



PARENT HANDBOOK

Ka Hana Pono Daycare and Preschool, LLC

Located at the historic Waialua Community Association
66-434 Kamehameha Highway, Hale'iwa, Hawai'i, 96712

Monday thru Friday

7:30am to 4:30pm

Children ages 2 - 5 are eligible to enroll

WWW.KAHANAPONOHALEIWA.COM ALOHA@KAHANAPONOHALEIWA.COM

Ph: 808-638-2631 Fax:

Mailing address: PO BOX 980, Waialua, HI 96791

Licensing & Accreditation: Ka Hana Pono Preschool is licensed and certified by the State of Hawai'i Department of Human Services Child Care Licensing Division and PATCH. We are a two-time finalist for Hawai'i's Favorite Childcare Provider by PATCH, Hawai'i's statewide resource supporting quality care for keiki and families.

This handbook is provided to all enrolled families as part of the admissions packet. It outlines the values, policies, and daily rhythms that guide our work with keiki and 'ohana at Ka Hana Pono. This version is current as of October 2025. Families will be notified in writing of any changes, with a minimum of 30 days' notice.

WELCOME TO KA HANA PONO	1
--------------------------------	----------

 OPERATIONAL PRINCIPLES	2
---	----------

 1. LOVE AND RESPECT COME FIRST	2
 2. TEACHERS INSPIRE THROUGH CURIOSITY AND PLAY	2
 3. LEARNING IS CONSTRUCTED THROUGH REAL EXPERIENCE	2
 4. PLAY IS FOUNDATIONAL, NOT OPTIONAL	2
 5. SCAFFOLDING HAPPENS IN RELATIONSHIP	2
 6. PARENTS ARE PARTNERS IN THE LEARNING JOURNEY	2
 7. WE TEACH AND LIVE IN PONO AND ALOHA	2

 PA‘ANI ME ALOHA	2
--	----------

PLAY WITH LOVE — CHILDREN TRULY LEARN THROUGH PLAY	3
 THROUGH PLAY, CHILDREN LEARN...	3
 WHY WE PLAY OUTDOORS	3
 THE SPIRIT OF PLAY AT KA HANA PONO	3

 OUR LOCATION	4
--	----------

 PARKING + DROP-OFF FLOW	4
 ON-SITE SAFETY PRESENCE	4
 CLASSROOM STRUCTURE	4

 APPLICATION & ENROLLMENT	4
---	----------

 IF YOU’VE BEEN OFFERED ENROLLMENT OR CONFIRMED FOR DROP-IN CARE:	5
 INTRODUCTORY VISIT	5
 RE-ENROLLMENT (FOR RETURNING FAMILIES)	5
 WAITLIST	5
 ADDITIONAL ENROLLMENT NOTES:	6

 THINGS TO BRING EACH DAY	6
---	----------

 DAILY ESSENTIALS	6
 IF YOUR CHILD IS NOT FULLY POTTY TRAINED PLEASE ALSO BRING:	6
 IMPORTANT REMINDERS	6

 OUR STAFF: TRAINING, SAFETY, AND QUALIFICATIONS	7
--	----------

 LEAD TEACHERS & DIRECTORS	7
--	----------

 MAXIMUM DAILY ENROLLMENT	8
 A TYPICAL DAY AT KA HANA PONO	8
 FOOTWEAR REMINDER	8
 PARENT/CHILDCARE COMMUNICATION	8
 SAMPLE DAILY RHYTHM	9
 PARENT COMMUNICATION	9
 HOW WE COMMUNICATE	9
 ADDITIONAL COMMUNICATION METHODS	10
 NOTES FROM HOME	10
 CONTACT INFORMATION	10
 ARRIVAL, DEPARTURES AND GOODBYE RITUALS	10
 GOODBYES AND TRANSITIONS AT DROP-OFF	11
 AT PICK-UP:	11
 LATE PICK-UP FEES (AFTER 4:40 PM)	11
 ABSENCE, MISSED DAYS & NO-SHOW POLICY	12
 ATTENDANCE & MAKE-UP DAYS	12
 MISSED DAY / NO-SHOW NOTIFICATION POLICY	12
 EXTENDED ABSENCES & TUITION HOLD POLICY	12
 AUTHORIZATION FOR PICK-UP AND CUSTODY CONSIDERATIONS	13
 UPDATING YOUR PICK-UP LIST	13
 CUSTODY CONSIDERATIONS	13
 VISITORS AND TOURS	13
 VISITORS POLICY	13
 NOT CONSIDERED VISITORS:	13
 ALL OTHER VISITORS:	14
 UNAUTHORIZED PRESENCE	14
 SUMMER SEND-OFF & CELEBRATIONS	14
 CELEBRATING YOUR CHILD'S BIRTHDAY	15

 A BOOK TO REMEMBER	15
 IF YOU'RE BRINGING A TREAT TO SHARE	15
 BIRTHDAY PARTY INVITATIONS (OUTSIDE OF KA HANA PONO)	16
 EXCURSIONS	16
 FUNDRAISERS	16
 WITHDRAWAL FROM KA HANA PONO	17
 PERSONAL BELONGINGS	17
 FINANCIAL POLICIES	17
 HOW TUITION IS PAID	18
 PAYMENT SCHEDULE	18
 LATE TUITION FEE	18
 RETURNED PAYMENTS	18
 REFUNDS	19
 FINANCIAL AID & CHILDCARE SUBSIDY PROGRAMS	19
 OUR CURRICULUM APPROACH	19
 WHAT GUIDES US	20
 DOMAINS OF DEVELOPMENT SUPPORTED DAILY	20
 WHY THE OUTDOORS MATTERS AT KA HANA PONO	20
 OUTDOOR EXPERIENCES MIGHT INCLUDE:	20
 NATURE BUILDS:	21
 MEALTIMES AT KA HANA PONO	21
 WHAT FAMILIES PROVIDE EACH DAY	22
NUTRITION	22
 LOCAL PRODUCE & DONATIONS	22
 GARDEN TASTINGS	22
 FOOD ALLERGIES, SENSITIVITIES AND RESTRICTIONS	22
IF YOUR CHILD HAS:	22
 HEALTH, ILLNESS, MEDICATION & RE-ADMITTANCE POLICIES	23

