



KA HANA PONO

STAFF HANDBOOK

Ka Hana Pono is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center.

Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Head Teacher or Director and/or Assistant Director.

ADMINISTRATION

Director / Owner(s): Angelica and Jason Friedmann
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Phone/Fax: 808-638-2631
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HOURS OF OPERATION & WEATHER RELATED CLOSURES

Ka Hana Pono Daycare and Preschool is open Monday-Friday from 700am to 500pm

The Director will monitor the weather & local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

All children must immediately return indoors when lightning is observed.

In the event that Ka Hana Pono closes early children should be picked up in a reasonable amount of time to ensure all parents, children, & staff can travel safely home.

CLASSROOMS AND RATIOS

There are two classrooms:

- | | | |
|--------------|--------------------------------------|-------------|
| • Cottage #3 | Children ages 36 months to 60 months | 12 children |
| • Cottage #4 | Children ages 24 months to 36 months | 06 children |

At Ka Hana Pono Daycare and Preschool, we maintain the following staff-to- child ratios at all times, including when emergency procedures are in effect.

Age of Children	Minimum Ratio of Staff to Children
32 months to 5 years	1 staff for every 12 children
24 months to 32 months	1 staff for every 6 children

LICENSING

Ka Hana Pono is a preschool and daycare licensed by the Hawaii Department of Human Services.

Our licensing worker is Cindy Shigemoto-Kadota 808-675-0470
A copy of the licensing rules is available to each staff member, in the cottages and on the

NEW STAFF ORIENTATION

All new staff members will be asked to read the Ka Hana Pono staff and parent handbooks.

Prior to working in the classroom, the Director will schedule an orientation meeting to complete required paperwork, and review center operation and policies.

Additionally, all new full-time staff, under the supervision of the Director and/or Assistant Director, will complete a Criminal Background Check and FBI Fingerprinting.

STATE & NATIONAL CRIMINAL HISTORY CHECKS

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Hawaii sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the center.
 - The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

Each staff member must complete a Criminal History Check every year.

- A search will be completed and includes checks of Hawaii Criminal History, Child Abuse and Sex Offender Registries.
- The cost of the check will be reimbursed to staff members.
- Each staff member must be fingerprinted by a certified technician. Fingerprints are submitted to the FBI and a check of national criminal history records is conducted.

STAFF PHYSICAL EXAMS AND TUBERCULOSIS TESTING

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 6 months before beginning employment.

Physicals and TB tests must be updated every 2 years.

Staff members will have a “grace period” of 30 days to turn in updated physicals and TB tests. After 30 days, staff members may be suspended for a period of time at the discretion of the Director and/or Assistant Director.

PERSONNEL POLICIES

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation.

Ka Hana Pono staff members are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties, including the use of positive words and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous & helpful when dealing with children, parents, visitors, & other staff members

NON-DISCRIMINATION

Ka Hana Pono does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Ka Hana Pono is an equal opportunity employer.

PERSONAL BELONGINGS

All bags, backpacks, purses, etc. must be safely stored out of reach of children.

Ka Hana Pono is not responsible for lost or stolen items.

PROFESSIONALISM

Each Ka Hana Pono staff member is a child care professional and is expected to act as such.

These general guidelines for professionalism should be maintained at all times:

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers).
- Dress appropriately for interaction with children. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.
- It is expected that all staff members will present themselves and Ka Hana Pono Daycare and Preschool in a professional, respectable manner.
- Staff members are expected to observe the 3 C's for appropriate attire at work as follows:
 - **COMFORTABLE** – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities.
 - **CLEAN** - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.
 - **COURTEOUS** - Staff members interact with children and parents on a daily basis and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless “tube” tops, short skirts/shorts, sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

CELL PHONE USAGE

It is important that every staff member's attention remains on the children at all times.

A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented.

For this reason cell phone use is permitted only for business related communication with staff or presently enrolled families and must be brief.

If an enrolled family needs to discuss something that will take time, a separate meeting / time to call must be arranged.

It is expected that when leaving the center for any reason (walk, field trip, playground, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Head Teacher and Director and/or Assistant Director of the situation. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom.

SUBSTANCE & TOBACCO USE

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately.

If the Director and/or Assistant Director or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

Cigarettes and smokeless tobacco products are prohibited on Ka Hana Pono premises, including parking lots and outdoor play areas.

Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time.

Staff members who do smoke must wash hands immediately after smoking, before returning to work.

PERSONNEL FILES

Ka Hana Pono maintains a permanent personnel file for each staff member.

These files are confidential and staff must arrange a time with the Director and/ or Assistant Director to review their file.

Staff members are prohibited from accessing the personnel file of another staff member for any reason.

Staff members should report to the Director and/or Assistant Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

PARKING

Staff members should park behind the cottages. The parking lot in the front of the cottages is reserved for parents picking up and dropping off.

REIMBURSEMENT

The Director must first approve all purchases made by a staff member using personal funds.

Any unapproved purchases may not be eligible for reimbursement.

Original sales receipts should be retained.

HARASSMENT

Ka Hana Pono prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics.

Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior.

A staff member who feels harassed has the right to file a complaint with the Hawaii Civil Rights Commission and/or the Equal Employment Opportunity Commission.

DAILY RESPONSIBILITIES

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. Below are some general things that must be completed each day.

Staff members are expected to familiarize themselves with the classroom specific duties.

MORNING DUTIES

Make sure all program room doors are unlocked; mix new bleach water; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day's lesson plan.

NOON / NAP TIME DUTIES

Straightening of shelves; sanitizing toys; cleaning tables/chairs/floors; curriculum planning; wash dishes; complete daily activity sheets for children; and prepare for afternoon.

