

Pearl City Foundation presents...

# Fall Intercession 2021



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. We are 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

## Details:

- Program will be open from 6:00am to 6:00pm Monday-Friday
- Limited enrollment of 50 students

## Drop off- Pick Up

- Drop-off will be at the gate, self-check COVID-19 questionnaire.
- Parents and Visitors are not allowed past the check-in/out area.
- Students with the following will be asked to stay home:
  - 100.4° or higher
  - Answering YES to any of the COVID questionnaire

## Safety protocols:

If student or employee reports testing positive, every member of that person's group may be required to quarantine for 10 days. We will be following direction from the DOH and all families/staff will be notified. Facility will close for deep cleaning. DOH may require all students and staff associated with the program to quarantine. If entire program is placed on quarantine, DOH will inform us when we may return.

### ***Parents are advised to have backup child care options in case of closure.***

- In the event of a direct positive COVID contact, student or employee will be asked to quarantine for 10 days and families will be notified.
- Any students experiencing symptoms of respiratory illness or influenza during the program day will be sent home. Isolation and exclusion from program should be continued for 10 days after illness onset or until 24 hours after the reduction of fever or other symptoms, whichever is longer.
- Any student with a temperature of 100.4° or above, other than respiratory illness or influenza, he/she may return after being fever-free for 24 hours without medication.
- Face masks are a requirement per State of Hawaii regulations, and we will be following direction from the City & County of Honolulu, DOH, and DHS on child care safety practices.
- Hand Sanitizer is available for students and employees.

## Please bring 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)
- Friday field trips- bring home lunch, water bottle, drink, extra snacks.

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

**Pick-up Procedure**

Pick up is by 6:00pm daily. 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.

**Snacks/Lunch**

We have 2 scheduled snack breaks per day. We are also offering catered lunch options from A Catered Experience (drink not included). If you choose to bring your own lunches, please pack disposable utensils/napkin, if needed. We do have a microwave, and a refrigerator available. We can reheat microwavable containers for your child. Stove top cooking is not available. PCF is not a nut-free facility but due to allergy concerns, children bringing nut products will have a special area to eat.

**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.

**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. See page 5 & 6 for more information.

**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.

**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.
- ❖ The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.
- ❖ Using profanity, vulgarity, or obscenity or 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.
- ❖ 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:

1 <sup>st</sup> offense	Verbal warning
2 <sup>nd</sup> offense	Written warning
3 <sup>rd</sup> offense	Written warning with consequence (ie; timeout, take away minutes of free time, loss of activity)
4 <sup>th</sup> offense	Written warning with 1 day removal from program
5 <sup>th</sup> offense	Written warning with 1 week removal from program
6 <sup>th</sup> offense	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 childcare 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.

#### **Refund/Cancellation Policy**

Cancellations must be in writing are subject to a processing fee:

- Prior to start of program – Full Refund
- From the first day of program – prorated refund minus day attended
- After the first day of program – No refunds or credits

A \$25 fee will be charged for a returned check/insufficient payment.

In the event of inclement weather or natural disaster, PCF may modify or cancel its programs and/or close its facilities. A refund or credit will not be issued in these cases, nor in cases where a child departs a program early or is dismissed due to disruptive behavior.

**Regarding the COVID-19 Pandemic:**

In the event that programming is delayed, rescheduled, or cancelled due to the direction by state and local authorities, PCF will issue a partial or full refund of fees.

Contact Info:

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Mailing address:

