthday treat allowances are made. **If your child has an allergy or you have dietary preferences, please arrange in advance with your child's teacher to have snacks kept on hand at the Preschool for your child so that they may be included in their classmate's celebrations throughout the year.**

Party Invitations: If you are planning a home party for your child, invitations are not to be handed out on the Preschool property or placed in mailboxes. Likewise, if your child is attending a party after Preschool, please do not send gifts to Preschool with your child. These situations can be upsetting for those who are not invited. This can create hurt feelings and sad children. Please mail or email invitations and plan weekend parties.

CLOTHING

Play clothes are encouraged – simple, washable, sturdy, and easy to manage. Students will dress appropriately for Preschool, in a manner that is not distracting to other students. Sneakers & socks are required to participate in the P.E. class. These items should be brought in their backpack.

EMERGENCIES

In the event of an accident or sudden onset of illness, the Preschool will not hesitate to seek proper care for a child. The child's emergency instructions on file will be consulted immediately and the parents will be called. In the event of a life-threatening injury, 911 will be called and the child will be transported to the nearest medical facility. If necessary, the child will be transported to Maui Memorial Hospital by ambulance. The Emergency Card and signed consent statement that the parent turns in at the start of the Preschool year will accompany the child so that treatment can be given immediately in the absence of the parent. It is **IMPERATIVE** that you keep the emergency contact information up-to-date with **local** Maui emergency contact numbers. Please notify the teacher or office of changes that need to be made to your child's emergency card.

When parents/guardians are off-island, please inform the office of who is caring for your child and make sure they are listed as appropriate emergency/carpool contacts on your emergency card.

PREPAREDNESS

Our emergency preparedness program is set in the month early each Preschool year and AKC works with Maui Civil Defense, and Maui Fire & Police Departments in the coordination of its emergency planning and procedures. Parents are required to cooperate by keeping the Preschool and teachers advised of any change of phone number (home or work), as well as Emergency Contact persons' phone numbers. Children participate in periodic safety drills throughout the Preschool year (fire, tsunami, and lock-down). Teachers review and familiarize their students with all emergency and evacuation procedures. For evacuation drills, students walk in an orderly manner and remain with the classroom teacher in designated areas until the ALL CLEAR announcement. Fire drills evacuate the Kulanihakoi sidewalk. Tsunami drills

evacuate to the top of Kulanihakoi Street onto Mahealani Street. In the event of an actual emergency or evacuation, the Preschool will use all communication avenues necessary to alert parents starting with a phone call. Students will not be released while evacuation/drill is in place. Parents/Guardians on the carpool/pick-up list can release students once the

drill has been completed or in the event of a real evacuation, when the Preschool has reached its evacuation site on Mahealani Street.

LUNCH AND SNACKS

Please pack a well-balanced, nutritional meal, including protein, and ample snacks for your child. Please pack a water bottle for your child. The Preschool has information available containing lunch boxes and snack suggestions. Please review the section regarding "foods not permitted" before your child's first day at Preschool. Please make sure your child's name is marked on their lunch box and water bottle. Please include an ICE PACK. Do not send any vitamins or medicines – traditional or homeopathic – in your child's lunchbox. If your child will be going to spend the entire day, we suggest packing extra snacks identified for afternoon snacks.

The Preschool is not allowed to warm up food for children due to State regulations.

Only water is allowed in a child's water bottle. Filtered water is available in each classroom for a child to refill their water bottle throughout the day.

FOODS NOT PERMITTED

CANDY, CHOCOLATE, MILK (DUE TO SPOILAGE), JUICE, CAFFEINE AND SODA ARE NOT PERMITTED. If these foods are found in their lunch, they will not be given to your child and will be handed back to you at pick up with a reminder that these foods are not permitted.

PRESCHOOL CLOSURE ANNOUNCEMENTS

Inclement weather or emergency events necessitating Preschool cancellation will be announced first through a phone call from the Preschool (if phone service is available), email, updates on the Preschool website, brightwheel app, Facebook, Maui Watch, County of Maui FB, and websites. Radio and Television stations typically pick up Preschool closure information from the County of Maui and MauiWatch statements.

HOLIDAYS are celebrated in each environment according to the discretion of the staff and teachers.

HEALTH POLICY PURPOSE

The major goal of the AKC health policy is to prevent the spread of contagious diseases within the Preschool. This policy also complies with the provisions of sections 346-20, 325-1, Hawaii Revised Statutes, and sections 17-892-20 of the Department of Human Services' Rules Governing Licensing of Group Day Care Preschools.