AFTERNOON DUTIES

Wash or spray toys that have been mouthed by children with bleach solution & air dry; take trash to dumpster, sanitize trash can, & replace trash bag; put toys and equipment away; check outdoor play area for equipment that needs to be put away; sanitize tables, chairs, & shelves; wash dishes; empty bleach solution; vacuum carpets; lock all program room doors after the last parent leaves for the day.

*Near the end of this handbook you will find information specific to the Health and Safety Plan for the novel coronavirus (COVID-19) as well as a cleaning checklist.

ARRIVAL OF STUDENTS IN THE MORNING

Staff members are expected to greet each child and parent by name upon their arrival to the classroom.

Arrival is the opportune time to discuss how the child's night was, what he/she ate for breakfast, special instructions for the day, etc.

Upon arrival, each child must have direct contact with a staff member. Staff should be looking for previous injuries, signs of illness, or unusual behavior.

DAILY SCHEDULE AND ACTIVITIES

The Head Teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs.

Every staff member is responsible for the carrying out the schedule and activities.

The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment.

Children thrive on consistency!

Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

DEPARTURE OF STUDENTS

During the enrollment process, each family completes an "Emergency Contact and Parental Consent" form. This form provides authorization for select individuals to pick-up children from the center.

If you are not familiar with the person attempting to pick-up a child, you must request photo identification and check the "Emergency Contact" form.

At the end of the day, staff must check the attendance clipboard to verify all children have been signed out.

LATE PICKUP

Ka Hana Pono charges late fees. If a child is picked-up after 5:00pm, please make a note on the attendance clipboard and inform the Director.

If parents do not arrive by 5:15pm to pick-up their child, attempt to contact them at all available phone numbers.

If the parents cannot be reached, attempt to contact the authorized pick-up persons.

If you are unable to reach the authorized pick-up persons, contact the Director.

THEMES

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and see every day, as well as the children's interests. The themes must be age-appropriate and may span the length of one week, or one month depending on the interest level.

Teachers are encouraged to discuss with each other their themes and coordinate the sharing of materials and activities.

MULTIMEDIA

The use of multimedia in our program is not permitted.

WORK SCHEDULES

Staff members are expected to communicate with each other to ensure both full-time staff members are not absent on the same day.

All scheduling requests should be submitted in writing to the Director and/or Assistant Director.

Schedules will be created based upon the needs of Ka Hana Pono and the children, as well as staff member availability.

Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete and carry out Ka Hana Pono responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). In this case, staff members will not receive additional pay for work performed outside their normal work schedule.

ATTENDANCE / ABSENCES / SUBSTITUTES

Consistency is crucial to creating a successful program.

We make every attempt to put as few staff members as possible in each classroom. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine.

Instances of absenteeism and/or tardiness will be documented in the staff member's personnel file. Recurring absences or tardiness are subject to the Disciplinary Procedure.

All absences must be reported to the Director and/or Assistant Director with the expectation that the staff member will arrange for their own substitute.

If the staff member needs help in securing a substitute, he/she should speak with the Director and/or Assistant Director.

If a staff member is ill and unable to work, the Director and/or Assistant Director should be notified immediately, by phone not by email.

When possible, a staff member must assist in making arrangements for a substitute. In some cases, the Director and/or Assistant Director may request a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

Staff members will be supplied with an approved substitute list and phone list at the beginning of each school year. Staff members are expected to use these lists to find substitutes when unable to work for any reason (vacation, illness, appointments, etc.).

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director.

Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Ka Hana Pono employees. Personal information should never be used for personal purposes.

Hawaii law specifically prohibits the sharing of information about children or staff members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek written parental consent before consulting with an outside agency about a child.

All staff members are given a copy of Ka Hana Pono's Confidentiality Policy and required to sign acknowledgment that it has been read and understood.

Link: [Confidentiality Policy](#)

CHILD ABUSE AND NEGLECT

All Ka Hana Pono staff members are mandatory child abuse reporters.

Staff members may directly report suspected incidents of child abuse or neglect to the Hawaii Department of Human Services Child Welfare Services Division and will complete all necessary paperwork.

The staff member should inform the Director and/or Assistant Director of the report and together decide whether or not to inform the parents of the report.

All staff members are given a copy of Ka Hana Pono's Child Protection Policy and required to sign acknowledgment that it has been read and understood.

Link: [Child Protection Policy](#)

If a Ka Hana Pono staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect.

If there is reasonable cause, a report must be made to the Department of Human Services (DHS). In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations.

Termination of employment after a child abuse allegation is at the discretion of the Director.

Ka Hana Pono will cooperate with any DHS investigation.

ILLNESS

Our first priority at Ka Hana Pono is providing a healthy, safe learning environment for all children.

*Near the end of this handbook you will find information specific to the Health and Safety Plan for the novel coronavirus (COVID-19).

Children and any staff members will be sent home as soon as possible if any of the following is experienced:

- an illness prevents them from participating comfortably in activities;
- an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom;
- OR if a child (or staff member) is experiencing any of the following conditions:
 - Fever accompanied by behavior changes or other signs/symptoms of illness
 - Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
 - Diarrhea (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.
 - Blood in stools not explainable by dietary change, medication, or hard stools
 - Vomiting (two more instances in past 24 hours) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
 - Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
 - Mouth sores with drooling, unless a health care provider determines the sores are not contagious
 - Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease

ILLNESS continued...

*Near the end of this handbook you will find information specific to the Health and Safety Plan for the novel coronavirus (COVID-19).

- Pink eye (conjunctivitis) until after treatment has been initiated
- Head lice, from the end of the day until after first treatment
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling

Ka Hana Pono reserves the right to make the final determination of exclusion due to illness.

Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease all families will receive an email and text notification of the illness.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

*Near the end of this handbook you will find information specific to the Health and Safety Plan for the novel coronavirus (COVID-19).

MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form.

If a child becomes ill while at Ka Hana Pono and a parent requests that medication be given, verbal authorization can only be given to the Director and/or Assistant Director.

