



# KA HANA PONO DAYCARE & PRESCHOOL ENROLLMENT CONTRACT

In addition to this enrollment form, the following additional forms and documents are required prior to your child's first day:

- Tuition Authorization Form
- Student Health Record Form 14 and Early Childhood PreK Health Record Supplement Form 908 (two forms for your child's physician to complete)
- Immunization Records
- Tuberculosis Risk Assessment Form F and G (both pages); or the results of a Tuberculosis test
- \*\*all enrollment forms can be found at <https://www.kahanaponohaleiwa.com/required-enrollment-forms>

## CHILD'S INFORMATION

Child's Full Name:	Nickname:
Date of Birth:	Days of the week enrolled and start date:
Home Address:	Who does your child live with?
Does your child have any allergies, ailments or restrictions?	
Potty training status or experience:	
Who should be our main point of contact? (name, relationship to child and phone number):	

## MEDICAL & DENTAL INFORMATION

Name of your child's doctor:	Phone Number:
Address:	Insurance and Policy Number:
Preferred Hospital:	
Name of your child's dentist:	Phone Number:
Address:	Insurance and Policy Number:

### **PARENT / GUARDIAN #1**

<b>Parent/Guardian Name:</b>	<b>Date of Birth:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Occupation/Employer:</b>	<b>Work Phone:</b>

### **PARENT / GUARDIAN #2**

<b>Parent/Guardian Name:</b>	<b>Date of Birth:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Occupation/Employer:</b>	<b>Work Phone:</b>

### **AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

When there is a medical emergency or when a child needs immediate medical treatment, Ka Hana Pono Daycare will take all reasonable steps to see that the children in their care receive adequate medical care and will attempt to contact the child's parents/guardians at the time of illness, accident or injury. All of our Teachers are trained in both first aid procedures and CPR. However, It is understood that in a serious emergency, 911 and the paramedics will be called before the parent or other adult acting on the child's behalf is contacted.

#### **Medical Release**

My signature below certifies that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children. Furthermore, my signature acknowledges that I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/ guardian or emergency contact arrives, including during transport to a hospital. In the event that my child must require immediate medical attention and the parent/guardian(s) cannot be reached after calling 911:

- Ka Hana Pono has my permission to contact my child's doctor or another physician/health resource.
- If the parent/guardian is not available, Ka Hana Pono will call the authorized person(s) listed below to request permission for the medical treatment of my child; or

- If the parent/guardian(s) and the authorized person(s) cannot be reached, permission is granted for Ka Hana Pono to obtain whatever treatment may be deemed necessary and/or to make sure my child gets to the nearest medical facility if necessary.
- Notice is hereby given to any health care provider that Ka Hana Pono Daycare & Preschool Staff are fully authorized to obtain the necessary evaluation and treatment.
- I authorize emergency and hospital staff to provide the appropriate medical treatment for my child.

*My signature below certifies that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children.*

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Parent/Guardian Signature

Date

**PERSONS AUTHORIZED BY PARENT(S) TO GIVE PERMISSION  
FOR MEDICAL TREATMENT OF THEIR CHILD**

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

**PERSONS AUTHORIZED BY PARENT(S) TO PICK  
THEIR CHILD UP FROM KA HANA PONO**

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

<b>Authorized Persons Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Relationship to your child:</b>

**KEY POLICIES AND PROCEDURES**

**INITIAL TO ACKNOWLEDGE THAT OU HAVE READ, UNDERSTAND, AND  
AGREE TO KA HANA PONO'S PARENT HANDBOOK POLICIES & PROCEDURES**

