



MOILILI COMMUNITY CENTER

Japanese Language School & After-School Program

Dear Parents:

Welcome to the new school year. We thank you for trusting MCC with the care of your child. As we continue to navigate through the residual challenges brought on by the COVID-19 pandemic, we kindly ask for your patience and support. The safety of our children, families, program participants, and staff personnel will continue to be our main priority.

IMPORTANT NOTICE: Acceptance of registration forms for the upcoming school year shall in no way imply or guarantee enrollment into any MCC program. Mandates, restrictions, or any other guidance may affect staff-to-student ratios, social distancing requirements, and/or limit enrollment capacity. The only guarantee shall be placement on our enrollment list in the order forms are received for each respective program. Registration forms must be completed in its entirety to be placed on our enrollment list. Incomplete forms will not be placed until completed in full.

Attached you will find our Parent Information Sheets. We highly recommend you spend time reading through the enclosed information in its entirety. In doing so, you will familiarize yourself with our program and policies and minimize any surprises, undue stress and/or misunderstandings during this school year.

The **PARTICIPANT REGISTRATION FORM** is a very useful tool for our staff personnel to better understand the youngsters under their care. Honest, objective, and complete answers are appreciated. Because of the confidential nature of this form, only your child's group leader and those directly responsible for your child will have access to this information. For the safety of your child and for your peace of mind, we kindly ask you to keep the information in your child's registration form current and updated. Please notify us immediately of any changes.

Should you have any questions, concerns, or require clarification on any of the enclosed information, please feel free to contact our office at (808) 955-1555.

Mahalo!

MAIN OFFICE - HOURS OF OPERATION & OTHER INFORMATION

Open daily, Monday through Friday from 8:00am-5:00pm
EXCEPT on Federal & State holidays.

Phone: (808) 955-1555
email: office@moiliilicc.org
Website: www.moiliilicc.org

LOCATION

Japanese Language School and the After-School Program are located at the Moiliili Community Center: 2535 South King Street; Honolulu, Hawaii 96826

MCC PARKING INFORMATION Parking at MCC is limited. We ask for your cooperation with our lot attendants and in abiding all posted signage. All participants are required to complete MCC' s Parking Lot Policy & Procedure Acknowledgment form.

Restricted parking will be in effect during school pick-up times under the covered parking stalls except for participants with handicap placards. Hours are normally from 1:30-3:30 pm every day except on Wednesdays from 12:45-2:30 pm. Days & times will vary due to change in school schedules.

PROGRAM FEES

Please refer to our program brochure for program fees. As notated throughout our program brochure, "...policies are subject to change".

REGISTRATION The deadline to register for Moiliili Community Center' s Japanese Language School and After- School Program is listed on the registration form or until space is full, whichever comes first. Enrollment may be limited.

Registration is open to children 5 years of age and under 14 years of age. Placement in the program will depend upon availability of space in the appropriate age group. Registration is on a first-come, first-served basis. We do not offer telephone registration. Registration taken after the deadline will be assessed a \$25.00 late registration fee provided space is available.

GENERAL INFORMATION DUE TO COVID-19 (Subject to change) Face masks or coverings will continue to be mandatory until further notice. Please keep a spare in your child's bag in case of any unforeseen events. Cleaning, disinfecting and handwashing will take place throughout the program day.

ADMISSION OF SICK, MODERATELY SICK & HANDICAPPED CHILDREN The program director will review and evaluate each special case individually with the parent/guardian to determine whether the program is appropriate for the child's developmental growth.

PERSONAL INFORMATION All personal information on a program participant shall be held in the strictest of confidence and only the child's leaders, program coordinator, program supervisor and others directly responsible for the safety and welfare of your child will be allowed access to this information. This includes any emergency situation that may arise with HPD, CPS, court order, etc. Information to all others will only be done with the expressed written consent of the parent and/or legal guardian **who registered the child into the program.**

PUBLIC AND PRIVATE SCHOOLS Here are the school start dates for public & private schools in our area as given to MCC by school personnel. These dates are subject to change by their respective schools. Check with your child's respective school for final confirmation.