STUDENT POLICY AND PROCEDURES

Concerning all children attending AKC, whether as part-me or full-me students; full or half-year, we adopt the following rules:

1. Before the FIRST DAY your child attends Preschool, the "Pupil's Health Record (Form 14) must be on file with the Preschool administration. Your child's physician must fill out this form. Your child will not be allowed in the classroom unless a tuberculin clearance and Form 14 is on file. This is a State requirement.

2. All students must be adequately immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, Hepas B, and chickenpox, as specified by the State of Hawaii, the American Academy of Pediatrics, and other public health organizations. Yearly immunization for influenza is recommended but not required. TB test is required. If you have chosen not to immunize your child, please see the office for an exemption form.
3. If there were a disease outbreak of any of the diseases listed above in number 2
4. The students who have opted out of the immunization cannot attend Preschool during the outbreak of the disease.
5. The Hawaii Administrative Rules (HAR), Chapter 11-157, Examination and Immunization require that all Preschools in Hawaii submit a report to the Department of Health twice a year each year. The report lists the names of students who have not met the State immunization and examination requirements and have been provisionally admitted (including new enrollees), as well as those with medical and religious exemptions.
6. AKC shall keep all information regarding a student's health record in strictest confidence. A student's medical information shall be restricted to those persons who have an absolute need to know.
7. NO medication is to be taken or dispensed unless specifically required by your family physician. A form must be completed to allow medication to be dispensed during Preschool hours. Please contact the Program Director at amaikidsclub@gmail.com. **AKC staff and teachers will not administer medication without physician approval. Do not send any vitamins or medicines – traditional or homeopathic – in your child's lunchbox/backpack.**
8. If at any me, the staff of AKC has concerns about your child's condition, you will be contacted and asked to pick up your child.
9. Any student who has a contagious disease should not come to Preschool. Any of the following signs usually indicate that the child has a contagious disease: fever (oral, 100.4 and above, as determined by temporal digital thermometer only), vomiting, diarrhea, head lice, or wet or crusting skin rashes. We will determine on a case-by-case basis if a child with nasal discharge can stay at Preschool. Children with nasal discharge not accompanied by a fever or other symptoms must be able to properly wipe and clean their noses to protect them from contagion. **Symptoms should not be masked by symptom-reducing medication.** Children may return to Preschool 24 hours after the cessation of fever. AKC staff will ordinarily accept a child's doctor's statement concerning whether the child is contagious.
10. Children who bite, scratch, hit, urinate, or spit on other children/teachers will be sent to the office, and the parent will be called to pick up their child and may not be allowed to Preschool for the remainder of the day.
11. The final decision as to whether a child's health condition is a risk to the child or other children in the Preschool resides with the Head of the Preschool.
12. **Inclusion/Exclusion of Children Who Are Sick:** We will exclude a child with one or more of the following: ● The illness prevents the child from participating comfortably in activities as determined by the staff. ● The illness results in a greater need for care than the staff can accommodate without compromising the health and safety of the

other children.

- The child has any of the following conditions:

- o Fever with behavioral changes or other symptoms should be examined by a health provider. Temperature 100°F orally.
- o Appears to be severely ill including lethargy, difficulty breathing, irritability or persistent crying, wheezing, uncontrolled coughing, or other symptoms that are unusual for the child that elicits concern.
- o Diarrhea – defined by more watery stools, decreased form of stool that is not associated with changes in diet, and increased frequency in passing stool that is not contained by the child’s ability to use the toilet. Once diarrhea resolves, most children may be included in child care, except if the infectious origin was E.coli O157:h7, Shigella, Salmonella typhi, and Hepatitis A.
- o Blood in stool, not explained by dietary changes, medications, or hard stools.

- o Vomiting - until it resolves or the health care provider determines it not to be contagious and the child is not in danger of dehydration for 24 hours.

- o Persistent abdominal pain, more than 1 hour or intermittent with fever or other signs.

- o Mouth sores with drooling.

- o Rash with fever or behavioral change.

- o Purulent conjunctivitis (pink eye).