WHEN TO KEEP YOUR CHILD HOME	23
 SYMPTOMS THAT REQUIRE STAYING HOME:	23
 WHAT TO DO IF YOUR CHILD IS SICK	23
 RE-ADMITTANCE REQUIREMENTS - WE MAY REQUEST A DOCTOR'S NOTE AT OUR DISCRETION.	24
  MEDICATION ADMINISTRATION AT SCHOOL	24
  YOU MUST PROVIDE:	24
 TYPES OF MEDICATION WE MAY ADMINISTER:	24
 WHAT WE CANNOT DO:	24
  MAINTAINING A HEALTHY ENVIRONMENT	25
  OUR HEALTH & SAFETY PRACTICES INCLUDE:	25
  DIAPERING, POTTYING & RESTROOM POLICY	25
  POTTY TRAINING POLICY	25
 DIAPERING POLICY	25
  DIAPER CHANGES ARE:	25
 SOILED DIAPERS AND CLOTHING	26
 CLOTH DIAPERS	26
 DIAPERING FEES	26
  RESTROOM USE & SUPPORT	26
  BEHAVIOR AND POSITIVE GUIDANCE POLICY	27
  OUR APPROACH TO GUIDANCE AND DISCIPLINE	27
 CONSCIOUS POSITIVE DISCIPLINE	27
 POSITIVE GUIDANCE MAY INCLUDE:	27
 WE DO NOT USE:	27
 BEHAVIOR MANAGEMENT PRINCIPLES	28
 WHEN BEHAVIOR REQUIRES ADDITIONAL SUPPORT	28
 BEHAVIORS THAT REQUIRE INTERVENTION	28
  SUSPENSION OR DISMISSAL - IS A LAST RESORT USED ONLY WHEN:	28
  EMERGENCY MEDICAL CARE, SCHOOL CLOSURES & EVACUATION PLANS	29
  EMERGENCY MEDICAL CARE	29
 IN CASE OF EMERGENCY:	29
 REQUIRED AUTHORIZATION	29

 EMERGENCY PLANS & EVACUATION PROCEDURES	29
 POWER OR UTILITY OUTAGES	29
 FIRE DRILLS	30
 HURRICANES / TROPICAL STORMS	31
 WHAT YOU CAN EXPECT FROM US	31
  PROHIBITED ACTIVITIES, DATA PRIVACY & PARENT PARTNERSHIP	 32
  PROHIBITED ACTIVITIES	 32
 WE MAINTAIN:	32
 WHO HAS ACCESS:	32
 AT HOME	33
 AT DROP-OFF	33
 COMMUNICATION	33
 KEEP RECORDS UPDATED	33
 PROGRAM REVISIONS & UPDATES	33
  SCHOOL CALENDAR, TUITION POLICIES & PARENT HANDBOOK ACKNOWLEDGMENT	 34
  SCHOOL CALENDAR, HOLIDAYS & CLOSURES	 34
 TUITION POLICIES & FEE STRUCTURE	34
 PRESCHOOL PROGRAM: PAYMENT & ENROLLMENT POLICIES	34
 DROP-IN CARE: PAYMENT & PARTICIPATION POLICIES	35
 ADDITIONAL FEES	35
  HANDBOOK ACKNOWLEDGMENT	 36
 BY ENROLLING YOUR CHILD AT KA HANA PONO, YOU ACKNOWLEDGE THAT:	 36
 CLOSING MAHALO	36



Welcome to Ka Hana Pono

At Ka Hana Pono, we understand that **healthy, reliable, values-rooted childcare** is foundational to the quality of life for every parent and child. Our philosophy is rooted in the belief that all children deserve **love, respect, and meaningful attention**, and that their learning should unfold in environments that are **organic, joyful, and deeply connected to nature and culture**.

We are committed to providing a **safe, inspiring, and mindful setting** where your child's emotional, social, intellectual, ecological, and creative awareness can flourish. We believe children learn best through **relationships, rhythm, and play**, and that school can — and should — be a place where children feel **loved, seen, and free to grow**.

Ka Hana Pono offers a nurturing, family-style environment where we help keiki develop foundational life skills: empathy, communication, self-regulation, and group harmony. Our curriculum weaves together traditional academic domains with social-emotional learning, cultural literacy, and hands-on experiences in our gardens and natural play spaces.

We believe in harmonizing **head, heart, and body** — *mana'o, pu'uwai, and na'au* — through daily value lessons rooted in aloha. These values guide our relationships, our teaching, and our care. We support each child's unique developmental path, while fostering a strong sense of shared kuleana, resilience, and belonging.

We're honored that you've chosen Ka Hana Pono for your keiki. As you read through this handbook, please don't hesitate to reach out with any questions or kōkua. We are here to walk alongside your family with presence, partnership, and aloha.

— *The Ka Hana Pono 'Ohana*

Operational Principles

At Ka Hana Pono, our philosophy is guided by the belief that the *primary needs of every child are love, respect, and a great deal of attention*. Our caregivers support each child's development with a balance of structure and freedom — holding space with warmth, playfulness, and thoughtful guidance.

Here are the principles that ground our daily work with children and families:

1. Love and Respect Come First

Every child deserves to be seen, heard, and cherished. We build trust through relationship — modeling care, responsiveness, and clear boundaries.

2. Teachers Inspire through Curiosity and Play

Our caregivers guide learning by honoring the natural rhythm of childhood: asking questions, noticing patterns, inviting exploration, and co-creating meaning.