Public Schools: First day of school is Monday, August 5, 2024

KINDERGARTEN ORIENTATION During the first few weeks of school, many schools may have an orientation program for Kindergarteners. During the orientation program, Kindergarteners are released on a staggered schedule, attend school on alternating days or attend school for only half a day. Please check with your child's respective school for their current information.

There will be no pro-rated fees for Kindergarteners during these days. Parents are encouraged to send their child(ren) to Japanese School and/or the After-School Program. Please note: Transportation services to MCC will begin on the first full day for all Kindergarteners at each respective school.

Parents are reminded to call the Moiliili Community Center office at (808) 955-1555 to report all days in which their children will be absent from and/or late to the program.

ATTENDANCE Attendance is taken at each pick-up location. If your child will be late or absent, please inform the Moiliili Community Center office between the hours of 8:00 a.m. to 12 p.m.

YOUR CHILD MUST REPORT ON TIME!!! If we do not receive a phone call or written note from you, a follow-up telephone call will be made that day to ensure the whereabouts of your child. If you fail to notify us about your child's absence and we must call you, a \$10.00 fee will be charged to your account.

We ask for your kokua in supporting the safety of all the children by calling MCC to report legitimate absences between the hours specified. This will aid our office tremendously in making the proper calls promptly in case of a true emergency. Thank you for your help and cooperation!

ILLNESS Sick or moderately sick children should be kept at home where they have an opportunity to rest and are less likely to infect other children. Children kept at home during the regular school day should not be sent to the after-school program.

If your child becomes ill during the program, parents or any other authorized person listed on the child's registration form will be contacted to pick up the child.

If staff personnel are unable to contact anyone, we will do our best to make your child as comfortable as possible, away from the activity and noise of the other children. An area will be designated in advance for this purpose, preferably one conveniently located to lavatory facilities. Supervision will be provided.

MEDICATION The MCC staff are NOT authorized to take responsibility for storing, holding, dispensing, or administering medication to your child(ren). The ONLY EXCEPTION is an EpiPen.

PARTICIPATION IN OTHER PROGRAMS Parents who have their child(ren) participating in activities other than Japanese Language School and the After-School program 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.

EMERGENCY INFORMATION Inform us in writing of any changes to your child's registration form such as: Parent's work or home phone numbers, change in address, medical insurance, emergency arrangements, etc. It is of the utmost importance to us and to you that we have current information on file to contact the proper people in case of an emergency.

All parents must submit all personal data and emergency numbers with their signatures upon registration, thus releasing their child(ren) to attend and participate in all MCC activities and events including excursions (if any).

VEHICLES MCC vehicles or rental buses are used when transporting groups of children to MCC, on excursions, etc.

TRANSPORTATION Transportation services via MCC vehicles to the Center will be made available to the schools listed below provided a minimum of five (5) children are enrolled for transportation per school.

IMPORTANT: Kindergarten children will be escorted from their classroom to the vehicle at the start of the school year. All other children are REQUIRED to go directly to the assigned pick-up site IMMEDIATELY after school is dismissed for the day.

We ask for your cooperation in speaking with your child(ren) to make sure they understand the importance of being prompt to the pick-up site. It may be helpful for your child's teacher to know in advance that your child is receiving transportation services and they should be allowed to leave class immediately at the end of the school day. If one child is late to their pick-up site, multiple children will be late to MCC for Japanese Language School.

HOKULANI ELEMENTARY SCHOOL: 2940 Kamakini Street; Honolulu, HI 96816
PICK-UP LOCATION: In front of the school office

KAHALA ELEMENTARY SCHOOL: 4559 Kilauea Avenue; Honolulu, HI 96816
PICK-UP LOCATION: Flagpole located near the school office

UH LAB SCHOOL: 1776 University Avenue; Honolulu, HI 96822
PICK-UP LOCATION: Dole Street next to preschool

NO pick-up for students released after 2:30 p.m. (M, T, Th & F) & 2:00 p.m. (Wed)

WILSON SCHOOL: 4945 Kilauea Avenue; Honolulu, HI 96816
PICK-UP LOCATION: Behind the cafeteria at the loading zone area

If your child is constantly late to the pick-up location you will receive verbal reminders, written notices, and/or a conference with the Program Director. Thereafter, suspension or termination from transportation services may be eminent. Drivers will do their best to get all the children to MCC by the start of Japanese classes (barring any late students, traffic, or any other unforeseen events).