A Medication Authorization Form will be completed by the Director and/or Assistant Director and must be signed by a parent upon pick- up.

The Medication Authorization Form must remain with the medication at all times and stored out of the reach of children.

Unused medications must be immediately returned to the family and will not be stored at Ka Hana Pono.

Medications may be administered only by Head Teachers, the Director, or Assistant Director.

When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances.

Expired Medication Authorization Forms must be turned in to the Assistant Director to be filed in the child's permanent enrollment file.

DOCUMENTATION OF INCIDENTS / ACCIDENTS / HEALTH

Staff members shall document accidents and incidents that occur at Ka Hana Pono using an Accident/Incident Report.

Link: [Accident / Injury Report](#)

Staff members shall also document each time a parent is contacted regarding an ill child or symptoms of illness.

Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten.

Use great detail when explaining events, but never include other children's names.

If the injury is serious, a parent needs to be contacted before pick-up.

The parent shall sign the report the same day as the incident and may be given a copy.

All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

All staff members are given a copy of the Health and Safety in the Childcare Setting: Prevention of Injuries, A Curriculum for the Training of Child Care Providers manual.

Topics Covered:

- Understanding Injuries in the Childcare Setting
- Risk of Injuries Related to Stages of Development
- Safety Policies and Behavior Management
- Regular Safety Checks of Indoor and Outdoor Environments
- Motor Vehicle, Transportation and Pedestrian Safety
- Child Abuse
- Sudden Infant Death Syndrome (SIDS)

- Burns and Fire
- Mechanical Airway Obstruction: Choking, Strangulation, Suffocation
- Falls
- Poisoning
- Oral / Dental Injury
- Shaken Baby Syndrome
- Drowning
- Firearm Injuries
- Emergency Procedures
- Toy Safety
- Back Injury Among Providers

DOCUMENTATION OF ALLERGIES

A child or staff member with allergies must have an Allergy Action Plan posted in a visible location in the classroom.

If the allergy is food- related, an Allergy Action Plan must also be posted in the kitchen area.

All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction.

All allergic reactions must be documented with an Incident Form.

EMERGENCY CARE PLAN

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc).

A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise.

If necessary, staff will receive training regarding a child's or staff member's specific health care needs.

VISITORS

Staff members should notify the Director and/or Assistant Director if expecting a visitor.

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) are required to sign in outside of the classroom.

The visitor is then required to sign out before leaving the building.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has not had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio.

- Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.
- Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
- The primary responsibility of the supervision and monitoring will be assumed by the Head Teacher unless he/she delegates it to another staff member.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is.

- If a staff member is unsure about the reason, the Director or Assistant Director to get approval for the person to be on site.

- If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure.

Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

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INTRUDER OR DANGEROUS ADULT

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff members will attempt to have the parent/intruder move to the deck and close the classroom door and calls 911.

In the event of an intoxicated parent:

- The Director and Head Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Head Teacher will inform the parent that the police will be notified.
- Call 911 and inform them of the situation. Provide as much information as possible, including parent’s name, make/model of the car, and license plate number.

HOW TO WASH YOUR HANDS MOST EFFECTIVELY

All adults in Ka Hana Pono classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

- Use soap and warm (between 60 and 120 degrees F), running water • Rub hands vigorously for at least 20 seconds (sing the “ABC’s”).
- Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain
- Rinse hands well with the water running • Dry hands with a disposable towel
- Turn off water with the paper towel

WHEN TO WASH THE CHILDREN’S HANDS

- After using the toilet or having their diapers changed • After contact with bodily fluids (vomit, blood mucus) • Before and after sensory play, including water play
- After returning indoors from the playground
- After handling pets
- If they are too young to do it themselves, you wash the children’s hands.
- Older children should get into the habit of hand washing to stop disease from spreading.
- Remember: they will learn by watching you.

WHEN TO WASH YOUR HANDS

Staff members must wash their hands at the following times:

- Upon arriving at the center
- After each diaper change
- After helping a child use the toilet

- After wiping a nose, coming into contact with saliva or any other bodily fluid. • Before preparing meals
- Before and after meal times
- After removing gloves
- After using the restroom
- After returning to the center from a break
- After coming indoors from the gardens or playground
- As often as possible

**Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

MEAL TIME ROUTINES

Staff members may store a small amount of food in the WCA Gym refrigerator.

All food should be clearly labeled with the staff member's name and date.

Food should be removed or discarded after one week or when spoiled.

Ka Hana Pono follows the Child and Adult Care Food Program (CACFP) nutrition and practice guidelines for meals and snacks.

Prior to each meal, tables must be washed with soapy water.

Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel.

All staff and children must wash hands before and after each meal, for at least 20 seconds.

Staff shall sit with children at the tables and supervise all mealtimes.

Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.

Each staff member is expected to eat with the children in order to model good eating habits.

Following every meal, tables and chairs must be washed with soapy water and sanitized with bleach water.

FOOD FROM HOME

Parents wishing to bring in snacks from home for the class to share must first verify with the Director whether or not there are any allergies or dietary restrictions for that class.

Children are welcome to bring in special treats to celebrate a birthday or holiday.

Due to potential various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging.

CURRICULUM

Curriculum at Ka Hana Pono includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively.

Ka Hana Pono uses TwoSteps in our 2-3 year old classroom and Funsteps in our 3-5 year olds classroom as guides for planning the curriculum.

Lesson plans should be changed in order to accommodate the children's changing interests.

PHYSICAL ENVIRONMENT

The actual room arrangement of each program room is the responsibility of the program Head Teacher and Director.

Centers should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined, with obvious boundaries.

Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible.

The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level.

Room arrangement should take into consideration that staff must be able to see every child at all times.

NAP AND REST TIME

The Hawaii Department of Human Services requires that all children be provided a regularly scheduled nap or rest time.

Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child.

There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting.

Children should be provided alternative quiet activities if unable to rest.

OUTDOOR PLAY

Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule.

Self-selection is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children.

Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount

of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

FREE PLAY

“Free-play” (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule.

Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

WEAPONS / VIOLENT PLAY / BULLYING

There is a strict policy of allowing no weapon play at Ka Hana Pono.

Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons.

Redirection should be used when a child is engaging in weapon or violent play.

If a child brings a weapon to Ka Hana Pono, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others.

Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

GUIDANCE STRATEGIES

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors.

These adult actions often are called child guidance and discipline.

Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices.

The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child.

They also preserve the child's self-esteem and dignity.

Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others.

However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development.

Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child.

Ka Hana Pono staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them
- Circulating throughout the classroom?
- At the child's eye level?

CONFLICT RESOLUTION

Preschoolers can have many conflicts because they still are learning how to socialize and still are very self-centered.

By teaching young children conflict resolution, they learn the skills they need to peacefully resolve their conflicts without the help of an adult.

Of course, the adult is a key player while teaching and modeling how conflict resolution works, but eventually the adult will be needed less and less.

Patience is required while children learn this process; it will take several attempts before they begin using the process on their own.

HOW TO OFFER CONFLICT RESOLUTION TO A CHILD?

Neutralize the situation and make sure the environment is safe.

This is done by putting yourself between the children if they need to be separated, or holding onto an object that the children are arguing over.

The most important part of this step is making sure that the situation is not dangerous for any child.

Tell the children that you are going to help them solve their problem and ask each child involved what the problem is.

Repeat the child's words to the other child involved. For example, if John tells you that Tom took the fire truck away from him, you would say "John says that he was playing with this fire truck and you took it away from him." Allow the second child to respond and repeat the child's words to the first child.

Ask the children what they think they can do to resolve their problem. Each time a child gives a suggestion, repeat her words to the other child and see if they can agree on a solution. Keep taking suggestions until both children agree on the solution.

Give your own suggestion as to how the conflict can be resolved. Do this step only if the children are having a hard time resolving their conflict. If the students do not like your suggestion, give them another one.

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

Children want to test whether caregivers will enforce rules.

They experience different sets of expectations between school and home.

A child does not understand the rules, or are held to expectations that are beyond their developmental levels.

They want to assert themselves and their independence.

They feel ill, bored, hungry or sleepy.

They lack accurate information and prior experience.

They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely.

Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected.

However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")

- Focus on the desired behavior; rather than the one to be avoided. (e.g., “Ashley, please use gentle touches with your friends.”)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Ka Hana Pono staff will use to respond to child misbehavior.

Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs.

Whenever possible, involve children in making the rules for the classroom.

Redirection

- This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

Logical Consequences

- These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

Participate in the Solution

- If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

Natural consequences

- Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.

"Take a break" or "Calm down chair" or "Time out"

- In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.

USEFUL PHRASES

The following phrases are useful when problem-solving with children.

Instead of "No" or "Don't"

Say "Please stop", "I don't like that", "That's not OK", or "That is not a choice"

Instead of "That's not nice"

Say "That's not OK", "Please use gentle touches", or "That hurts Jordan"

Instead of “No running”

Say “I need you to use your walking feet” or “You may run when we go outside”

Instead of “Stop crying”

Say “I need you to use your words to tell me what is wrong”

Instead of “Can you put away your toys?” (If it is not a choice, do not pose it as a question)

Say “You may help me pick up the blocks, or help Alyssa pick up the puzzles”

Instead of “I said yes” (when a child tells you “no”)

Say “No is not a choice, I need you to...”

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.

Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers.

There are a variety of strategies we implement at Ka Hana Pono to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.

- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting.

Examples of triggers would be:

- Communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain.
- Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Below are the steps the teacher will take to identify triggers and replace the behavior:

The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?

Was the child who bit getting the attention and care he/she deserved at other times?

The teacher will change the environment, routines or activities if necessary.

The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

The teacher will observe the child, to get an idea of why and when they are likely to bite.

The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.

If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent.

A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

REMOVAL OF A CHILD FROM THE CLASSROOM

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers the Head Teacher should contact an on-call aide or the Director to come to the center and be with the child.

The parents should be contacted immediately.

PARENT INTERACTIONS

Many of our employees will become well acquainted with the parents of the children.

This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

- Address parents by their first name.
- Talk with parents about an issue with their child only if you are not in the classroom with children.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus only on the negative.
- Do not use other children's names when discussing behavior concerns and/ or incident reports.
- Avoid the phrase "I don't know." Instead, say "I'm not certain of the answer for that; can I get back to you?" then find the answer and reply to the parent as soon as possible.
- Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

HANDLING PARENT COMPLAINTS

- Listen carefully. Many times a person just needs an opportunity to air his or her feelings and feel they've been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence. ("You're upset that Gavin isn't able to stay awake for dinner and seems crabby at night.")
- State the changes that you think the parent would like to have made. ("You would like us to make sure Gavin lies down for at least an hour every afternoon.")

- State what you will do to solve the problem. (“I will speak with the other teachers and make a note on his chart to make sure the message reaches everyone.”)
- Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. (“I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?”)
- If you are unsure how to solve the complaint, refer the parent to the Director and/or Assistant Director. (“I’m not sure how to answer that; the Director and/or Assistant Director will be able to better help you.”)

EMERGENCY MEDICAL / DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency.

In addition, the form allows Ka Hana Pono Daycare and Preschool staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Head Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/ authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION

CALL 911

The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.

Provide the center's name and location "Ka Hana Pono Daycare and Preschool, 66-434 Kamehameha Highway, Cottage #3 or #4 in Haleiwa. We are across the street from the Haleiwa Post Office behind the Gym."

Provide the child's name and a description of the incident.

