

MOILIILI COMMUNITY CENTER
ALL DAY CARE PROGRAMS

P A R E N T I N F O R M A T I O N

Dear Parents:

Welcome to the Moiliili Community Center (MCC) Children & Families Program. We are grateful you chose to entrust us with your child during the intersession break. As uncertainties surrounding COVID-19 persist, we kindly ask for your patience & support as we continue to do our best to face the challenges brought on by the pandemic. In order to ensure the safety & wellness of our “community”, it is imperative upon each of us to be mindful & respectful of one another. Please help us continue to keep our program, staff, and participants safe by making wise decisions and choices for you & your family.

We highly recommend you & your spouse spending some time reading our PARENT INFORMATION PACKET to familiarize you and your family with MCC’s program and policies. The participant registration form you completed to enroll your child in our program is a particularly useful tool for the staff and group leaders to better understand the youngsters under their care. Honest, objective, and complete answers are appreciated. Because of the confidential nature of the registration form, only your child’s group leader and others responsible for your child will have access to this information. Please note: If your child prefers to be called by a name other than their legal name, be sure to indicate it on their registration form.

Please feel free to contact MCC at (808) 955-1555 to discuss or clarify any of the information contained within this packet. Should you have any other program related questions or concerns during all day care, do not hesitate to reach out to us at any time. Our wish is to provide you & your child with a safe and enjoyable intersession break. Working together we can make this a memorable experience for everyone. Thank you again for choosing to participate with MCC and we look forward to seeing you & your child during the upcoming breaks.

Mahalo!

COVID-19 REQUIREMENTS

Due to COVID-19, all staff personnel and children will be required to take a temperature reading upon arrival at MCC each program day. Anyone registering a reading of 100.4 Fahrenheit or higher will be sent home immediately.

All staff personnel and children will be required to wear a face covering and/or mask throughout the program day. Please pack your child an extra mask or covering in a sealed bag in case of any unforeseen issues.

REGISTRATION

Registration is taken on a first-come, first-served basis. Children are officially registered in our program once we receive a completed registration packet with payment. One packet per child is required. Enroll early to avoid the \$25.00 LATE REGISTRATION FEE.

All Day Care programs will be held at the Moiliili Community Center from 7:00 a.m. to 5:30 p.m.

HOLIDAYS

All Day Care programs will be closed in observance of the following holidays:

****ALL STATE & FEDERAL HOLIDAYS ARE OBSERVED****

PAYMENT OF FEES

Payments are due upon registration and before the due dates specified on the registration form. Payments should be brought or sent to the Moiliili Community Center; 2535 South King Street; Honolulu, HI 96826. Credit card payments are accepted when paying in person at the MCC office. Returned checks will be assessed a \$25.00 fee.

A \$40.00 annual membership fee will be collected upon registration (unless you are already a current member). This non-refundable membership fee is paid once annually and is good for all MCC programs for the immediate family.

ATTENDANCE

Attendance is taken daily. In the event your child is going to be absent or late, call the Moiliili Community Center office before 8:30 a.m. at (808) 955-1555.

For calls made before 8:00 a.m., please leave a detailed message on the voicemail.

PLEASE HAVE YOUR CHILD REPORT ON TIME! To ensure the safety and accountability of all the children, parents are required to call MCC when your child will be absent or late to the program. If we do not receive a phone call from you, and your child is not at the program when attendance is taken, a follow-up telephone call will be made that morning to determine the whereabouts of your child. Should you fail to call us about your child's absence, and we must call you, **A \$10.00 FEE WILL BE CHARGED TO YOUR ACCOUNT.** Again, we ask for your kokua in supporting the safety of all the children by calling MCC before 8:30 a.m. whenever your child(ren) will be absent or late to the program. By following this safety procedure, you will help us save precious time in the event of a TRUE EMERGENCY.