3. Learning Is Constructed through Real Experience

Children need open-ended, hands-on time with materials and the natural world. Our environment offers space to touch, build, move, imagine, and test ideas in real time.

4. Play Is Foundational, Not Optional

Rather than detracting from learning, play supports the very abilities that underlie academic success — self-regulation, memory, oral language, problem-solving, creativity, empathy, and resilience. Through play, children develop both joy and capacity.

5. Scaffolding Happens in Relationship

Our teachers observe closely and respond to children with the right level of support: offering hints, modeling strategies, adapting materials, or just being present. We help children reach just beyond their current skills — while trusting their internal process of mastery.

6. Parents Are Partners in the Learning Journey

Families are essential to the success of our program. Your knowledge, questions, culture, stories, and presence help us shape a classroom that is relevant and responsive to your keiki.

7. We Teach and Live in Pono and Aloha

We believe that **values influence behavior** — and that when we teach from *pono* (balance and rightness) and *aloha* (unconditional love and respect), we create a school culture where every child can thrive.

Pa‘ani Me Aloha

Play with Love — Children Truly Learn Through Play

At Ka Hana Pono, we believe that children learn **best and most deeply through play**. Every day brings new opportunities to explore, investigate, imagine, and express ideas through joyful, hands-on experiences.

Our program is designed to offer a rhythm of play that supports development across all domains — cognitive, social, emotional, physical, ecological, and creative.

Through Play, Children Learn...

- **Readiness:** Discover shapes, colors, numbers, letters, animals, and early science and math concepts
- **Socializing:** Make friends, work cooperatively, share space and ideas, develop responsibility and independence
- **Language:** Enjoy stories, songs, conversation, chants, and drama
- **Creativity:** Use art materials, natural elements, music, movement, dance, and gardening to express and explore

Why We Play Outdoors

Natural environments — including shaded gardens, open green space, and mud, sand, and water — offer experiences that are **impossible to replicate indoors**. We see nature as our co-teacher.

Play outdoors offers opportunities for:

- **Engagement and risk-taking**
- **Discovery and imagination**
- **Mastery and confidence**
- **Connection and psychological restoration**
- **Sensory nourishment and ecological awareness**

The Spirit of Play at Ka Hana Pono

We believe that play isn't a break from learning — it *is* learning. Through play, keiki:

- Strengthen their sense of self
- Learn how to communicate and collaborate
- Practice emotional regulation
- Build resilience through trial and error
- Experience joy, silliness, focus, and flow
- Each child brings their own rhythm, curiosity, and inner world to their play. We honor this by creating space that is **safe, responsive, and alive** — where *pa'ani me aloha* becomes the heartbeat of learning.

Our Location

We are proud to partner with the Waialua Community Association in historic Hale‘iwa. This beautiful, community-rooted location gives our preschool access to:

- The WCA Gymnasium (for large movement and indoor space during weather events)
- Restrooms and kitchen facilities
- A large grassy field and garden space
- Neighboring community and ‘ohana partnerships

Parking + Drop-Off Flow

Our parking lot follows a **one-way entry and exit route** for safety and ease.

- **Enter** by turning off Kamehameha Highway at the **North Shore Chamber of Commerce / Waialua Community Association** sign (66-434 Kamehameha Hwy).
- Take your **first right** immediately after passing the Waialua Gym.
- Follow the gravel road to the back of the gym — you’ll see five portable cottages.
- **Ka Hana Pono is located in Cottages #3 and #4.**

To **exit**, continue forward and turn right at the front of the gym to return to Kamehameha Highway.

On-Site Safety Presence

Cottage #5, located two doors down from Ka Hana Pono, serves as a substation for the **Honolulu Police Department**. Their regular presence provides our families with an added layer of visibility and safety.

Classroom Structure

- **Cottage #3** serves children ages **3–4**
- **Cottage #4** serves children ages **2–3**
- Potty training not required to start
- Maximum group size: 18 children

Our classrooms are designed to feel like extended homes — filled with natural materials, plants, books, family photos, and gentle rhythms that reflect the spirit of aloha and community.

Application & Enrollment

- There is **no fee to apply** for enrollment. Families may apply online at

www.KaHanaPonoHaleiwa.com.

- When space becomes available, our Director will contact you to:
 - Schedule a required tour of Ka Hana Pono
 - Review enrollment options and availability

If You've Been Offered Enrollment or Confirmed for Drop-In Care:

To secure your child's place at Ka Hana Pono, please submit the following:

- **Enrollment Contract** - Must be signed by both parents or legal guardians.
- **Annual Fee** (*non-refundable*)
 - \$200 Enrollment Fee for Preschool Program
 - \$100 Registration Fee for Drop-In Care Program
- **Tuition or Reservation Payment**
 - **Preschool:** First month's tuition is due along with the enrollment fee to confirm your child's place.
 - **Drop-In Care:** A 50% deposit is due with the registration fee to confirm your child's reservation. The remaining balance is due **14 days** before your child's scheduled start date.
- **Required Health Forms (due before your child's first day):**
 - Student Health Form 14 (Physical Exam + Immunizations)
 - Tuberculosis (TB) Screening & Clearance (Forms F & G)
 - Early Childhood Pre-K Supplement Form (Form 908)
 - Authorization for Emergency Medical Care

Introductory Visit

New keiki are scheduled to attend a **complimentary Introductory Day (8:30 AM – 12:30 PM)** within two weeks before their official first day. This helps your child begin their journey with confidence, rhythm, and connection.

Re-Enrollment (For Returning Families)

Ka Hana Pono's enrollment year runs **August through July**. In **spring**, currently enrolled families will receive re-enrollment forms to confirm placement for the upcoming school year. This process helps us determine upcoming availability for new families. **Annual enrollment fees apply for each new school year.**

Waitlist

If no space is currently available:

- Families may join our **waitlist** by completing an online application.
- Waitlisted families will be contacted as soon as space becomes available and invited to tour the program before confirming enrollment.