HEAD LICE. AKC still follows the no lice, no egg policy. The AKC faculty and staff conduct frequent head checks for lice, typically are holiday breaks. Students who have lice eggs and or bugs from the time of discovery to 24 hours after first treatment are not allowed back in the classroom. You will be called to pick up your child in the office and start treatment. Your child may return to the Preschool 24 hours after treatment. Please come to the office on the first day back for treatment for your child to be checked and given the ok to go back into the classroom. During this check if live lice eggs or bugs are still visible; your child will not be allowed to reenter the class for another 24 hours and you are asked to repeat the nitpicking process. Lice are a very common problem in Hawaii, especially for kids. Head Lice are tiny insects that live only on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptom. A person is contagious as long as they have live eggs or lice in their hair. It’s annoying, and sometimes tough to get rid of because the lice reproduce so quickly. Over-the-counter and prescription treatments are available at local drug stores. The most important step for getting rid of head lice is vigilant nit removal for at least 24 hours using a special lice comb and by “nit-picking”. Recently a Preschool opened up in Kihei, Lice Clinics of America, where you bring your child to be treated by a trained clinician who guarantees it will leave your child lice-free for one treatment and guaranteed for 30 days. www.LiceClinicsHawaii.com 808-866-9060.

- o Scabies – until after treatment has been completed.

- o Tuberculosis – until a health provider or health official states that the child is in appropriate therapy and can end.

- o Impego – 24 hours per treatment is initiated.

- o Strep throat or other streptococcal infections – 24 hours of initial antibiotic treatment and no fever.

- o Varicella-Zoster (Chickenpox) – until scabs are dried

- o COVID-19 – until 24 hours later released from isolation/quarantine

- o Measles – until 4 days after onset of rash.

- o Mumps – until 9 days at the onset of parotid gland swelling.

- o Rubella – until 6 days after onset of rash.

- o Unspecified respiratory tract illness. Children without fever who have mild symptoms associated with the common cold, sore throat, croup, bronchitis, runny nose, or ear infection shall not be excluded. There is no evidence that the incidences of respiratory illnesses can be reduced in the Preschool by any specific intervention other than routine sanitation and personal hygiene. Children shall be sent home if the illness is characterized by one or more of the following: 1) the illness limits the child’s comfortable participation in activities, 2) the illness requires more care than the staff can provide without compromising the health and safety of the other children, 3) the illness has a specified cause that requires exclusion.

- o Shingles (Herpes Zoster)

- o Herpes simplex – children with mild disease that can control their mouth secretions may not have to be excluded.

- o Hepas A – until 1 week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff.

In addition, concerning daily attendance, “Parents are asked to notify the Preschool when a child will be absent. Please call the office BEFORE 10:00 am to report daily absences. Please give a brief explanation of why your child is staying home. This will help us determine if a communicable disease is going around.

13. About any student with a physical disability, or non-communicable illness such as Cancer or communicable illness such as HIV or AIDS - AKC will not discriminate. Such a child will be treated with compassion and understanding. The child will be considered for enrollment and/or allowed to continue as a student at AKC as long as he/she can and does not pose a specific safety or health threat to himself/herself or others at the Preschool. AKC will consult with the child's physician in this respect to determine if the child is allowed to remain in or be admitted to AKC.

CHILD PROTECTIVE SERVICES

AKC is required by law to cooperate with the Child Protective Service (CPS). A CPS social worker may request to meet with a child at Preschool. The parent does not have to be notified in advance of such a meeting. The Preschool is also obligated by law to report to CPS any suspicion of abuse.

ADMISSION OF CHILDREN WITH DISABILITIES

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

The Preschool will evaluate admission to students with special needs in conjunction with consultation with the child's physician and other special needs therapists. Parents may be required to submit historical evaluation reports and/or engage in current evaluations to determine whether the child's needs can be served at AKC before enrollment. Enrollment may be contingent upon parents providing the necessary support systems.

MEDICAL INSURANCE

All enrolled students must maintain medical insurance through the full Preschool year. The office must be notified of the student's insurance carrier (see Emergency Card) for the student to start Preschool.

SUNSCREEN

Preschool students may bring and apply their sunscreen as needed.

MOSQUITO REPELLENT

During the rainy seasons, Maui experiences an increased mosquito population. Please apply insect repellent to your children before coming to the Preschool. Natural repellents are available at various health food outlets in Maui.