STAFF All staff members are required to undergo background clearances, criminal history checks, fingerprinting and verification of previous employment before being hired. Our staff members receive extensive training prior to the start of the program and throughout the school year. Training is provided on a range of topics such as: child management, first aid, arts & crafts, and physical education skills.

GROUPS Youngsters are grouped by age and will participate in a variety of physical, recreational, social, and creative activities. Each group will consist of 20 youngsters to one (1) adult leader. Junior Leaders may be utilized, if available.

Children should wear clothing and footwear appropriate for participation in physical activities.

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

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, 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 not disruptive or abusive to themselves or to others.

SNACKS (OPTIONAL) Snacks are no longer provided. We encourage parents to pack a snack daily for your child at your own discretion. MCC will continue to offer the children a time to enjoy their snacks each program day. Children are not allowed to share snacks.

PICK-UP PROCEDURES Children shall be picked up only by parent, guardian, or any other authorized person listed on the registration form. A parent/guardian must give ADVANCED permission for any other type of arrangements in the form of a signed letter, or they may call the Moiliili Community Center between 8:00am-12:00 noon at (808) 955-1555. Please have a valid, government issued picture ID available when picking up your child(ren).

SIGN-OUT When picking up your child, a parent or other authorized person as designated on the registration form must sign the child out with their initials and time of departure next to the child's name. This sheet will be located near the entrance of the program. This procedure will greatly assist us with the accountability of each child and helps you when more than one person is picking up your child. All authorized persons MUST have a valid, government issued picture ID available when picking up your child(ren).

LATE PICK-UP FEE A late pick-up fee is charged for every child not picked up by 5:30pm. The fee is \$5.00 for every fifteen minutes (or fraction thereof) per child. Please call MCC if you are running late and keep communications open. Every effort will be made to contact you or other specified individuals on the registration application. If no contact is made after 45 minutes to an hour, HPD contact may be necessary. No child will be left unattended.

PAYMENT OF FEES Fees for the first month are required in full upon registration. Payments for succeeding months are due by the first of each month. Payments should be brought or mailed to: MOILILI COMMUNITY CENTER, 2535 SOUTH KING STREET, HONOLULU, HAWAII 96826. Include with your payment your name, the name(s) of your child(ren), and the program in which your child(ren) attend(s).

Credit card payments are accepted if paying in person at our main office or online. Returned checks will be assessed a \$25.00 fee.

Upon registration, a \$50.00 annual membership fee will be collected if you are not a current member. This fee is due once annually and grants you and your immediate family (parents/guardians & their dependent children under the age of 18) access to all MCC programs. This fee is non-refundable.

LATE PAYMENTS

Overdue payments may be grounds for a child's termination from the program.

REFUNDS Refunds will be given only when requested at least (7 consecutive days) before the start of the scheduled program. There will be a \$ 25. 00 service charge for all refunds. There will be NO refunds, credits, or proration of fees when your child is sick or absent from the program.

TERMINATIONS If you decide to discontinue services for your child, please contact the MCC office immediately. We will officially process your child's termination. If you DO NOT officially terminate your child from the program, your account will continue to be charged a fee.

PAYMENT SUMMARY REQUEST & TAX INFORMATION Receipts are issued at the time of payment. However, should you require MCC to provide you documentation on your payment history for services, you will need to submit a "Payment Summary Request" form. A minimum \$10.00 fee will be assessed depending on the number of months you are requesting. Please visit the main office to process your request form.

Federal Tax Number: 99-0073515

State Tax Number: GE-113-381-5808-01

NEWSLETTERS A newsletter will be posted on our parent bulletin board and emailed / made available to take home monthly to inform you about the program, upcoming events, excursions, special activities, and other information of importance.

EXCURSIONS In the event any excursions are scheduled, notification will be done through our staff personnel, monthly newsletter, information posted on our parent bulletin board, etc. This will include information on what the children should wear and/or bring with them.