Additional Enrollment Notes:

- All children must have active medical insurance coverage provided by their family.
- Ka Hana Pono is fully insured with liability coverage per state licensing requirements.
- We do not discriminate against persons with disabilities and will provide reasonable accommodations in alignment with the Americans with Disabilities Act.
- In cases of divorce, separation, or joint custody, legal documents must be provided before the first day of attendance.

Things to Bring Each Day

To help your child feel comfortable, safe, and prepared, please send them to school with the following items each day:

Daily Essentials

- **Backpack** labeled with your child's name
- **Home lunch** and **two snacks** (morning + afternoon)
 - *(Please pack nutritious, easy-to-eat items. No candy or sodas.)*
- **Water bottle** (refillable and labeled)
- **Extra change of clothes** (including socks and underwear)
- **Comfort item** (optional: A small blanket, stuffed animal, or pillow for nap/rest time)

If Your Child Is Not Fully Potty Trained Please Also Bring:

- Diapers or pull-ups
- Wipes
- Any creams, ointments, or supplies your child requires
- An additional full set of clothes
-  All diapering items should be labeled and placed in your child's cubby box. We do not permit cloth diapers per DOH regulations.

Important Reminders

- Label **everything** clearly with your child's name
- All comfort items and personal belongings should fit inside your child's backpack

- Ka Hana Pono is not responsible for any lost or damaged items
 - **Toys from home should stay at home**, unless specifically requested for show-and-share or for comfort during transitions.
-



Our Staff: Training, Safety, and Qualifications

At Ka Hana Pono, your child is cared for by a team of **highly trained, compassionate caregivers** who meet or exceed all requirements set by the **State of Hawai'i Department of Human Services – Child Care Licensing Division**.

Every staff member has completed:

- ✓ Annual Health and Safety Training / Continuing Education
 - ✓ Employment history and educational background verification
 - ✓ FBI fingerprinting and annual criminal history checks
 - ✓ Tuberculosis (TB) screening and physical health clearance
 - ✓ Reference checks
 - ✓ Certification in Infant/Child First Aid & CPR (American Heart Association)
 - ✓ Annual DHS Childcare Licensing reviews
-



Lead Teachers & Directors

- Have formal training in **Early Childhood Education (ECE)**
 - Hold a **Bachelor's Degree in ECE** or a **Child Development Associate (CDA)** Certificate
 - Are supported in continuing professional development and cultural learning
-

Staff-to-Child Ratios

We are proud to maintain **lower ratios** than what is required by the state, to ensure each child receives individualized attention and nurturing care.

Age Group	State Minimum	Ka Hana Pono Ratio
2-year-olds	1 teacher : 8 children	1 teacher : 6 children
3–5 year-olds	1 teacher : 12 children	1 teacher + 1 aide : 12 children

While children are grouped by age, our program flows as one shared ‘ohana. Teacher aides and lead staff move between classrooms to support connection, provide coverage, and meet the needs of both groups throughout the day.

Maximum Daily Enrollment

Per our DHS license, we may care for up to **18 children per day**.

Our goal is to provide a family-style atmosphere where each keiki is **seen, supported, and celebrated** by the caregivers around them.

A Typical Day at Ka Hana Pono

Each day at Ka Hana Pono flows with rhythm, curiosity, connection, and care. While the activities may change, the **predictable structure** of our day helps children feel secure and supported — building their confidence and sense of belonging.

We blend **child-led exploration** with **provider-guided experiences**, offering both indoor and outdoor learning each day.

Footwear Reminder

Children must wear shoes or slippers for all transitions outside the classroom and playground (e.g., field use, bathroom walks). Barefoot play is encouraged only in designated, safe areas.

Parent/Childcare Communication

Strong communication between home and school is key to your child’s success. We believe in cultivating **trust, transparency, and connection** with every ‘ohana we serve.

Sample Daily Rhythm

Time	Activity
7:30–8:00 AM	Arrival, Aloha! Free Choice & Open Play
8:00 AM	Learning Centers & Tabletop Exploration
8:30 AM	Circle Time & “Question of the Day”
9:00 AM	Morning Snack
9:30–11:30 AM	Outdoor Time: Gardening, Arts, Music, Nature Play
11:00 AM	Group Time: Calendar, Weather, Counting
11:30 AM	Storytime & Reading Groups
12:00 PM	Lunch
12:30–1:00 PM	Free Play & Transition to Rest
1:00–2:15 PM	Nap / Rest Time
2:15–2:45 PM	Afternoon Snack
2:45–4:00 PM	Outdoor Play, Group Games, Large Motor Activities
4:00–4:30 PM	Storytime, Journals, Goodbyes
4:30 PM	Aloha a hui hou! School closes

Parent Communication

How We Communicate

We use the secure **Brightwheel app** to:

- Share daily photos, updates, and learning moments
- Send messages and reminders
- Deliver invoices and statements
- Provide real-time alerts for illness, injury, or incident reports

 When completing your Brightwheel account setup, you'll have the option to **receive notifications via text, email, or both** — depending on your family's preference. You can update these settings at any time in your Brightwheel profile.

Additional Communication Methods

- You are welcome to contact us by **email, text, or phone** at any time.
 - To schedule a private meeting, please contact Ka Hana Pono's Director, Jason Bison Friedmann 808-282-0682 or 808-638-2631 or Aloha@KaHanaPonoHaleiwa.com
 - Important documents (like the Parent Handbook and School Calendar) are available online or printed by request.
-

Notes from Home

If you have important messages to share with our team (about health, changes in pick-up, etc.), please send them:

- Through **Brightwheel**
 - In a **written note** (handed to a staff member)
 - Verbal messages relayed by your child will not be accepted for safety and clarity reasons.
-

Contact Information

- **Main School Line (Call or Text):** 808-638-2631
 - **Director / Lead Teacher (Jason Friedmann):** 808-282-0682
 - **Email:** Aloha@KaHanaPonoHaleiwa.com
 - **Website:** www.KaHanaPonoHaleiwa.com
-

Arrival, Departures and Goodbye Rituals

Ka Hana Pono is open **Monday through Friday, 7:30 AM to 4:30 PM.**

We encourage children to arrive by **9:00 AM** so they can participate fully in our morning rhythm and community connection.

