

**THANK YOU!**

We look forward to an exciting summer with your child!

- Department of Parks and Recreation



# COUNTY OF KAUAI DEPARTMENT OF PARKS & RECREATION

# SUMMER ENRICHMENT PROGRAM



# PARENT MANUAL

# CONTACT INFORMATION

Please fill in contact information for your reference:

Site Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Site Managers: \_\_\_\_\_

Recreation Aides: \_\_\_\_\_

Other: \_\_\_\_\_

Neighborhood Centers:

- Kīlauea Neighborhood Center.....828-1421
- Kapa’a Neighborhood Center.....822-1931
- Līhu’e Neighborhood Center.....241-6858
- Kōloa Neighborhood Center.....742-1313
- Kalāheo Neighborhood Center.....332-9770
- Hanapēpē Neighborhood Center.....335-3731
- Kekaha Neighborhood Center.....337-1671

School Sites:

- Kapa’a Middle, Kōloa Elementary, Wilcox Elementary, and King Kaumuali’i Elementary Schools.....241-4460

Main office:

Department of Parks and Recreation  
 4444 Rice St.  
 Mo’ikeha Building, Suite 105  
 Līhu’e, HI 96766  
 Phone: (808) 241-4460  
 Fax: (808) 241-5126

# 3-Strike Policy

Strikes will be given for any acts of defiant or unacceptable behavior which disrupts the program or is potentially hazardous to the child, other participants, and/or staff members. Forms of unacceptable behavior include:

- Aggression
- Bullying
- Threatening
- Verbal Abuse
- Physical Violence
- Any form of harassment
- Indecent exposure or gestures
- Refusal to listen to staff
- Ignoring the program site rules
- Swearing

The staff member that witnessed the misbehavior will discuss the situation with supervisors and fill out a Request for Action Form to log down the situation that occurred. A strike will be automatically issued if a participant has **three (3) Request for Action Forms**.

3-STRIKE DISCIPLINE

**1st Strike:** *Meeting* with child’s parents/guardians and the Site Manager, Recreation Aide, and Inclusion specialist. With a first strike, the child is **no longer allowed to attend the upcoming excursion**.

**2nd Strike:** *Meeting* with child’s parents/guardians and the Site Manager, Recreation Aide, Inclusion Specialist, and East or West Program Coordinator. With a second strike, the child may **no longer attend ANY excursions**.

**3rd Strike:** *Immediate dismissal* from the program with approval of the Executive on Recreation.

# Uku’s & Contagious Disease

The Program requires your child be uku (head lice) free. The staff will be doing regular uku checks to ensure each child is clear of head lice. Children who show signs of ukus will be sent home.

Similarly, if your child has the flu, cold, or other common & contagious disease, please do not bring them to the program.

The child must be treated before returning to the program in order to help prevent the spread of ukus or disease and ensure a clean and healthy environment.

# Drop Off Policy

## PROGRAM STARTS @ 7:30 AM

- Our staff are not required to arrive earlier than 7:30 AM. In the event that parents/guardians arrive prior to opening, they are advised to stay with their child until doors open or a staff member arrives.
- If your child is left unattended, staff will inform their supervisors, and, if necessary, a meeting may be called to discuss further action.

# Pick Up Policy

## PROGRAM ENDS @ 5:30 PM

- Parents/Guardians will be required to sign out their child. If possible, please alert staff if a different family member will be signing your child out.
- In the event that a child is not picked up by 5:30 PM, the supervisor on site will be required to stay with the child until a parent/guardian arrives. The supervisor will also contact all possible avenues for pickup.
- If the parents/guardians continue to pick up their child late, a meeting will be called with recreation staff, and a strike will occur (see 3-strike policy for more details).
- Multiple late pickups may result in dismissal of the child from the program.



# PROGRAM OVERVIEW

## Mission

To enrich the lives of Kaua'i's children by providing safe and fun activities that enhance the physical, intellectual, and social skills that are essential to child growth and development.

## Program Hours

Monday through Friday from 7:30 AM to 5:30 PM, excluding County of Kaua'i holidays. (Note: Staff is not required to supervise children outside these hours. Please see drop off and pick up policy for more details.)



## Staffing

Our program is staffed by Site Managers, Teachers, and Recreation Aides. The ratio of staff to children is 1:15.



# Daily Activities

## Physical

We offer various physical activities that improve hand-eye coordination, sensory development, and motor skills. Some of these activities include: zumba dancing, relay races, climbing on jungle gyms, as well as ball sports (i.e. soccer, basketball, football, etc.).



## Intellectual



We provide a one-hour class session everyday for children to learn about a specific topic (i.e. Hawaiian, world cultures, recycling & conservation, etc.). These sessions are comprised of short lectures given by trained teachers, followed by arts and crafts or games that enhance your child's cognitive skills.

## Social

One of the most important aspects of our program is that your child will have many opportunities to interact and cooperate with his or her peers. The team bonding activities that we offer will also encourage your child to build new friendships and improve communication skills



## Sample Schedule

M—T—TH—F	
7:30 AM	OPEN
8:00 AM	Morning Snack
8:30 AM	Wakeup Activities
9:00 AM	Indoor & Outdoor Activities
10:00 AM	Group 1: Class Session
11:00 AM	Group 2: Class Session
12:00 PM	Lunch (Provided)
1:00 PM	Group 3: Class Session
2:00 PM	Group 4: Class Session
3:00 PM	Afternoon Snack
3:30 PM	Indoor & Outdoor Activities
5:30 PM	CLOSE

## Daily Check-list

Please remember to pack these items for your child everyday:

- Morning Snack  
*(Or make sure child eats breakfast before arriving)*
- Afternoon Snack
- Drinks (Water)

*\*Lunches will be provided (except for excursion days.) Please do not bring any valuables—our staff will not be responsible for lost/missing items)*

# Enriching Experiences

## 'Ohana Day

During the last week of the program, each site will organize an 'Ohana Day Program for all parents to attend. At this event you will be able to watch performances and see displays of the work that your child completed throughout the program.



## Excursions

We provide optional excursions every Wednesday to County pools and beach parks, as well as museums and other organizations. Buses will leave at 8:30 AM and arrive back at the site at 3:30 PM. Please note that there will be no staff at the sites to watch children that do not want to participate in excursions. Please check with your respective site location for more details on locations & times.



## Excursion Check-list

Please remember to pack the following items in a backpack on excursion days:

- Lunch & Drinks (water)
- Swimwear
- Extra Clothing
- Sunscreen  
*(Please put on before child is dropped off at site)*
- Towel
- Slippers  
*(Tennis shoes may be required depending on excursion location)*

*\*Please do not bring toys, water guns, floatation devices, cell phones, iPods, or other electronic items. Our staff members are not responsible for children misplacing any of these valuable items.*

*\*\*Please label all personal items (bags, towels, clothes etc.)*