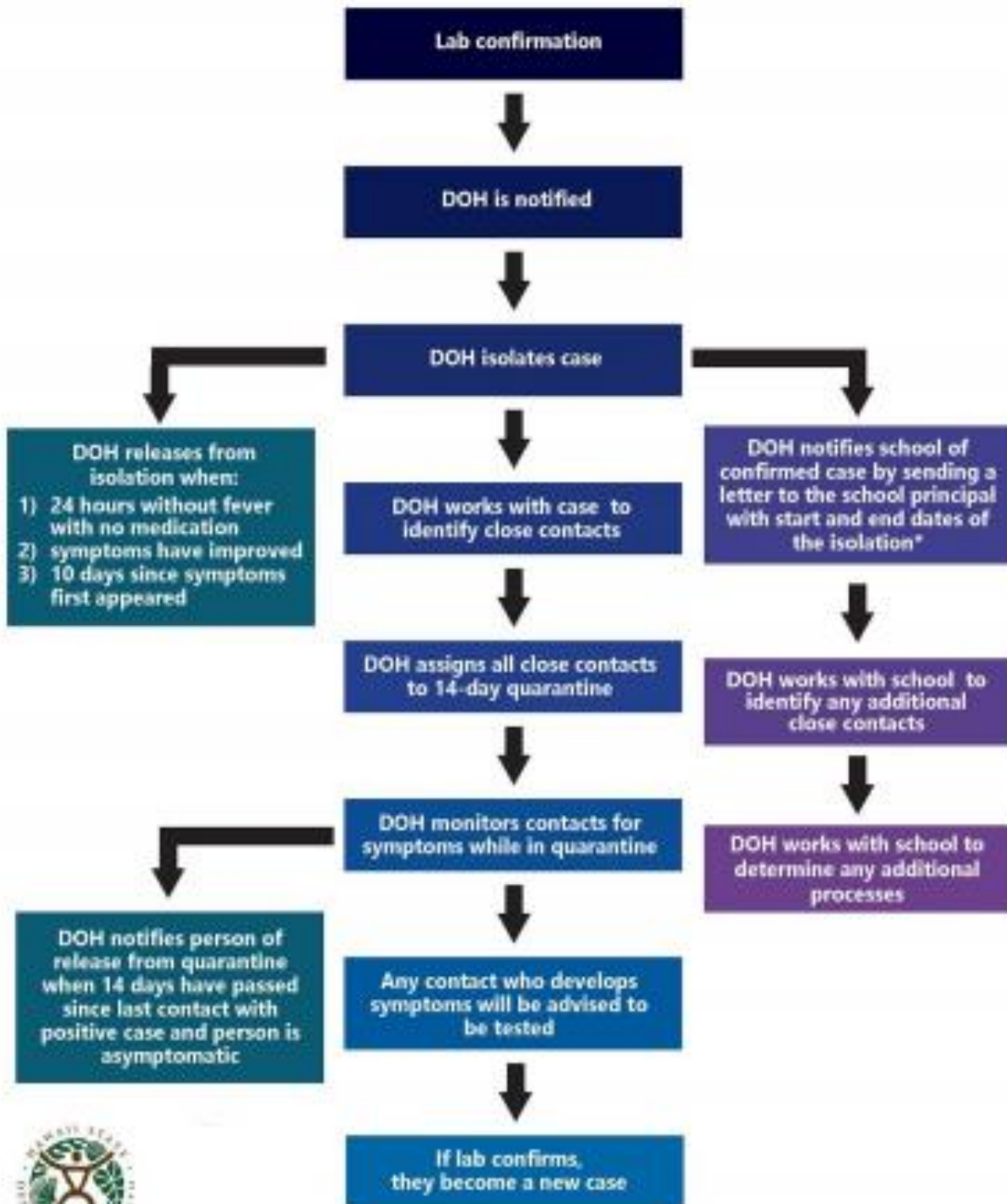
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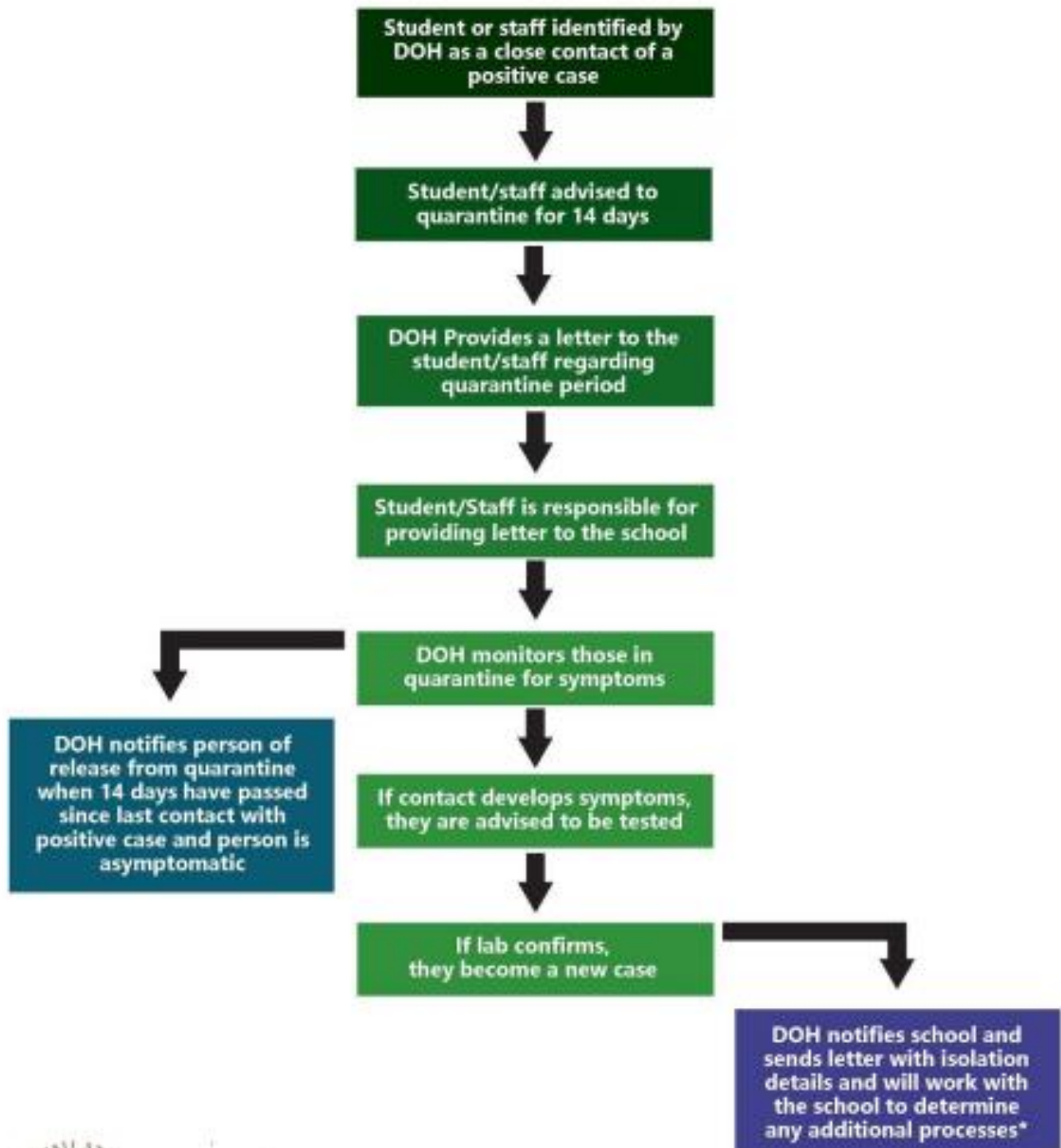
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## POSITIVE CASE IN A SCHOOL PROCEDURAL FLOWCHART



\*Schools are only notified if DOH determines that the case may have had interactions at the school.

# CLOSE CONTACT IN A SCHOOL PROCEDURAL FLOWCHART



\*Schools are only notified if DOH determines that the case may have had interactions at the school