When Arriving Each Day:

Parents/guardians must:

1. Be responsible for the **supervision and safety** of their child until staff has taken over care.
2. **Sign your child in** using Brightwheel and ensure a staff member is aware of their arrival.
3. Ensure your child has had a **nutritious breakfast** and has used the restroom before drop-off (for potty-trained children).

4. Accompany children to the **gym restrooms** upon arrival if needed — located at the **second door on the right** inside the gym.

Goodbyes and Transitions at Drop-Off

We encourage parents to create a consistent, loving **goodbye ritual** (e.g., a hug, a song in the car, waving together).

Saying a **clear and confident goodbye** helps ease separation and gives your child emotional security.

Prolonged goodbyes tend to increase anxiety — quick, warm departures work best.

At Pick-Up:

- Sign your child out using Brightwheel.
- Make sure a staff member knows your child is leaving for the day.
- Please **arrive before 4:30 PM**.
- A **10-minute grace period** is provided until 4:40 PM. After that, late fees apply.

Late Pick-Up Fees (After 4:40 PM)

To ensure respect for staff schedules and licensing limits, late fees are charged as follows:

Time	Fee
4:41–4:50 PM	\$20
4:51–5:00 PM	\$40
After 5:00 PM	\$60 per 30 minutes (or portion thereof)

If you anticipate a late pick-up, please contact us by 3:30 PM.

While late fees generally apply, **exceptions may be made on a case-by-case basis** when families communicate proactively. You can reach us by text or phone at **(808) 638-2631** and **(808) 282-0682**

Absence, Missed Days & No-Show Policy

Attendance & Make-Up Days

Tuition is based on enrollment, not daily attendance.

- We do **not offer make-up days, refunds, or credits** for missed days due to:
 - Vacation
 - Illness
 - Holidays
 - Natural disasters
 - Teacher in-service or training days

Missed Day / No-Show Notification Policy

If your child will be absent for the day:

- Please notify us by **9:30 AM** via Brightwheel, text, or phone call.
- If we don't receive notice by 9:30 AM, a **\$10 no-show fee** will be added to your account.

 *This fee is not for missing school — it's only applied when no notice is given.*

Because Ka Hana Pono offers **limited Drop-In Care**, timely notice helps us manage staff ratios and offer available spaces to families who need them.

To make reporting absences easier, you can use our online form here:

 khpabsenceform.paperform.co

Extended Absences & Tuition Hold Policy

If your family plans to take extended time away (such as a month or more), please notify us in advance so we can plan accordingly.

In general, **tuition is still required to hold your child's space** in the program. For absences longer than four consecutive weeks, we may offer a reduced tuition hold option (typically 50%) **depending on current enrollment and program capacity**.

 These decisions are made on a case-by-case basis and are not guaranteed. We're happy to talk with you to find a plan that balances your needs with the sustainability of our small program.

Authorization for Pick-Up and Custody Considerations

For your child's safety, Ka Hana Pono has a **strict policy regarding pick-up:**

- Children will only be released to **parents, guardians, or adults listed on the authorized pick-up form** submitted during enrollment.
- A **valid photo ID** must be presented at pick-up by anyone unfamiliar to staff.
- We will not release your child to anyone under 18 unless:
 - Prior written permission has been submitted
 - Approval is granted by the Director

Updating Your Pick-Up List

- If your authorized pick-up list changes, you must notify Ka Hana Pono **in writing** via Brightwheel, email, or a signed note.
- Verbal messages from children or other adults will not be accepted.

Custody Considerations

In the event of divorce, separation, or shared custody:

- **Certified legal documentation** must be submitted to our Director before we can enforce any restrictions related to pick-up or access.
- Without court documentation, **both parents have equal access** to the child and school information by default, per Hawai'i law.

Visitors and Tours

Visitors Policy

Ka Hana Pono welcomes transparency and connection — and we also take your child's safety and learning environment seriously.

Not Considered Visitors:

- Parents/guardians of currently enrolled children
- State licensing representatives or emergency personnel
- These individuals **do not require prior approval** and are always welcome during appropriate hours.

All Other Visitors:

- **Must be pre-authorized by the Director**
- Visitors are not permitted during **meal or rest times** due to disruption and safety concerns
- Tours for prospective families or community partners must be scheduled in advance

Discover Ka Hana Pono: We welcome families interested in Ka Hana Pono to schedule a tour!

- Visits are typically offered between **10:00 AM and 11:00 AM**, when keiki are settled into their morning rhythm.
- This helps you experience the flow of the day while minimizing classroom disruption.
- Link to schedule a tour: <https://khptour.paperform.co>

As part of our licensing requirements, the Department of Human Services Child Care Licensing Division makes one unannounced inspection visit each year. These visits help ensure that Ka Hana Pono continues to meet the highest standards of care, safety, and compliance.

Unauthorized Presence

No one — regardless of role or familiarity — may be present in classrooms, restrooms, or play areas **without staff supervision and written authorization.**

We ask that **parents notify any guests** (including relatives or family friends) of this policy before they arrive on campus.

Summer Send-Off & Celebrations

Each year in late July, Ka Hana Pono hosts a joyful **end-of-year celebration** to honor our keiki and the growth they've experienced during their time with us. Whether your child is **moving up, moving on, or returning for another year**, we believe in creating space for reflection, play, and connection.