Follow instructions as provided by the operator.

A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form. An on-call aide / substitute will have to be called in for the Head Teacher if necessary

Staff may not transport an ill and/or injured child in a personal vehicle.

EMERGENCY FIRE PROCEDURE

IF YOU ARE ON DUTY IN A CLASSROOM at the time of a fire, follow the instructions below and evacuate the children first.

- Exit the building and proceed to the designated meeting place.
- Call 911 as soon as you have reached the meeting place.
- Provide the center's name and location "Ka Hana Pono Daycare and Preschool, 66-434 Kamehameha Highway, Cottage #3 or #4 in Haleiwa. We are across the street from the Haleiwa Post Office behind the Gym."
- Describe the location of the fire.

IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:

- Assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom admin folder, and attendance clipboard.
- Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: under the shower tree in the grassy field next to the Gym. Every classroom must stay together as a group.
- Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Head Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.

If unable to return to the building in a timely manner Head Teachers will be responsible for contacting parents and informing them of the situation.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Head Teachers will initiate all drills and maintain records of all drills.

MISSING OR ABDUCTED CHILD

In the event of a missing child, the Head Teacher will search for the child in the immediate area.

If the child cannot be located in a reasonable amount of time the Head Teacher will call 911 and the child's parents.

In the event of an abducted child, the Head Teacher must immediately contact the Director and/or Assistant Director, the Honolulu Police Department, and the child's parents.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

Head Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.

Activities will resume as possible until parents arrive.

EARTHQUAKE

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings.

The first aid kit, classroom emergency binder and classroom attendance clipboard should remain with the Head Teacher at all times.

When notified by the Head Teacher must use the classroom attendance clipboard to verify all children are accounted for. Parents will be notified as soon as possible.

GENERAL EMERGENCY PROCEDURE GUIDELINES

A First Aid kit is located in each classroom.

Head Teachers are responsible for restocking items monthly.

Blood borne pathogens kits are available in the office and in each of the hallway bathrooms.

All incidents or accidents (including biting) are reported to the parents, Head Teacher, Director and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to be filed in the child's enrollment folder.

In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.

Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.

In the event of an emergency, it is important to remain calm.

As a staff member, your first responsibility is ensuring the safety of the children in your care.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom.

Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children.

No animal may be brought into Ka Hana Pono without first notifying and receiving permission from the Director and/or Assistant Director.

Once approved by the Director and/or Assistant Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

PREPARING FOR DIAPERING

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready:

- Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child's skin)
- A clean diaper, plastic bag for soiled clothes, and clean clothes of soiled clothing is anticipated
- Non-porous gloves if they will be used, and a dab of diaper cream on a disposable piece of paper or tissue if cream is being used

DIAPERING PROCEDURE

1. Prepare for diapering as indicated above.
2. Place child on diapering table. Remove clothing to access diaper. If soiled, place clothes into plastic bag.
3. Remove soiled diaper and place into lined, hands-free trash container.
4. Use wipes to clean child's bottom from front to back.
5. Use a wipe to remove soil from adult's hands.
6. Use another wipe to remove soil from child's hands.
7. Throw soiled wipes into lined, hands-free trash container.
8. Put on clean diaper and redress child.
9. Place child at sink and wash hands following the "hand-washing procedure."
10. Spray diapering surface with bleach-water solution and wait more than 10 seconds before wiping with disposable towel or allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill the germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

11. Adult washes hands using the “hand-washing procedure,” without contaminating any other surfaces.

The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution (all surfaces must be to be sanitized – e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface).

The bleach-water solution must be allowed to stay on the surface for more than 10 seconds, and ideally 2 minutes, to kill the germs. So it is best for staff to spray the surface as the last step of the diapering procedure before washing their own hands.

After the time lapse, the surface can be dried (no additional handwashing required at this time) or allowed to air dry (and wiped dry if still damp) before use with another child. Diapers are disposed of in a hands-free covered can (usually one that has a step pedal that lifts the lid) to prevent further contamination of surfaces.

Toys that are played with or objects that are touched, while children’s diapers are changed, must be put aside to be sanitized.

Note: Both child’s and staff’s hands must be washed after the diapering procedure is completed.

CLEANING SANITIZING AND DISINFECTING

*Near the end of this handbook you will find information specific to the Health and Safety Plan for the novel coronavirus (COVID-19) as well as a cleaning checklist.

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings.

Routine cleaning with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned.

Sanitizing removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized.

But some child care items and surfaces require the added step of disinfecting after cleaning to kill the germs on a surface.

Diaper changing tables, hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in child care.

Bleach and water solution may be used in several ways:

- Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.
- Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.
- Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.
- All containers of bleach/water solution should be clearly labeled with the contents of the container and the date. Example: Bleach and Water Solution, March 3, 2020.
- Remember to keep all containers of cleaning and disinfecting products out of the reach of children.
- A solution of bleach and water loses its strength and is weakened by heat and sunlight.
- A fresh bleach and water solution must be mixed every day.
- Unused bleach and water solution should be poured down a drain at the end of the day.
- Do not discard bleach water solution where other cleaners or chemicals are used.
- Do not mix household bleach with other household chemicals such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

SANITIZING

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach and water solution may be used.

- 1 teaspoon bleach to 1 quart of cool tap water
- Dishes, eating utensils and toys should be submerged in the bleach and water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

DISINFECTING

Use a stronger bleach and water solution on diaper changing tables, hand washing sinks, toilets, and other surfaces that need disinfecting.

Use the following recipe to mix bleach and water for disinfecting.