PARTICIPATION IN OTHER PROGRAMS

Parents who have their child(ren) participating in activities other than MCC's All Day Care programs such as self defense classes, sport leagues, music lessons, etc., should provide in writing the dates, times, location of the activity and the time that the child should be dismissed by the MCC staff. NOTE: If your child should be released to anyone from another program, be sure they are placed on your child's authorized pick-up list.

ILLNESS

Sick or moderately sick children **MUST** be kept at home where they have an opportunity to rest and are less likely to infect other children or staff.

If your child becomes ill during the program, the Site Coordinator (or designee) will contact a parent or other authorized person(s) named on the child's registration form to pick up your child.

If unable to contact anyone, your child will be isolated away from the activity and noise of the other children. An area will be designated in advance for this purpose, preferably one conveniently located near lavatory facilities. Supervision will be provided.

MEDICATION

THE MCC STAFF **WILL NOT** TAKE RESPONSIBILITY FOR STORING, HOLDING, DISPENSING, OR ADMINISTERING MEDICATION TO YOUR CHILD(REN). EPI-PEN USERS ARE THE ONLY EXCEPTION.

ADMISSION OF SICK, MODERATELY SICK AND HANDICAPPED CHILDREN

The program director will review and evaluate special cases individually with the parent to determine whether the program is appropriate for the child's developmental growth.

TERMINATIONS

If you would like to terminate your child from the program, contact the Moiliili Community Center office at (808) 955-1555. If you do not officially terminate your child from the program, you will continue to be charged a fee.

REFUNDS

Refunds will be given only when requested at least (7 consecutive days) BEFORE the program is scheduled to begin. **There will be a \$25.00 service charge for all refunds.** There will be no refunds or credits given when your child is sick or absent from the program.

PERSONAL INFORMATION

All personal information on a program participant shall be held in the strictest of confidence. Only the child's leaders, program coordinator, supervisor, and others directly responsible for the safety and welfare of your child will be allowed access to this information. Information to all others will only be shared with the expressed written consent of the parent/guardian who signed the registration form or in the event an emergency arises (HPD, CPS, court order, etc).

EMERGENCY INFORMATION

Inform MCC in writing of any changes to your child's registration form such as: Parent's phone numbers (work, cell, or home), change in address, medical insurance, emergency contacts, etc. It is of the utmost importance that all of your child's current information is on file with us in case an emergency arises.

Parents must fill out all personal data and emergency numbers with their signatures upon registration for their child to be enrolled into the program. This will allow their child(ren) to attend and participate in all MCC activities and events including excursions, if any.

EMERGENCY PROCEDURES

In case of emergency, our basic emergency procedure is as follows:

- 1) to administer immediate first aid
- 2) to notify the parents, guardians, or other emergency contacts
- 3) to contact the physician or emergency unit
- 4) to have either the parent or the agency transport child to the nearest medical facility from MCC. The nearest designated facility to MCC is the Kapiolani Medical Center.

GROUPS

Children between the ages of 5-12 years old will be allowed to enroll in our program. Youngsters are grouped by age and will participate in a variety of physical, recreational, social, and creative activities. Each group will consist of 15-20 youngsters to one (1) adult leader & possibly one (1) or more junior leaders based on availability. **(Due to COVID-19, group ratio will be reduced.)**

Children and staff shall not be exploited in activities which would be detrimental to the children or the program.

STAFF

Our staff members receive extensive training prior to the start of the program. Training is provided on a range of topics such as: child management, first aid, water safety and a variety of recreational skills. Staff personnel must receive a minimum of 8-16 hours of training per year.

SECURITY

Our staff personnel will always accompany children whenever movement from one area of the campus to another is necessary. The staff are instructed to be aware of strangers and request that they leave if they have no legitimate reason for being there.

Parents, guardians, or any other adult will not be allowed to confront or communicate with children and/or groups of children in the program. Problems or concerns should be addressed with the Coordinator in charge, the Administrative Assistant or with the Program Director.