This celebration typically includes:

- **Outdoor water play** and seasonal fun
- **Special guests or performances**, such as local artists, musicians, or cultural educators
- **Simple keepsakes** or memory-making activities, such as photo cards or a year-end slideshow

 This isn't a formal "graduation" — it's a time to honor each keiki's journey, build community, and say "mahalo" for a wonderful school year. We call it **"Moving Up & Moving On"** — a celebration of where we've been, and wherever your child is headed next.

Celebrating Your Child's Birthday

At Ka Hana Pono, we believe birthdays are a time to honor each child's unique spirit, contributions, and presence in our community. While every day is an opportunity to practice aloha, birthdays offer a special moment to reflect joy and appreciation back to the child.

We love celebrating in simple, meaningful ways — and we're happy to help make your child's birthday feel special while keeping it calm, safe, and inclusive for all.

Please coordinate with us in advance so we can plan accordingly and make the moment feel thoughtful and stress-free. If your child would like to celebrate their birthday at school, please complete our short birthday request form:  <https://khp-birthday.paperform.co>

Families are welcome to bring:

- A simple, pre-portioned treat (like popsicles or cake pops)
- A small donation of materials in honor of your child (optional)
- A special book to be read aloud and added to our classroom bookshelf — we invite families to sign the inside cover with a message, photo, or drawing, so your child can revisit it with pride and connection all year long (see more below!)
- Or coordinate with the Director to plan something creative — like a classroom art or gardening project that reflects your child's spirit and interests

A Book to Remember

Books are one of our favorite birthday traditions.

Each month, Ka Hana Pono gifts a book to every keiki celebrating a birthday — a small gesture of love and recognition from our 'ohana to yours. We also give books to children who are graduating or moving on from our program as a way of honoring their time with us.

Many children experience a deep sense of pride when a story they love is read aloud to their friends — especially when it includes their name, photo, or a special message. These books become part of our classroom community, and keiki love pointing out “their” book long after their birthday has passed.

If You're Bringing a Treat to Share

- Treats will be enjoyed with the class around **3:00 PM**.
- Families are welcome to drop off the treat in the morning with your child, or join us in person at 3:00 PM to share the treat together.
- Please keep treats simple and avoid common allergens like **nuts or dairy** when possible — or check in with us ahead of time.
- We ask that treats be easy to share fairly among the group (e.g., pre-portioned or easy to serve).
You're always welcome to check with us if you're unsure!

Birthday Party Invitations (Outside of Ka Hana Pono)

If your family is planning a party outside of school, we kindly ask that invitations **not** be distributed at school unless every child in the class is invited. We encourage you to share invitations directly with families via text or email. This helps protect tender feelings and supports a strong sense of belonging for all our keiki.

Or, if you're inviting the whole class, we'd be happy to help! - Just send your invitation to **Aloha@KaHanaPonoHaleiwa.com** or message us on Brightwheel, and we'll take care of sharing it with families for you.

Excursions

While Ka Hana Pono does not currently offer field trips requiring transportation, we occasionally plan **walking excursions or nature walks** within our neighborhood to enrich learning.

When such excursions are scheduled:

- You will receive at least **two weeks' notice**
- A **permission form** must be signed before your child may participate
- Parents are responsible for **drop-off and pick-up at Ka Hana Pono** as usual

Fundraisers

From time to time, Ka Hana Pono may host **fundraising events** that directly benefit our students and classrooms. These may include:

- Garden revitalization projects
- Cultural enrichment supplies
- Outdoor classroom upgrades

Participation is **always optional**, and we ensure that all fundraising efforts uphold the dignity and privacy of our families.

Withdrawal from Ka Hana Pono

Withdrawal Policy

We understand that families may move, change schedules, or transition to new care settings. To support a smooth goodbye for your child and thoughtful planning for our team, please follow the withdrawal process below:

Withdrawal Requirements

- A **30-day written notice** is required before your child's last day.
- Notice may be submitted by:
 - Completing the <https://khpwithdrawal.paperform.co>
 - Sending a message via Brightwheel
 - Emailing Aloha@KaHanaPonoHaleiwa.com

Confirmation Reminder:

- It is your responsibility to confirm receipt of your notice. If you do not receive written confirmation from our team within 48 hours, please follow up to ensure it was received.

Final Payment Requirement:

- All account balances must be **paid in full at least two weeks (10 business days)** before your child's last scheduled day.

Tuition Responsibility for Late Withdrawal Notice:

- If notice is not given **30 days in advance**, families are responsible for the **full tuition of the following month**. This policy helps us plan staffing and offer the space to a new family in a timely, respectful way.
-  Example:
 - If your child's last day will be **March 31**, your written notice must be received by **March 1**.
 - If notice is received after **March 1**, your family will be responsible for **April's tuition** in full.

Personal Belongings

- Please collect all personal items by your child's last day.
- Ka Hana Pono is **not responsible for any belongings** not picked up within **two weeks** of withdrawal.

Financial Policies

How Tuition Is Paid

- All tuition is billed and paid through **Brightwheel**
- Families authorize **recurring monthly payments** from a debit card, credit card, or bank account
- We do not collect tuition in-person via cash or checks

Payment Schedule

- Monthly tuition is **processed approximately one week prior to the 1st** of each month
- Please refer to the [Ka Hana Pono School Calendar](#) for tuition due dates
-  **Payment Schedule**
 - **Preschool:** First month's tuition is due **upon enrollment**, along with the non-refundable enrollment fee.
 - **Drop-In Care:** A **registration fee** and **50% deposit** are due at the time of reservation to hold your child's spot.
-  **Your invoice may include:**
 - Monthly tuition
 - Drop-in care dates
 - Annual Enrollment or Registration Fee
 - Late pick-up or no-show fees
 - If you have any questions about your invoice or need to request a change in payment method, please contact us through **Brightwheel** or email Aloha@KaHanaPonoHaleiwa.com.