- 1/4 cup household bleach in 1 gallon of cool water
- ORI tablespoon bleach to 1 quart of cool water
- Allow the surface to remain wet for 2 minutes

Recommended Cleaning Schedule for Emergency Child Care Settings

Task	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments:
Child Care Areas						
Door & cabinet handles		X	X			At the end of the day.
Drinking fountains		X	X*			Recommended not to use, instead use personal drinking cups or water bottles.
Mouthed toys	X				X*	Removed from use after it has been in contact with mouth, then cleaned and sanitized prior to reuse.
Pacifiers	X		X*			Should be cleaned with soap and water between uses by same child. Sanitized either by boiling in hot water or washing in dishwasher once daily. Pacifiers should never be shared.
Cloth toys & dress-up clothes	X		X			Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.
Hats & helmets	X				X	After each child's use.
Infant & toddler toys	X		X*			
Preschool & school age toys	X		X*			Site specific cleaning schedule must be developed and followed.
Upholstered furniture			X*			Vacuum daily when children are not present. Clean as needed using a carpet shampoo machine, or steam cleaner. For infant rooms, clean at least once per month.
Garbage cans		X	X*			
Rugs & carpets			X*			Vacuum daily when children are not present. Clean as needed using a carpet shampoo machine or steam cleaner. For infant rooms, clean at least once per month.
Floors (tile, linoleum, etc.)	X*		X			Sweep or vacuum, then sanitize .
Floors, carpets, rugs, or surfaces with bodily fluid or spit-up		X	X*			Children should be moved from area contaminated prior to cleaning and disinfecting with either high heat or an EPA registered product. Children should not return to carpeted areas until dry.
Sleeping Areas						
Cribs, cots, mattresses, & mats	X		X*			Clean and sanitize before use by different child.
Laundry - Bedding: sheets, blankets, sleep sacks, etc.	X			X*		Should be done on-site or by a commercial service (i.e. not washed in a private home). Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.

Task	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments:
Toileting and Diaper Areas						
Handwashing sinks, counters, toilets, toilet handles, & floors		X	X*			Clean immediately if visibly soiled.
Changing tables		X			X	After each use.
Potty chairs		X			X	After each use.
Diaper trash cans		X	X			Emptied throughout the day.
Bathroom floors		X	X*			Disinfectant is not used on floors when children are present.
Food Areas						
Refrigerator/ freezer	X			X		
Eating utensils, bottles, & dishes	X				X	After each use.
Kitchen counters	X				X*	
Food preparation surfaces	X				X	
Food preparation sinks	X		X			
Kitchen equipment: blenders, can openers, pots & pans, cutting boards	X				X*	After each use.
Tables & high chair trays	X				X	
High chairs	X		X			
Kitchen floors	X		X			Swept, washed, rinsed and sanitized .
Other Cleaning Items						
Mops		X	X			Cleaned, rinsed and disinfected in utility sink. Air dried in an area with ventilation to the outside & inaccessible to children.
Laundry - Bibs & burp cloths	X				X	Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.
Spray bottles of soap, rinse water & bleach solutions		X	X			See bleach solution preparation procedure above for where to clean bottles.

The 3-Step Method is 1. WASH, 2. RINSE, and 3. SANITIZE or DISINFECT

- **Sanitizing** solution is used to reduce germs from surfaces but not totally get rid of them. **Sanitizers** reduce the germs from surfaces to levels that are considered safe. The **sanitizing** 3- step method is most often used for food surfaces, kitchens, and classrooms.
- **Disinfecting** solution is used to destroy or inactivate germs and prevent them from growing. **Disinfectants** are regulated by the U.S. Environmental Protection Agency (EPA). The **disinfecting** 3- step method is most often used for body fluids and bathrooms/diapering areas.

***At times it may be necessary to clean, rinse, and sanitize/disinfect more frequently.**

****This guidance is adapted from [Cleaning Schedule](#), King County Health Department, 2019.**

VOLUNTARY RESIGNATION

All staff members should submit a letter of resignation to the Director and/or Assistant Director when resigning from a position.

Ka Hana Pono appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

DISCIPLINARY ACTION / UNACCEPTABLE JOB PERFORMANCE

Ka Hana Pono uses progressive discipline as a positive way to correct unacceptable job performance.

This is not a contractual obligation because all Ka Hana Pono employees are "at will" which means an employee can be terminated at the will of Ka Hana Pono for any reason or no reason.

The following are the steps, which are taken using progressive discipline.

If a staff member's job performance is not meeting Ka Hana Pono standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed.

- Verbal warnings may be given for violation of Ka Hana Pono policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.
- Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director.

After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

- A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected.
- Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director.

- A staff member may receive only one (1) written warning during a six (6) month period.
- After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.
- Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

TERMINATION

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under Iowa law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive.

Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

GENERAL JOB DESCRIPTIONS

ASSISTANT DIRECTOR

- Assist and support the Director in the daily operation of the center. Recruit new staff members and provide an orientation.
- Audit and update personnel and enrollment files annually.
- Conduct formal and informal observations to evaluate teaching staff; provide counseling through immediate feedback and annual performance evaluations.
- Administer parent surveys annually; review feedback and set center-wide goals; assess progress at six month and 12 month marks.
- Conduct center tours and provide program information to prospective clients.
- Substitute in classrooms as needed.
- Ensure compliance with all Hawaii Department of Human Services rules and regulations.
- Required Qualifications: B.A./B.S. in Early Childhood Education or related field. One year experience working with children birth through 12 years in an early care and education setting.

HEAD TEACHERS

- Plan and implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme- related materials, and rotation of toys and equipment on a regular basis.
- Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines.
- Form and maintain professional relationship with parents and families. Actively engage in daily activities and routines with children.
- Assess all areas of development of children.

- Develop and maintain portfolio for each child.
- Conduct two parent-teacher conferences per year with each family.
- Responsible for supervision and direction of any Full-Time Assistant Teacher, Part-Time Assistant Teacher(s), Part-Time Aide(s), Volunteers.
- Maintain all certifications as required.
- Ensure compliance with all Hawaii Department of Human Services rules and regulations.
- Required Qualifications
 Preschool Classrooms: B.A./B.S. in Early Childhood Education or related field;
 Child Development Associate; teacher licensure in early childhood by PATCH.