CHILDREN'S BEHAVIOR

The program will stress **positive** discipline. In the event disciplinary action does not result in the desired behavior, the child may be referred to the Site Coordinator. Parent conferences may be arranged when there are repeat offenses.

If staff are unable to discipline or control a child and all efforts to the best interest of the child have failed including discussions with the parent/guardian, it will be assumed that the child would do better elsewhere and may constitute grounds for termination from the program. For the success of the program, children must be cooperative and not disruptive or abusive to themselves or to others.

ACTIVITIES

The children will be participating in a variety of activities that will teach them about recreation, physical fitness, creative expressions, and other special skills.

CLASSES

Our All Day Care program will include a variety of activities such as: basic Japanese Language, arts & crafts, indoor/outdoor games, basic science activities, music, dance and more.

EXCURSIONS (If provided and subject to change due to COVID-19)

Limited mini excursions to parks will be offered throughout the intersession. Have your child report to the program on-time every day. Parents may pick-up their child at the excursion site provided they inform the MCC office in advance. Arrangements should be made in advance with your child's leaders to ensure all their belongings are brought with them on the excursion.

APPROPRIATE ATTIRE

Face masks or coverings will be required throughout the program day. Please pack an extra mask for your child in case of any unforeseen incidents. Because of the nature of our activities, children should wear clothing and footwear appropriate for participation in physical activities. We suggest that your child wear shorts or jeans, a T-shirt, and some kind of footwear, preferably shoes.

MARK ALL ITEMS: lunches, bags, slippers, shirts, shoes, shorts, underwear, etc. Kindergarteners and other children prone to accidents should carry an extra set of clothing with them.

DUE TO COVID-19, activities & appropriate attire may change. We will keep everyone informed.

SUPPLIES

Label all supplies with your child's first and last name & group number.

VALUABLES / PERSONAL GEAR

Please refrain from bringing non-essential items to the program. Laptops, tablets, mobile devices, any electronics, trading cards, watches, radios, toys, large sums of money, other valuable items, and dangerous items (such as sharp objects) should NOT be brought to the program to prevent loss, theft, damage, or harm. Group leaders can collect money and valuables and hold them for the children until they go home. If children prefer to hold their own money or valuables, the leader will not be responsible if they are lost or stolen. All personal gear should be marked with your child's name. Children should wear clothing and footwear appropriate for participation in physical activities.

LOST AND FOUND

Items will be presented each day during assembly. Thereafter, unclaimed items will be placed in a lost and found box. If your child loses something during the program, he or she should approach his or her leader for help. All efforts will be made to find lost or misplaced items, however, MCC cannot be held responsible for any such items.

Children should only bring items that are absolutely necessary, such as: lunch, drinks, change of clothing (as needed), sunscreen, etc. As stated previously, **all other belongings should be kept at home to prevent loss, theft, damage, or harm.**

SIGN-IN/ SIGN-OUT

Sign-In: Due to the heavy traffic at MCC during the morning hours, parents are asked to drop off their child at the drop off location near the front of the main office. (Your child should exit the vehicle from the **RIGHT SIDE ONLY**. See “Parking” for more information.) Staff personnel will have the children sign themselves in.

Sign-Out: When picking up your child, a parent or other authorized person (as designated on the registration form) **MUST** sign-out your child with their initials next to the child’s name and the time of departure. The sign-out sheet will be located on a table near the entrance to the program area. This procedure will greatly assist us with the accountability of each child and helps you when more than one person comes to pick up your child. **WARNING: NO CHILD** will be released to anyone unless they are authorized on the child’s registration form **AND** can provide a **CURRENT PICTURE ID** to verify their identity.

Due to COVID, we kindly ask for only one authorized pickup person to enter the facilities during pickup. Mahalo!