<b>POLICY</b>	<b>PARENT/GUARDIAN INITIALS</b>
<b>HOURS OF OPERATION</b> Ka Hana Pono's hours are 7:30AM to 4:30PM, Monday – Friday.	_____
<b>SCHOOL CALENDAR</b> Ka Hana Pono's holiday and vacation policy is noted in our Parent Handbook, and a calendar is posted on our website. These closure dates are prescheduled with plenty of notice given so parents can plan accordingly. Rates are not prorated or discounted when there are prescheduled closures.	_____
<b>ENROLLMENT FEE</b> There is an annual non-refundable Enrollment Fee of \$150.00	_____
<b>ARRIVALS &amp; DEPARTURES</b> To receive the full benefits of our program and to help the children adjust accordingly, we ask that your child maintain a regular schedule and attend on his/her set days.  Arriving by 9AM is ideal as it allows time for your child to adjust & get settled in for the day. Art projects, adventure/nature walks, circle time, gym field trips & everything we do is all the more fun when everyone is there & the earlier everyone arrives the sooner we can all get into the flow of our daily routines & activities.	_____

<p>Lunch &amp; rest times are also crucial parts of our day (11:30-2:30) – please try to avoid dropping off or picking up your child during this timeframe unless prior arrangements have been made.</p> <p>Complete an online absence form when your child will not be attending.  <a href="https://khpabsenceform.paperform.co">https://khpabsenceform.paperform.co</a></p> <p>Ka Hana Pono closes at 4:30pm daily; after 4:40pm there are late pickup fees that will automatically be added to your account.</p>	<hr/>
<p><b>THINGS TO BRING EACH DAY (all items should be labeled with your child’s name)</b></p> <ul style="list-style-type: none"> <li>- Home Lunch, Two Snacks &amp; Water Bottle</li> <li>- Backpack</li> <li>- Complete change of clothing in a labeled ziplock bag.</li> <li>- Blanket / Pillow / Stuffed Animal / Comfort item (this is optional, only if your child would like to have something to help with the transition or for nap-time)</li> <li>- Diapers and wipes if applicable.</li> <li>- Any lotions, creams, sunscreens, powders &amp; etc... that your child may need which can be kept in their cubby box.</li> </ul>	<hr/>
<p><b>FINANCIAL POLICIES</b></p> <p>Monthly tuition payments are due one week before the 1st of each month. Specific tuition due dates are noted on the school calendar, which is posted on our website, and printed copies will be distributed in August or upon enrollment.</p> <p>Tuition payments are made via automatic recurring payment authorization from a checking, savings, debit, or credit card account. There is a late tuition fee of \$10.00 per day if you fail to make your monthly tuition payment within two days of the due date without having made prior arrangements with Ka Hana Pono. If tuition becomes one month past due and prior arrangements have not been made, your child will be withdrawn from the program</p> <p>There is a \$35.00 fee for payments that do not clear on the given pay schedule.</p> <p>Credit card transactions are subject to a 3% processing fee added to your monthly statement(s)</p> <p>Cash and checks will not be collected in the classroom</p> <p>Clients who are paying for childcare costs with assistance from subsidized programs, like Child Care Connection, Alu Like, etc..., will be responsible for paying the full amount of the monthly tuition should the subsidy program fail to pay Ka Hana Pono Daycare on time for any reason. It is recommended that new families apply for financial assistance a minimum of 6 weeks before their child’s start date.</p>	<hr/>

