

- ❖ The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.
- ❖ Refusing to follow the behavior guidelines or program rules.
- ❖ Using profanity, vulgarity, or obscenity.
- ❖ Acting in a lewd manner or exhibiting sexual behavior.
- ❖ Endangering the health and safety of children and/or staff.
- ❖ Leaving the program area or boundaries as set by staff, without permission.
- ❖ Continuing to disrupt the program.
- ❖ Bullying: act or threat that is unprovoked, repeated, aggressive, and intended to cause fear, distress, or harm.

Any child who does not behave in an appropriate manner may experience the following consequences:

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> offense</b> | Verbal warning   |
| <b>2<sup>nd</sup> offense</b> | Written warning  |
| <b>3<sup>rd</sup> offense</b> | Written warning with consequence (ie; timeout, take away minutes of free time, loss of activity) |
| <b>4<sup>th</sup> offense</b> | Written warning with 1 day removal from program  |
| <b>5<sup>th</sup> offense</b> | Written warning with 1 week removal from program   |
| <b>6<sup>th</sup> offense</b> | Removal from program for the duration of one year  |

One or more consequences may be skipped based on the severity of the incident(s). **Refunds are not given when participants are suspended or removed for unacceptable behavior.**

The decision to send a child home is a difficult one to make and will be carefully considered before action is taken. When a child's persistent or dangerous behavior takes too much attention away from the needs, safety, and well-being of other children, or causes disruption of the program objective, the possibility of suspending and/or expelling the child from the program must be considered.

#### Termination of childcare services

The PCF reserves the right to discontinue child care services under any of the following conditions:

- ❖ Severe behavior by the child which disrupts the group, including repeated instances of failing to listen to his/her leader; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; or excessive threats to use physical or verbal abuse.
- ❖ Frequent uncontrollable tantrums/angry outbursts
- ❖ Failure of parents/guardians to treat staff or other parents or children respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
- ❖ Fun Days program follows a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the program.

PCF does not make it a practice to suspend or remove children from our programs/activities. However, PCF reserves the right to do so if the behavior is not conducive to the safety and well-being of other children in the program or your child's own personal safety. Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives, or are putting themselves, other children, or staff in immediate danger.

#### Refunds/Cancellations

Refunds or credits will not be given for illness or unattended days. Refunds may be given if you are unsatisfied with the program with approval from the Executive Director. Requests for refunds must be made in writing. Cancellation requests must be received in writing at least 5 days prior to the first day of program, a \$25 cancellation fee will be deducted from your refund.



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# Pearl City Foundation Intercession Program

Spring 2020

Momilani Community Center  
715 Ho'omoana Street  
Pearl City, HI 96782

#### Contact Info

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#### Welcome!

Dear Parent/Guardian,

On behalf of the Pearl City Foundation, we would like to welcome both you and your child to our Fun Days Program. PCF's Child Care program provides a safe, nurturing environment for children to have fun, learn, grow and develop social skills.

This handout has been prepared to inform you of our policies and procedures. If you have concerns or suggestions, please feel free to contact us. The Pearl City Foundation is very excited to be able to offer a fun-filled and enriching program for your child. We thank you for your support and cooperation.

Thank you,  
PCF Staff

**Please provide daily:**

- refillable water bottle (labeled with name)
- lunch with drink, unless ordering catered meal: refrigerator and microwave available
- morning and afternoon snacks with drink (2 snacks)
- optional: jacket and extra clothes

**PLEASE LABEL ALL ITEMS WITH CHILD'S NAME. ANY ITEMS LEFT WILL BE DONATED 2 WEEKS AFTER SESSION ENDS.**

**Free Swim**

Free swim is scheduled for **Monday & Wednesday** at Leahi Swim School and is optional. Children choosing not to swim will have free time. Children must bring proper swim clothes, towel, sunscreen, plastic bag for wet items, and a rubber band for hair below shoulder length. Children without sunscreen will not be allowed to swim. A swim test is required for all children that would like to use the deep area of the pool. Certified lifeguards from Leahi Swim School and leaders from our program monitor the pool at all times during free swim.

**Pick-up Procedure**

**Pick up is by 6pm for full day and 2pm for half day.** A late fee of \$5 will be assessed for every 15 minutes after pick up deadline. **All authorized persons are required to show a picture I.D. and sign children out daily.** Your child will not be released to anyone not listed on his/her registration form.

**Lunch**

We are offering catered lunch options from A Catered Experience (drink not included). If you choose to bring your own lunches, please pack disposable utensils, if needed. We do have a microwave, hot water dispenser and a refrigerator available. We can also reheat microwavable containers for your child. Stove top cooking is not available. Due to allergy concerns, children bringing nut products will have a special area to eat.

**Field Trips**

Please drop off children no later than 7:45 am on field trip day. We will provide lunch for Wild Tiki Fun Zone 3/20/2020.

**Games/Toys/Electronic Equipment**

Children are asked to leave all games and toys at home. Any games/toys brought to the Center will be secured and returned to the parent when the child is picked up. Activities and toys will be provided for use on the site.

**Snack Shop/Fun Bucks**

Snack Shop is scheduled for Monday and Friday. Some of the items available for purchase: chips, cookies, small candies, ice pops, etc. Price ranges: \$0.25- \$0.50. Purchasing snacks is optional. Children are not allowed to borrow money from others or to purchase items for other children. Fun Bucks are given out by Leaders to encourage participation and reward good behavior. Children may collect Fun Bucks to be used to trade in for snacks on Snack Shop days.

**Sick/Absent Children**

Please call 456-2073 to alert staff if your child will not be attending the program. To prevent the spread of infections, please keep children that may be contagious or have a fever at home until they are well.

**Emergency Procedure**

In the event of accident or injury to a child in our care that does not require professional medical attention, we will administer appropriate first aid and notify the parents upon pick up. In the event of an accident or injury requiring professional care, we will call a parent and 911.

**Change/Update of Information**

Please inform staff of any changes to your child's registration form including change of address, phone numbers and authorized persons allowed to pick up your child from the Center. All changes must be **in writing** and signed by parent or guardian.

**Incident Reports**

Incident reports are our way of informing you if your child has had any injury or incident while in our care. A note will be on the sign out sheet or the site supervisor will notify you upon pick up if we have a report for you to sign. Signing the form confirms that we've notified you. In cases of sickness or emergency, we will call you at the numbers listed on the registration form to notify you immediately.

**Children with special needs**

Recognizing limitations due to an individual's special need is important to PCF. We will attempt to adapt accordingly through reasonable accommodation. If your child requires special accommodations, please discuss it with the Program Director or Site Supervisor.

**Behavior policy**

It is the goal of PCF to provide a healthy, safe, and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Every child's level of development is taken into consideration when evaluating a child's behavior or implementing discipline. All incidents will be documented and communicated to the parent on a regular basis.

**Guidelines**

- ❖ The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
- ❖ Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behaviors will not be tolerated.
- ❖ The child will follow directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- ❖ The center strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications.