



COUNTY OF MAUI
DEPARTMENT OF PARKS AND RECREATION
PALS KEIKI KARE PROGRAM
PARENT HANDBOOK



The Department of Parks and Recreation's (DPR) PALS Keiki Kare Parent Handbook explains its policies and standards of operation for our youth day camp program. This handbook provides parents with basic information to prepare for successful participation in our PALS Keiki Kare Program.

PALS KEIKI KARE PROGRAM

This modified program aims to provide working families with essential child care during the summer months and help to strengthen their family and community connections.

ELIGIBILITY

PALS Keiki Kare Program welcomes children ages five (5) through twelve (12). Your child(ren) must be five (5) years of age prior to or on the start date of the summer. If your child(ren) has never attended the program, please provide a copy of his/her birth certificate as a verification of age.

ADMINISTRATION AND STAFFING

The Department of Parks and Recreation-Recreation and Support

Services Division administers the PALS Keiki Kare Program. Our centers are staffed by personnel trained in recreation and in the supervision of children. Our program's staff-to-child ratio is 1:20.

REASONABLE MODIFICATIONS

The PALS Keiki Kare program will provide reasonable accommodations when necessary to enable participants with disabilities (physical, mental, health, and/or behavioral) to participate fully in our program. This is done on a case by case basis, with the assistance of the Department's Recreation Specialist. Reasonable accommodations for participants should be completed prior to the program's start date.

PROGRAM HOURS

All PALS Keiki Kare program sites within the County of Maui operates Monday – Friday, from 7:30 a.m. – 4:30 p.m., excluding holidays.

REGISTRATION PROCESS

PALS Keiki Kare registration will be online only for our summer program on all islands, including Molokai and Lanai. Please check our PALS web page for dates of registration periods. No other dates will be made available. After the registration period ends, the lottery process will take place. You will receive an email, informing you whether your child(ren) has received a spot or has been placed on a wait list. Information regarding fees, payment dates, times, and locations will be included in this confirmation email.

Registering your child(ren) for one session does not guarantee enrollment in the next session.

PROGRAM PAYMENT AND FEES

Rates are for the entire program session. Program rates reflect payment for each child enrolling in the program. In order for families to qualify for the reduced/free rates, proof/verification of participation in the D.O.E Reduced/Free Lunch program. This will be verified through the registration process. Please see the informational flyer on the PALS web page for more information. **NOTE: All fees are non-refundable.**

ADDITIONAL REMINDERS:

- Face coverings are required and must be worn at all times except when eating or drinking.
- Wear covered footwear daily.

- Label all personal items (clothing, lunch boxes, etc.).
- Apply sunscreen at home as needed or provide your child(ren) with sunscreen.

The PALS Keiki Kare Program is not responsible for any lost, stolen, or damaged items. All electronics, toys, games, jewelry and other valuables should be left at home.

PALS KEIKI KARE POLICIES

BEHAVIORAL POLICY

Children registered in this program are expected to follow safety rules and directions from the PALS Keiki Kare staff. Children will be treated with kindness and respect. Children are expected to respect their peers and PALS Keiki Kare staff members. Examples of unacceptable behaviors are as follows:

1. Physical confrontation or striking.
2. Teasing, name calling, degrading (or other forms of verbal abuse).
3. Habitual use of profanity, vulgarity, obscene language or inappropriate conversations.
4. Continuous refusal to follow accepted rules of behavior.
5. Leaving the program site without permission.
6. Inappropriate touching.
7. Stealing of property or belongings from site staff, participants and the public.
8. Any other behavior deemed inappropriate by PALS Keiki Kare Administration Staff.

Children who violate these rules must be picked up immediately from the site.

CORRECTIVE ACTION POLICY

Our staff will provide clear, reasonable limits for children's behavior. Staff members will intercede if children's behavior is harmful to themselves or others. Depending on the severity and on a case by case basis, the following steps will be taken when children do not adhere to the PALS Keiki Kare Policy:

1. Telephone contact with parents.
2. Personal conference with parents.
3. Suspension from the program.
4. Dismissal from the program.

NOTE: All fees are non-refundable.

DISMISSAL POLICY

Dismissal from the program may occur for the following reasons:

1. Non-payment of fees/returned checks.
2. Child(ren) continue to pose a health or safety risk to themselves, other children, or staff despite all reasonable accommodations that have been made.
3. Three late pick-ups/drop-offs of a child(ren) by parent or other authorized person.
4. Failure to fulfill the terms of the "Registration Agreement".
5. Non-compliance with program policies as stated in the PALS Keiki Kare handbook.
6. Damage or destruction of school, park, County, or private property.
7. Possession of contraband items such as, but not limited to: tobacco or alcohol; fireworks and other combustibles; projectiles; sexually explicit materials; or anything that is deemed to be detrimental to the safety, security, and smooth operation of the PALS Keiki Kare program.