Late Tuition Fee

- Tuition is due on the scheduled date noted on your invoice
- A **\$10/day late fee** applies after a 3-day grace period
- If you anticipate needing flexibility, **please reach out in advance** — we are happy to work with you

Returned Payments

- A **\$50 returned payment fee** applies for any failed bank or card transaction
 - After two failed payments, future payments must be made by money order or cashier's check
-

Refunds

- Tuition is **not refunded or prorated** due to:
 - Holidays
 - Absences
 - Illness
 - Center closures (weather, natural disaster, teacher illness, etc.)

Financial Aid & Childcare Subsidy Programs

We accept families enrolled in approved subsidy programs, including:

- Child Care Connection Hawai‘i
- Arbor
- First-to-Work
- ALU LIKE
- Other state or local programs

To use a subsidy upon enrollment:

- You must provide all required documentation **before your child’s first day**
- If subsidy authorization is pending, you may:
 - Pay out of pocket and request reimbursement from your provider
 - Wait to begin until subsidy is finalized

 If your subsidy provider **fails to pay**, families are responsible for the **full tuition balance**

Our Curriculum Approach

At Ka Hana Pono, we believe that **children learn best when they feel safe, connected, and free to explore**. Our curriculum is rooted in nature, guided by developmentally appropriate practices, and inspired by the values of *aloha*, *pono*, and relational learning.

We integrate:

- Emergent, interest-led exploration
- Culturally responsive teaching
- Hands-on, real-world discovery
- Language and literacy through storytelling and song
- Fine and gross motor development through movement and play
- Emotional regulation through mindfulness, rhythm, and relationship

What Guides Us

- Our program includes national early learning curriculum tools (e.g., Funsteps, TwoSteps), adapted to reflect our cultural and ecological context.
- We balance **child-led play** and **teacher-facilitated invitations** to learn.
- Themes emerge from **keiki's natural curiosities**, seasonal rhythms, and community life.

Domains of Development Supported Daily

- Language & Literacy
- Social-Emotional Learning
- Cognitive Development
- Math & Science Foundations
- Sensory Integration & Motor Skills
- Creative Expression
- Environmental Stewardship

Why the Outdoors Matters at Ka Hana Pono

Our school gardens and shaded outdoor spaces are **central to our learning environment** — not a break from it. **We believe nature teaches children to be:**

- Patient observers
- Joyful scientists
- Brave risk-takers
- Compassionate stewards of land and life

Through outdoor learning, keiki:

- Connect to *‘āina* and understand their kuleana to care for it
- Learn through the senses — tasting, touching, climbing, digging
- Observe cycles of life: growth, decay, resilience, and renewal

Outdoor Experiences Might Include:

- Garden planting and composting
- Bug, worm, or bird observations
- Open-ended nature art
- Loose parts play
- Sand and water sensory work
- Harvest tastings
- Journaling under the monkeypod tree

Nature Builds:

- **Resilience** through challenge and weather
- **Self-regulation** through rhythm and sensory integration
- **Wonder** through beauty and cycles
- **Empathy** through care for living things
- **Problem-solving** through open-ended materials and terrain

We see our outdoor classroom as **a place of healing and remembering** — where keiki can return to their natural pace, instincts, and inner knowing.

Mealtimes at Ka Hana Pono

At Ka Hana Pono, we view mealtimes as moments of connection, self-awareness, and care.

Children are encouraged to:

- Listen to their bodies and honor hunger and fullness
- Try new foods without pressure
- Express likes and dislikes
- Practice independence and self-help skills (e.g., opening containers, pouring water)
- Engage in gentle conversations that build community and belonging

Whenever possible, children harvest and taste foods grown right in our garden — including avocado, lilikoi, Surinam cherries, papaya, potatoes, cherry tomatoes, okra, guava, and bananas. These moments foster a deep appreciation for ‘āina and help keiki experience the joy and pride of eating something they helped nurture from seed to table.

Ka Hana Pono also supplies:

- Organic 1% milk (served with lunch)
- Extra organic snacks, fruits, and vegetables
- Filtered drinking water throughout the day

We believe that learning about and enjoying food together is not just about nutrition — it’s a daily opportunity to nurture emotional regulation, gratitude, and connection to the land that sustains us.

What Families Provide Each Day

Please send your child with the following clearly labeled items:

- **Home Lunch** (nutritious, balanced meal)
- **Two Snacks**
- **Water Bottle**

 We do not allow soda, candy, or heavily processed treats.

Nutrition

We believe that children deserve clean, whole foods grown in harmony with the earth.

We choose **organic snacks and gardening practices** whenever possible because:

- Children's developing systems are more sensitive to pesticides
- Organic produce contains fewer chemical residues
- Supporting local, sustainable agriculture aligns with *pono*

Local Produce & Donations

We purchase from local farms when possible and welcome donations of:

- Fresh garden fruit and vegetables
 - Honey, herbs, or snacks aligned with our values
-

Garden Tastings

From time to time, children are invited to **taste fruits, vegetables, or herbs they've helped grow**. These are optional — and never pressured. Please inform us if your child **should not** participate in tasting or food prep activities.