 One year experience working with children in an early care and education related setting.

ON-CALL or PART TIME AIDES

- Assist in implementation of daily activities and performance of daily routines.
- Maintain all certifications as required.
- Ensure compliance with all Hawaii Department of Human Services and National Association for the Education of Young Children (NAEYC) rules and regulations.
- Required Qualifications: At least 16 years of age. Basic knowledge of safety and care practices for children birth to five years, or school age.

KA HANA PONO DAYCARE & PRESCHOOL
POLICIES & INFORMATION ON PREVENTING
THE SPREAD OF CORONAVIRUS / COVID19

Aloha Ka Hana Pono Ohana! Locally and family owned and operated – at Ka Hana Pono we share your priorities for quality, safe, nurturing care. We are one family and we are all weathering this situation together. Thank you for everything that you’re doing to keep our community safe and healthy. We remain committed to providing safe and healthy childcare for you.

Gov. Ige stated the following during a March 2020 address regarding continuity of what he called essential services: “Our schools are important. There are many cascading impacts of closing schools. We believe that having schools that practice appropriate social distancing methods to create a safe and stable learning environment for our children is very important in this time for our entire community.”

The [governor's 5/5/20 Proclamation](#) allows child-care centers to allow attendance of children regardless of their parents' job classification. Prior to the 5/5 proclamation, both the [State of Hawaii and City & County of Honolulu's Stay-Home orders](#) 3/23 & 3/25 defined child care centers as providing an essential service and directed child care centers to stay open in order to provide "services that enable (essential) employees...to work as permitted."

During the COVID-19 Pandemic, Ka Hana Pono will be closely monitoring and following the directives of state and county officials, the Centers for Disease Control and Prevention (CDC), the Hawaii Department of Health (DOH), the Hawaii Department of Human Services (DHS), and other relevant governmental agencies.

Our small class and group sizes, ability to stagger play, activity and nap times, plus small-group snack and lunch cycles already fit the CDC and State's recommendations of how schools can safely operate at this time. Governor Ige has said that state public schools are looking to adopt many of these practices that licensed centers and providers already have in place, including measures like the cleaning of frequently touched surfaces and daily wellness checks of enrolled children and staff that include temperature taking. At Ka Hana Pono we will continue to do our very best to remain safely open to support the families in our community.

Keep in mind that due to the dynamic and fluid nature of the COVID-19 pandemic, guidance from officials and agencies could change at a moment's notice, and we will quickly abide by any necessary changes and communicate that with our enrolled families. Thank you for understanding that we may need to rapidly adapt our procedures as agencies direct us to, including temporary closure if directed. We will also close on a temporary case by case basis if any situation arises in which services cannot be safely rendered.

Our utmost priority is the safety and well-being of all the children in our care, their families, our staff, and our community.

We appreciate your consideration and cooperation with our collective efforts. And we are committed to providing the essential service of safe, reliable childcare so that parents/families can continue to work and fulfill all of their important obligations. Mahalo!

Effective immediately and until further notice:

- **A non-medical face-mask is required** to be worn by all adults dropping off, picking up, visiting or otherwise in any of our school buildings.
 - Per the CDC, when feasible, staff members and children age 6 and up should wear face coverings within the school buildings.
 - Masks are not required for children under age 6, however, you may send your child with a mask if you would like to.

Reasons for all enrolled students, parents, staff and visitors not to attend school:

- **Illness.** Any type of illness within 24 hours such as: fever, vomiting, diarrhea, excessive cough, shortness of breath, or rash. Refer to [Ka Hana Pono's Health Policy and Reminders](#) for more details.
- **Out of State Travel.** Families and staff of the school are encouraged to limit nonessential travel. Anyone who travels off island must quarantine for 14 days per the current state of Hawaii mandate and will be required to be absent from school during this time.

In accordance with the CDC recommendations, we encourage everyone to help prevent the spread of respiratory illness (including the flu), by taking these preventive actions:

- Wash hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, when coming inside from the playground, before eating, and after going to the bathroom
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe

In an effort to avoid the spread of COVID-19, our policies and procedures for health and safety include:

- **Hand washing** or the supervised use of hand sanitizer upon arrival to the school
- **Social distancing:** modify dropoff and pickup routines, limit the mixing of children, as much space as possible between children at naptime, teachers sign in/out students, limiting the amount of new people coming into the classrooms
- **Daily Wellness Checks:** parents wearing masks at dropoff and pickup, temperature checks and checking in with the parent/guardian on how the child is feeling each morning
- **Illness policy advising when to stay home :** Temperature of 100.4 ° or higher, vomiting, or two or more diarrhea incidents. In these instances, your child is allowed to return to school after 24 hours only if they are symptom free and without the aid of any medication
- **Daily sanitization** of frequently touched surfaces, toys, tables after each use, diaper changing tables and toilets after each use, other materials and equipment. After hours, every evening, the school undergoes additional cleaning and disinfecting of bathrooms, floors, carpets, and other common areas.
 - Children's blankets, pillows, any stuffed animals / comfort items, and extra clothes will all remain in your child's backpack until needed and put back into your child's backpack when done.
 - These items along with the children's water bottles will need to be taken home each day for cleaning.
- **There will be no food preparation done at school.**
 - The school will still have snacks available, they will be individually wrapped / prepackaged snacks such as: applesauce, string cheese, oranges, bananas, animal crackers, fig & granola bars. We will incorporate as much whole foods, fresh fruit and vegetables as possible.
 - Parents are to take the children's water bottles home each day for cleaning.
 - [Parents will provide a lunch and two snacks from home in accordance with USDA guidelines.](#)

At the recommendation of the Center for Disease Control, during the COVID-19 pandemic the following additional health and safety preventative measures should be taken into consideration:

- A. Implementing social distancing strategies
- B. Intensifying cleaning and disinfection efforts
- C. Modifying drop off and pick up procedures
- D. Implementing wellness screening procedures up arrival
- E. Practicing frequent, healthy, hand-washing

A. Social Distancing Strategies + Group Size:

The preschool versions of “Social Distancing” are being discussed, with teaching and learning about staying safe from germs being practiced as much as possible throughout the day & especially during meal & nap times.