PARKING

MCC has limited parking. Drop off your children in the designated area located in front of the main office at the Moiliili Community Center. **Children must exit vehicles on the right side ONLY.** Should you need to step out of your vehicle, you must park your car. **DO NOT** park in marked stalls and/or remove any cones. Adhere to instructions from MCC’s parking lot attendants and be observant of and follow all posted signage including painted arrow markings. Absolutely no parking in Handicap stalls unless you have the required document and placard.

NOTE: Out of safety & respect for everyone, please **DO NOT enter MCC premises from Kapaakea Lane** (Diamond Head side of the parking lot), this is a **ONE-WAY EXIT.**

LATE PICK-UP FEE

A late pick-up fee is charged for every child not picked up by 5:30 p.m. The fee is **\$5.00 for every fifteen (15) minutes (or a fraction thereof) per child.** If your child is still in our care after 5:30 p.m. and we do not receive any prior communication from any parent and/or guardian, we will try to contact your authorized persons listed on your child’s registration form. If we are unable to reach you or any of your contacts after a reasonable amount of time and your child is still in our care, we may have no other choice but to notify the police. **No child will be left unattended.**

T-SHIRTS (OPTIONAL & UPON AVAILABILITY)

MCC T-shirts may be available for purchase. Newer design shirts will cost \$10.00 for children & \$12.00 for adults. Older design shirts will be available at a discounted rate. For safety reasons we recommend that children either purchase an MCC shirt, which has the MCC logo on the back, or wear the same color shirt on days of excursion. Please label your child's shirt with his/her full name.

SNACKS (OPTIONAL but highly recommended)

Pack a snack for your child. No sharing allowed. A morning & afternoon snack time will be allotted daily.

LUNCHES

Youngsters must bring their own lunches and drinks daily. Please pack a nutritious lunch for your child such as a sandwich. Chips, cookies, candy, etc. are not considered a lunch and will not fuel your child's day. It is recommended that lunches be placed in a lunch size cooler with an icepack.

For your convenience, lunch orders are available for advance purchase (drinks are NOT included). Lunch order forms must be **RECEIVED AND PAID FOR THREE WORKING DAYS IN ADVANCE.** Otherwise a lunch with a drink must accompany your child everyday to the program. Please refer to the lunch order form for more details.

Lunch order forms will be available in the main office and at the sign-in/sign-out table.

1. Cash payment preferred. Credit cards are not acceptable for lunch orders.
2. Checks should be made payable to MCC.
(DO NOT COMBINE lunch orders with registration fees.)
3. Returned checks will be assessed a \$25.00 fee.

NEWSLETTER

A newsletter will be posted on the parent bulletin board and available for parents to take home during the intersession break. This newsletter will contain valuable information regarding upcoming events, excursions and more.

VEHICLES

MCC vehicles including the bus and/or van(s) are used when transporting the children to excursions, classes, etc. Rental vehicles may be used temporarily in the event MCC vehicles are out of service. School bus services may be utilized on certain excursions.

FUNDRAISING

Moiliili Community Center may be selling Zippy's Chili tickets or similar items for fundraising efforts. MCC will kindly ask program participants to assist by selling five tickets per family. (Subject to change.)

OFFICE HOURS & OTHER RELATED INFORMATION

Monday through Friday; 8:00 a.m.-5:00 p.m.
Phone (808) 955-1555; email: office@moiliilicc.org
Visit our website at www.moiliilicc.org

*****ALL STATE & FEDERAL HOLIDAYS ARE OBSERVED*****

ALCOHOL, DRUG & SMOKING POLICY

Alcohol & drugs are strictly prohibited on Moiliili Community Center premises. Smoking is prohibited in areas designated by State of Hawaii law. NOTE: MCC staff will not release any child to any person that is intoxicated or under the influence of any substance.

ENROLLMENT

Maximum number of children permitted by DHS Licensing:

MCC	140
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LIABILITY COVERAGE

MCC is covered by liability insurance.