PALS Keiki Kare Administration may exercise discretion when determining corrective action or dismissal of a child(ren) from the PALS Keiki Kare program whose actions or behavior were found to be detrimental to the safety, security, and the operation of the program.

PARENT CODE OF CONDUCT

The County of Maui-PALS Keiki Kare Program requires the parents of enrolled participants to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of the PALS Keiki Kare Program is to provide the best environment in which children can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff of the PALS Keiki Kare Program but is the responsibility of each and every parent or adult who enters each PALS Keiki Kare site.

Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on/at our sites thereafter, and may jeopardize their child(ren)'s participation in the PALS Keiki Kare Program.

HEALTH AND SAFETY POLICIES

To ensure the health and safety of all participants, staff, and families of our PALS Keiki Kare Program, extra daily precautions such as temperature checks, health questionnaires, and visual wellness checks by

PALS Keiki Kare staff will be administered before child(ren) can be allowed onto the PALS Keiki Kare site.

CONTAGIOUS DISEASES:

Children with contagious diseases should not be sent to PALS Keiki Kare Program. If your child(ren) is found to have a contagious disease, you will need to pick up your child(ren) **immediately**. He/she will not be permitted back to the program until his or her condition has cleared and return is approved by the PALS Keiki Kare Administration.

Pediculosis - Head lice / "Ukus"

Uku checks will be performed by PALS Keiki Kare staff throughout the session. Should you have any questions or concerns about this procedure, please speak with a Site Director or Site Coordinator. You may also call the main PALS office at 270-7404.

Soiling, Urination, Etc.

A parent/guardian or authorized individual must come **immediately** to the site if a child(ren) soils or urinates in their clothes and is unable to change/clean him/herself. PALS Keiki Kare employees are not allowed to assist child(ren) who need to be cleaned/changed due to soiling or urination.

MEDICATION POLICY

PALS Keiki Kare staff will not administer any medications that are prescribed by a doctor or obtained without a prescription, but it can be held by staff until such time that the child(ren) must take it. All medicines must be in their original containers and clearly marked with the child(ren)'s name and all dosage instructions.

This includes the application of sunscreen.

EMERGENCY PROCEDURES AND POLICY

In case of an emergency, a staff member will remain with the injured or sick child(ren) while help is being summoned. The Site Coordinator or designee will contact the child(ren)'s parents. If a child(ren) requires immediate medical attention and the parent is not available, the Site Coordinator will refer your child(ren) to a physician selected by an authorized person in the Department of Parks and Recreation. The financial responsibility will be assumed by the parent(s).

All site facilities are equipped with an Emergency Action Plan (EAP). In the event of a natural disaster or other emergency, PALS Keiki Kare staff will adhere to the EAP and follow the recommended procedures.

DROP OFF, PICK UP & VISITOR POLICIES

DROP OFF:

The PALS Keiki Kare Program starts at 7:30 a.m., so please do not drop off your child(ren) before 7:30 a.m. PALS Keiki Kare staff will not be responsible for your child(ren) before 7:30 a.m. No supervision will be provided outside of program hours.

In order for your child(ren) to fully participate in all of the PALS Keiki Kare program scheduled activities, please have your child(ren) dropped off at the PALS Keiki Kare site no later than 8:30 a.m. **Children arriving at the site after 8:30 a.m. may not be eligible to participate in the program for that day. Three (3) late drop-offs may result in your child(ren)'s dismissal from the program.**

Your child(ren) **MUST** be signed in by an authorized individual on your PALS Keiki Kare registration form. This individual is required to have a face covering on and adhere to social distancing rules.

PICK UP:

The program ends promptly at 4:30 p.m. However, you (or an authorized person) may pick up your child(ren) at any time before 4:30 p.m.

Parents will be charged \$5.00 for every 15 minutes after 4:30 p.m. PER CHILD. After 5:30 p.m. the Maui Police Department will be called to arrange for proper custody of the child(ren).

Three (3) late pick-ups may result in your child(ren)'s dismissal from the PALS Keiki Kare program.

Upon pickup, your child(ren) **MUST** be signed out by an authorized individual on your PALS Keiki Kare registration form. This individual is required to have a face covering on and adhere to social distancing rules. *(As a reminder, you will be asked for an I.D.)*

Additions to the list of authorized individuals may be made IN PERSON by the adult who originally registered the child(ren).

VISITOR POLICY

To ensure the safety and well-being of our participants and staff, **NO VISITORS** will be allowed on the PALS Keiki Kare site until further notice.

PUBLIC HEALTH EMERGENCY RULES

Please review the Public Health Emergency Rules for all rules relating to public health and safety located on the County's website: www.mauicounty.gov.