- Teachers will come outside the facility to welcome each child as they arrive. At pickup, teachers will walk each child outside to meet their parents on the front deck or at their cars. This CDC recommendation is to limit transmission / the spread of illness by reducing the number of persons entering the classrooms.
- Teachers will be adhering to social distancing recommendations when interacting with parents & all adults. The CDC recommends limiting direct contact between parents / adults and school staff members and adhering to social distancing recommendations of staying 6ft apart.
- There will be as much outdoor learning, activities and play as possible each day.
- As much as possible classes will include the same group of children and providers each day.
- We have cancelled or postponed special events such as our graduation ceremony, holiday events, and special performances where large groups may gather together.
- Limiting transmission/ the spread of any illness will be taken into consideration regarding all of our daily activities. For example we will be:
 - At nap time, ensuring that children’s nap time mats are spaced out as much as possible, ideally 6 feet apart. When possible, placing children head to toe in order to further reduce the potential for viral spread will be done.
 - When both classrooms are open we will be:
 - Keeping each group of children in their specific classrooms.
 - Limiting the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- No non essential visitors or volunteers. New families can tour by appointment only and must wear masks.
- Our administrative staff, such as Angelica Friedmann, Executive Director, are teleworking from home.

Group Size Guidance

- It is important to note that the CDC describes how schools and childcare centers can safely continue to operate and those guidelines are not the same as for what the CDC calls "mass gatherings" and events.
- The CDC has not stated a cap or maximum for school or childcare group sizes. However, our small class sizes and low ratios are in compliance with both national accreditation and local licensing safety group and class size ratios. Ka Hana Pono is licensed for 18 students per day. The CDC and the State are no longer limiting group sizes to ten.
- Here is a link to the CDC’s guidance: [CDC and COVID19 – Information for Schools and Childcare Programs](#)

B. Cleaning and Disinfecting:

- Surfaces and objects that are frequently touched, especially toys and games – are cleaned, sanitized and/or disinfected hourly and as needed. This includes cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- All cleaning products are used according to the directions on the label.
- [Here is a link to a list of products that are EPA-approved for use against the virus that causes COVID-19](#)
- When surfaces are dirty, they are cleaned using soap and water prior to disinfection.
- All cleaning materials are kept secure and out of reach of children.
- Cleaning products are not to be used near children, and staff will ensure that there is adequate ventilation when using these products.
- Outdoor areas are sanitized daily (or more often if necessary)

Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized are not being used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions are set aside until they are cleaned by hand by a person wearing gloves. These items are cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
- Cloth toys are not being used at all.
- Toys that need to be cleaned are set aside in a container with soapy water.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning and Disinfecting Blankets, Stuffed Animals, etc...

- Parents are to take home any blankets, pillows or comfort items each day for washing. When not in use those items will be stored in each child's individual cubby box.
- Cots are labeled for each child.

C. Parent Drop-off and Pick-Up:

- Teachers will be adhering to social distancing recommendations of staying 6ft apart when interacting with parents as much as possible.
- Teachers will come outside the facility to pick up the children as they arrive.
- No shoes inside the classroom, children will take their shoes off and leave them outside the front door of the school. Teachers will take the shoes to the back playground area.
- Hand hygiene stations are set up at the entrance of the facility, so that children can clean their hands before they enter.
 - If a sink with soap & water is not available, hand sanitizer with at least 60% alcohol will be provided. Hand sanitizer is kept out of children's reach and use is supervised.
- Teachers will be signing in and signing out each student.
- If more than one family arrives at the school at the same time, we ask that parents wait in their car(s) so that Teachers can do daily wellness checks and sign each child in – one at a time.
- Teachers will come outside the facility at the end of the day to walk children to their cars.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as elderly grandparents or those with serious underlying medical conditions should not dropoff or pick up children, due to being more at risk for [severe illness from COVID-19](#).

D. Wellness Checks Upon Arrival:

- Persons who have a fever of 100.4⁰ or above or are showing other signs of illness will not be admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Screening of children upon arrival:
 - The most protective methods incorporate social distancing (maintaining a distance of 6 feet between adults)
 - Parents will be asked to take their child's temperature either before coming to the facility or upon arrival at the facility using the schools infrared no touch thermometer.
 - Upon a families arrival, teachers will do their best to stand 6 feet away from the parent/guardian and child until the temperature results are given or test taken.
 - Temperatures at dropoff will be recorded.
 - The parent/guardian will be asked to confirm that the child does not have a fever, shortness of breath or cough, and that the child has not taken any medication within the last 24 hours.
 - Teachers will make a visual inspection of the child for signs of illness which could include flushed cheeks, red eyes, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Personal protective equipment (PPE) is not needed during wellness checks.
 - Thermometers will be sanitized after each use.

E. Healthy Hand Hygiene Behavior:

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Hands are washed with soap and water for at least 20 seconds.
- If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- Children are supervised when they use hand sanitizer to prevent ingestion.
- Children are assisted with hand-washing. After assisting children with hand-washing, staff should also wash their hands.

[Click here to sign up for public state-health notifications.](#)

CDC guidelines which state parameters for continued safe operation of schools can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf> and here <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

**If you have any questions or concerns please reach out to our Executive Directors,
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808-282-2501 & 808-282-0682 & Aloha@KaHanaPonoHaleiwa.com**