



**Ka Hana Pono Daycare & Preschool @ Waialua
Community Center
66-434 Kamehameha Hwy, Cottage #3
Hale'iwa, HI 96712
(808) 638-2631 | (808) 400-9145**

PARENT CUSTODY & GUARDIANSHIP STATEMENT

To ensure your child's safety and well-being, and to support clear communication between home and school, we ask all families to complete this custody statement. If you are divorced, separated, or sharing custody, please attach a copy of the legal documentation that outlines your current custody arrangement.

Legal Access:

Ka Hana Pono Preschool is legally required to release a child to any parent or legal guardian who has custody or shared custody, unless a **court order or notarized separation agreement** states otherwise. Without legal documentation, both parents are presumed to have equal custody rights.

In the absence of a court order, we are also required to provide both legal parents with access to their child's records, reports, and school-related information. Please note that **step-parents and extended family members** do not have legal access to these records unless specifically authorized in writing by the custodial parent.

We understand that custody situations can be complex. Please keep our Director informed of any changes or special circumstances that affect your child's emotional needs, drop-off/pick-up routines, or home life. We hold all information shared with care and confidentiality.

Child's Full Name: _____

Date of Birth: _____

Custodial Parent / Primary Guardian:

- Name: _____
- Phone: _____
- Home Address: _____

Other Parent / Guardian:

- Name: _____
- Phone: _____
- Home Address: _____

Do you have a signed custody agreement or court order?

☐ Yes (attached)

☐ No

If no, please briefly describe your current custody arrangement:

In case of illness or emergency:

If the **custodial parent** cannot be reached, do you authorize the **other parent** to assume guardianship in your absence?

☐ Yes

☐ No

Please explain:

Additional notes or instructions regarding custody:

Parent / Guardian Signature: _____

Date: _____