Parents/guardians who need to pick-up their child early on a scheduled excursion day may do so. However, arrangements should be made in advance with your child's leaders so your child can be instructed to take his or her belongings with them on the excursion.

VALUABLES / PERSONAL GEAR We highly recommend that non-essential items be left at home. Cell phones, watches, laptops, tablets, any mobile devices, electronics, trading cards, 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 other valuables and hold them for the children until they go home. If children prefer to hold their own money or valuables, the leader and MCC will not be responsible if they are lost, stolen or damaged. All personal belongings should be marked with your child's first & last name.

LOST AND FOUND Staff will try to return any found items to their rightful owners. All other 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 assistance. All reasonable efforts will be made to find misplaced items, but MCC cannot be held responsible for lost, missing, or stolen items. Please label all your child's belongings with their first & last name.

SECURITY Children will be accompanied by staff whenever movement from one area of the campus to another is necessary. Staff personnel are instructed to be aware of strangers and request that they leave if they have no legitimate reason for being there.

Parents and/or guardians ARE RESTRICTED from confronting another child and/or children in the program. Problems or concerns are to be directed to the Coordinator in charge, the Administrative Assistant or to the Director.

For the safety & security of your child, we ask that you or any of your designated authorized persons ALWAYS bring a current, government issued picture ID when picking up your child(ren). During the initial days of the program, staff personnel will ask you or any authorized pick-up person to present a picture ID. This will give the staff an opportunity to familiarize themselves with you and your designate(s). However, changes may occur during the school year such as your authorized pick-up persons, our staff personnel, etc. Therefore, we ask that all authorized pick-up persons have their picture ID available when picking up your child(ren) to avoid any inconveniences.

EMERGENCY PROCEDURES

In case of emergency, our basic emergency procedures are 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 the child to the nearest medical facility to MCC. The nearest facility is Kapiolani Medical Center for Women & Children.

WAIVER DAYS, TEACHER WORKDAYS & OTHER “NO SCHOOL” DAYS Child care services MAY be available on these days from 7:00am-5:30pm. All-day care will be provided in a safe, nurturing, and exciting environment for students in Kindergarten through the Fifth grade. Activities may include, but are not limited to, indoor/outdoor games, science/nature, arts & crafts, and study hall. Mini excursions may be planned on these days. Call MCC for program availability.

HOLIDAY PROGRAMS Our programs will follow the DOE school calendar. For an additional fee, the Moiliili Community Center offers special all-day care programs during public school vacations such as our Fall Intersession, Winter Adventure and Spring Adventure programs. Please refer to your child’s school calendar as days may vary by school.

PARENT-TEACHER CONFERENCES During Parent-Teacher Conferences, MCC will accommodate you & your child for the early school dismissal times by providing early after-school care & transportation pick-up for students already enrolled in these services at no additional fee.

TEENS AFTER-SCHOOL ENRICHMENT PROGRAM Children enrolled in our Teens After-School Enrichment Program, grade 6, are given an opportunity to learn basic learning skills such as leadership, fellowship, and teamwork.

FUNDRAISING The Moiliili Community Center may ask program participants to assist the Center by selling a minimal number of tickets. All fundraisers are OPTIONAL to participants.

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 meetings are cancelled 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 signal is sounded.

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. 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.

V. FLOODING

Our school 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 or to another facility designated by the Oahu Civil Defense Agency.

VI. LOCKDOWN & EVACUATION

As a result of an emergency condition, such as terrorist, gunman, unknown individuals that pose a threat to the children, hazardous chemicals, bomb threats or any other hazardous materials, we will immediately follow lockdown procedures. During a lockdown, NO ONE WILL BE ALLOWED TO ENTER OR EXIT ANY OCCUPIED ROOM DURING A LOCKDOWN until an all-clear has been issued. Should a lockdown be in progress, for the safety of the children, we ask for your patience and cooperation.

In the event of a site evacuation, children will be taken to Kuhio Elementary School or to the median area in front of Down to Earth Foods between South King Street & Beretania Street. 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 other authorized person(s).

VII. 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.

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.