<p><b>ABSENCE / MISSED &amp; MAKEUP DAYS</b></p> <p>We look forward to your child being present on the days they are enrolled and scheduled to attend. Note that no makeup days or refunds of monthly tuition will be given for illness, vacations, or temporary absences.</p> <p>To avoid a no-show fee of \$10.00, complete the absence form on our website or contact us by phone or email by 9am on any day your child will be absent.</p> <p>If your child is taken out of the childcare program for any period (vacation or any other reason), the regular full months' tuition must continue to be paid to hold your child's place in the program. This is regardless of if there is a holiday, center closure, illness, or for any other reason, i.e., teacher training, natural disaster, etc...</p>	<p>_____</p>
<p><b>WITHDRAWAL / TERMINATION OF CONTRACT</b></p> <p>To withdraw your child, written notification must be given thirty (30) days prior to your child's last day of attendance. If a written thirty-day notice is not given, you will be required to pay for the tuition for the following month. Email is acceptable however it is your responsibility to make sure your email is received and that you get confirmation.</p> <p>Any personal belongings must be picked up within two weeks after a child withdraws.</p> <p>Ka Hana Pono reserves the right to terminate any childcare contract at will.</p> <p>Sample Withdrawal Schedule:</p> <ul style="list-style-type: none"> <li>- If March 31st is when you would like your child's last day to be</li> <li>- BY March 1st Written notice must be submitted</li> <li>- If written notice is received after March 1st, you will be responsible for paying the full tuition for the following month (April in this example).</li> </ul>	<p>_____</p>
<p><b>PERSONAL BELONGINGS</b></p> <p>Please label all personal belongings (clothing, lunch boxes, water bottles, footwear, jackets, blankets, pillows, etc...)</p> <p>The center is not responsible for any child's personal belongings if lost, stolen, or misplaced.</p> <p><b>Toys from home are not allowed at Ka Hana Pono.</b></p>	<p>_____</p>
<p><b>BAREFOOT PERMISSION</b></p> <p>Children may go barefoot in the fenced playground area. We will make sure your child has footwear when walking on the concrete or anywhere outside of our fenced childcare center.</p> <p><i>Initial yes if you are okay with your child being barefoot on the playground.</i></p>	<p>Yes _____</p> <p>No _____</p>
<p><b>WATER PLAY PERMISSION</b></p> <p>Children may engage in water play from time to time in our playground area.</p> <p><i>Initial yes if you are okay with your child engaging in waterplay.</i></p>	<p>Yes _____</p> <p>No _____</p>

<p><b>PHOTO &amp; VIDEO RELEASE – PUBLIC USE &amp; CLASSROOM USE</b></p> <p>Initial to grant permission for photos or videos of your child being involved at Ka Hana Pono to be included in various public media outlets (website, Ka Hana Pono's Facebook and Instagram, etc...) for the purposes of reporting on activities and publicizing Ka Hana Pono to the community. Photos would also be used for in classroom purposes and on the centers Brightwheel app. These photos/images will not include contact information.</p>	<p>_____</p>
<p><b>PHOTO &amp; VIDEO RELEASE FOR CLASSROOM ONLY</b></p> <p>If you did not initial above for public use but are okay with photos and videos of your child being used within the classroom and within the Brightwheel app only – please initial here.</p>	<p>_____</p>

**Parent / Legal Guardian Signature**

I, as the parent or legal guardian, give my permission for my child to participate in Ka Hana Pono Daycare and Preschool's program. I agree not to hold the Waialua Community Association, Ka Hana Pono Daycare and Preschool, its employees, instructors, administrators, and authorized volunteers liable in the event of an injury incurred due to my child's participation in the program. I agree to abide by all policies and procedures of Ka Hana Pono Daycare and Preschool. I have read and agree to the policies and procedures outlined in the program's Parent Handbook and outlined in this Enrollment Contract.

Parent / Guardian #1 Printed Name: \_\_\_\_\_

Parent / Guardian #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian #2 Printed Name: \_\_\_\_\_

Parent / Guardian #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ka Hana Pono Daycare & Preschool reserves the right to change or revise any policies, procedures, or tuition/fee schedules when necessary. Written notification will be provided to parents a minimum of thirty days in advance of any changes taking effect. A failure to enforce one or more of the terms in this contract does not waive Ka Hana Pono Daycare's right to enforce any other terms of this contract. By signing the above, you (the parent / legal guardian) agree that this is a legally binding form. Providing false information will result in termination of Daycare / Preschool services.

**MAHALO!**

Ka Hana Pono Daycare and Preschool  
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 Haleiwa, Hawaii 96712

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