NATURAL DISASTER PLAN

I. EMERGENCY

Following the Emergency Broadcast Station's siren warning, MCC staff will take its lead from the City & County. If City & County personnel are instructed to remain at home, MCC staff will do likewise. In the event this occurs, please assume that all scheduled programs, meetings, etc. are canceled until further notice. You will not receive a phone call confirming the cancellation.

Every attempt will be made to reschedule necessary meetings following the emergency event. We recognize that this is likely to cause inconveniences for all concerned and we ask for your understanding and support.

II. TSUNAMI

The Moiliili Community Center facilities are located on high ground away from the coastal areas and therefore, not subject to immediate danger from tsunami or high surf. Tsunamis, however, may occur at any time with limited warning. When the

warning sirens sound, a radio will be turned on for emergency information and instructions. Because MCC is a safe site, the best plan is to remain here until the all-clear is issued.

III. EARTHQUAKE

An earthquake occurs without warning. If indoors, all participants are instructed to get under a desk or table. If outdoors, they should remain there.

IV. FLOODING

Our Center is not located in an identified area. If water begins to rise around our facilities or in the event we are advised to evacuate, we will immediately move the children to the second floor at Moiliili Community Center or to another facility designated by the Oahu Civil Defense Agency.

V. HURRICANE

When a hurricane warning is issued, all available staff will assist in preparing for the emergency as follows:

- a. Cover windows with tape.
- b. Draw blinds and drapes.
- c. Secure / tie down loose objects outdoors.
- d. Fill containers with water.
- e. Check emergency kit, extra supply of batteries, candles, flashlights, first aid kit.

All program participants will be kept indoors. Agency will comply with civil defense instructions regarding advisability of closing facilities if an early warning is issued.

VI. FIRE

Every room is equipped with a fire extinguisher. Also posted is an escape plan indicating locations of fire alarm exit directions.

In case of fire, personnel will:

1. Remain calm and assist program participants.
2. Use fire extinguishers, if appropriate.
3. If fire cannot be distinguished, sound the alarm to evacuate the building.
4. Close windows and doors if possible.
5. Call Fire Department, #911
6. Assist participants to evacuate to a safe area in the parking lot or street, being alert to traffic movement.
7. Supervising staff will assure that all participants are accounted for.

A fire drill will be held once every quarter to acquaint participants with the evacuation plan. The fire alarm is three (3) short rings of the bell, repeated at least five (5) times.

VII. LOCKDOWN & EVACUATION

As a result of an emergency condition, such as terrorist, gunman or unknown individuals that pose a threat to the children, we will immediately follow lockdown procedures. ABSOLUTELY NO ONE will be allowed in or out of secured rooms during a lockdown UNTIL the all-clear is given.

In the event of a site evacuation, children may be taken to an off-site location. Efforts will be made to contact parents should evacuation become necessary. MCC staff will remain with the children until they are picked-up by the parent or authorized person(s).

ADA COMPLIANCE

It is Moiliili Community Center's (MCC) policy to operate within the State and Federal law to follow the American for Disabilities Act (ADA) of 1990. MCC welcomes applicants from people with disabilities and complies as follows:

- Considers all applicants with disabilities for employment using the same criteria used for the employment of persons without disabilities.
- Considers staffers with disabilities for promotion using the same criteria used for the promotion of staffers without disabilities.
- Take steps to make facilities barrier-free and accessible where applicable without undue hardship.
- Make scheduling and other adjustments to reasonably accommodate staffers with disabilities.
- Educate staff that individuals with disabilities who are employed by MCC should not be discriminated against.

AIDS OR ACQUIRED IMMUNE DEFICIENCY SYNDROME

Moiliili Community Center does not discriminate against people who have AIDS or those with the Human Immunodeficiency Virus (HIV) that usually leads to AIDS. Staff members and persons served by MCC may not legally be denied access to services or terminated from their jobs because of their AIDS condition. MCC will also strive to provide a caring, supportive environment for staff or persons it serves with AIDS. Effective 1996.