DANGEROUS SUBSTANCES

To protect the health, morale, and quality of education of our students, AKC has no tolerance for the use or possession of dangerous substances. It is a violation of established Preschool policy to have any drug-related paraphernalia or prohibited substance on campus. Prohibited substances include, but are not limited to, alcoholic beverages, tobacco, marijuana, prescription drugs that are not authorized in advance by a medical prescription and reported to the office, or any other illegal or controlled drug. Use, possession, or transfer of such a substance, on or off campus is a violation of this policy and will result in immediate suspension and probable expulsion. It should also be clear that the possession of firearms, knives, flammable substances, explosives, fireworks, and the like is also in violation of established Preschool policy. Use, possession, or transfer of these items will result in immediate suspension and probable expulsion.

PARENT PARTICIPATION

CODE OF CONDUCT FOR PARENTS

AKC is grounded on the concept of mutual respect, and the Preschool's philosophy states that education at AKC is done in partnership with our student's families. As educators, parents need to model the type of behaviors that we wish to instill in our students. Parents will model respectful behavior at all times during interactions between themselves and the students, faculty, other parents, or the Preschool's employees. Parents are required to follow all of the Preschool's policies. Parents who are unwilling or unable to follow these guidelines will first be given a verbal warning by the Head of Preschool; a second occurrence will result in a written warning from the Board of Trustees. Further incidents will result in the parent being banned from the campus, or even being asked to withdraw his/her student from the Preschool.

PARENT PARTICIPATION – “Be of Service”

Each parent is a vital part of the Preschool organization as a whole and your gift of service to our Preschool is an expression of your interest in and commitment to, your child's daily life. Contributors are needed in many areas of the

Preschool's daily operations and special events – including fundraising activities. We encourage you to speak to the office staff regarding your interests.

PRESCHOOL PARTICIPATION Parents who have a talent, career, or hobby that they think would be interesting to their children are encouraged to make arrangements with the Head Teacher to set up me to share this information with the children. This will contribute towards your contribution hours.

PARENT EDUCATION The Preschool occasionally invites guest speakers of interest to a Parent Education Meeting. There are also meetings to familiarize the parents with the different curriculum areas of the Preschool. In addition to these meetings, the Preschool recommends spending me in your child's classroom.

PARENT CONTRIBUTORS MUST GET TUBERCULIN CLEARANCE

Department of Human Services regulations mandates that any parent who wishes to chaperone class trips or assist in the classroom MUST present a tuberculin clearance dated within one year. Once your clearance is submitted, it is not necessary to repeat the test yearly.

CARPOOL PARENT DRIVERS

Any parent wishing to be a carpool driver for excursions must provide the office with a copy of your valid Driver's License and valid car insurance card.

DISCLAIMER

THE POLICIES DESCRIBED HEREIN ARE GUIDELINES REFLECTING CURRENT POLICIES AND ARE NOT INTENDED TO AND DO NOT CREATE A CONTRACT BETWEEN YOU AND THE PRESCHOOL. THE PRESCHOOL RESERVES THE RIGHT TO CHANGE OR DELETE ANY POLICY AND PRACTICE AT ANY TIME, WITH OR WITHOUT NOTICE. THIS HANDBOOK SUPERSEDES, REPLACES AND CANCELS ALL PRIOR HANDBOOKS.

STATEMENT OF OPERATION POLICIES

As Filed with the State of Hawaii – Dept. of Human Services

GROUP CHILD CARE Preschool

1. Name of facility: AKAMAI KIDS CLUB, INC.
2. Ages of children: 3 to under 6 years old
3. Maximum number of children for who the certificate is requested: 36
4. Hours of Operation:
 - Monday - Friday: 8:00 am - 5:00 pm
 - Months of operation year-round
5. Meals served:
 - Breakfast: No
 - Morning Snack: The parent provides
 - Lunch: The parent provides
 - Afternoon Snack: Parent provides
6. Transportation is provided to & from the facility: No
7. Fees charged:
 - Application Fee - \$50
 - Registration Fee \$300
 - Aer School Program(5 days/week)* \$220/month
 - *Extended care only available to full-day students**
8. Our refund policy is: All fees are non-refundable.
9. The facility is: For-profit
10. Our policy and plan for emergency medical care is:
 - PLAN I:** Call the parent, and the parent decides if medical attention is necessary or pick up is needed (except in the case of a life-threatening issue, in which case 911 is called).
 - PLAN II:** If the parent is unable to be reached, refer to the emergency card on file and call the designated guardian. If no one can be reached, the child is taken to Maui Memorial Hospital - The accident report is completed and filed (copy given to parent)
11. Our liability insurance coverage for bodily injury is available upon request.
12. All buildings at AKAMAI KIDS CLUB, INC. have been appropriately tested and do not have any asbestos-containing building material.