Food Allergies, Sensitivities and Restrictions

If your child has:

- Allergies
- Food sensitivities
- Medical or cultural dietary restrictions
- *Please notify us in writing during enrollment.*

This helps us:

- Keep your child safe
- Plan classroom food experiences accordingly
- Avoid accidental exposure

We may request:

- A completed **Allergy & Special Care Plan** (optional form in your enrollment packet)
- Documentation from your child's physician
- Clear labeling of any substitute foods or medications

Health, Illness, Medication & Re-Admittance Policies

When to Keep Your Child Home

We know that young children catch colds frequently — but our goal is to **minimize the spread of illness** and protect vulnerable classmates and staff. Please keep your child home if they show **any of the following** symptoms:

Symptoms That Require Staying Home:

- Fever of **101°F or higher**
- Vomiting (within the past 24 hours)
- Diarrhea
- Persistent, uncontrolled coughing
- Heavy yellow/green nasal discharge
- Sore throat, swollen glands
- Earache or signs of ear infection
- Conjunctivitis (pink eye)
- Skin rashes or unexplained bumps
- Head lice or nits
- Chickenpox, hand-foot-mouth, or other contagious conditions
-  **Children must be symptom-free for 24 hours without medication before returning.**

What to Do If Your Child Is Sick

- **Notify us by 9:30 AM** if your child will be absent (text, call, or Brightwheel).
- Let us know the **reason** so we can monitor symptoms in the classroom.
- If your child becomes sick while at school:
 - We will contact you immediately.
 - Your child will rest in a quiet area with supervision until you or an authorized adult arrives.

 Re-Admittance Requirements - We may request a doctor's note at our discretion.

Some conditions require additional clearance before your child can return:

Condition	Return Requirement
Chickenpox	All blisters scabbed over (6–10 days)
Head lice	No live lice or nits remain
Strep throat	24 hours on antibiotics + no fever
Conjunctivitis (pink eye)	Cleared by doctor OR 24 hours on treatment
Impetigo	At least 24 hours of antibiotic treatment

 Medication Administration at School

To protect all children, medications are only given under the following conditions:

 You Must Provide:

- **Completed “Authorization to Administer Medication” form** (included in enrollment packet)
- Medication in its **original container**, labeled with:
 - Child's name
 - Dosage instructions
 - Expiration date
 - Prescription label (if applicable)

 Types of Medication We May Administer:

- **Prescription medications** with clear directions from physician
- **Non-prescription medications** (e.g., teething gel, diaper cream, sunscreen) with written parent authorization

 What We Cannot Do:

- Administer medication without proper documentation
- Accept medications in unlabeled containers or baggies
- Give medication intended for another child or sibling

Maintaining a Healthy Environment

We work hard to keep our classrooms clean, safe, and illness-resistant.

Our Health & Safety Practices Include:

- Daily sanitizing of surfaces, toys, and high-touch areas
 - Frequent handwashing (before meals, after bathroom, etc.)
 - Teaching children how to cough/sneeze into their elbow
 - Encouraging hydration and rest
 - Sending sick children home promptly
-

Diapering, Pottyng & Restroom Policy

Potty Training Policy

At Ka Hana Pono, potty training is *not* required for enrollment — regardless of age. We believe that every child develops at their own pace, and we partner with families to support toilet learning in a gentle, respectful way.

Toilet learning is a shared journey between keiki, caregivers, and families. Our approach focuses on **comfort, consistency, and confidence**, not pressure or timelines. We honor each child's cues, routines, and readiness.

Diapering Policy

- We follow all DHS Health & Safety Standards for safe and sanitary diapering. Children are changed:
 - As needed or every **2 hours**
 - Immediately if a **bowel movement** occurs
 - Upon **waking from nap**, if applicable
-

Diaper Changes Are:

- Conducted only on **designated diapering stations**
 - Done with **gloves worn** by caregivers
 - Followed by **handwashing** for child and staff
-

Soiled Diapers and Clothing

- Wet diapers: discarded directly into our diaper bin
 - Soiled diapers: placed in sealed disposal bags before discarding
 - Soiled clothing: bagged and sent home the same day
-

Cloth Diapers

- Due to Department of Health regulations, **cloth diapers are not permitted** at Ka Hana Pono.
-

Diapering Supplies — What to Bring

Families must provide the following (if applicable):

- Diapers (daily or in bulk)
 - Wipes (labeled)
 - Diaper ointments or creams (labeled)
 - Extra change of clothes (labeled)
 -  Please label all items clearly with your child's name.
-

Diapering Fees

Program Type	Diapering Fee
Preschool	5 days/week: \$150/month
Preschool	4 days/week: \$100/month
Preschool	3 days/week: \$75/month
Drop-in Care	\$10/day

Restroom Use & Support

Children who are toilet-trained use the cottage and gym restrooms, accompanied and supervised by staff.

- Teachers **stand in the doorway** to provide privacy while ensuring safety
- Children are **never left alone** in restrooms
- Staff help with zippers, buttons, and hygiene as needed — while encouraging independence
- Footwear is required at all times when walking to the restroom
- Please send your child in **easy-to-manage clothing** (no complicated buttons or belts)

- Each child must keep a **labeled extra outfit** at school or in their backpacks for accidents

Behavior and Positive Guidance Policy

Our Approach to Guidance and Discipline

At Ka Hana Pono, we believe all children are inherently good, capable, and growing. Our role is to support their **emotional development, social skills, and ability to make pono (balanced) choices** through loving guidance.

Discipline is not punishment — it is a process of teaching, modeling, and helping children regulate their feelings and behavior in a safe, connected environment.

Conscious Positive Discipline

Our staff uses **Conscious Positive Discipline** to respond thoughtfully to conflict and support life skills such as:

- Self-awareness and emotional regulation
- Conflict resolution and empathy
- Clear communication and boundary-setting
- Accountability and self-reflection

We view behavioral challenges as **teachable moments**, not failures.

Positive Guidance May Include:

- Gentle redirection
 - Modeling expected behavior
 - Offering choices
 - Acknowledging feelings
 - Explaining natural consequences
 - Encouraging calming strategies
 - Providing space for reflection and repair
 - Collaborating with parents when additional support is needed
-

We Do Not Use:

- Corporal punishment or yelling
- Shame, embarrassment, or threats
- Forced apologies or isolation

- Withholding food or comfort

Behavior Management Principles

Our teachers provide:

- Predictable rhythms and routines
- Age-appropriate expectations
- Individualized support based on developmental needs
- Clear, consistent boundaries held with kindness

We know that “challenging behaviors” are often signs of:

- Big emotions the child doesn’t yet know how to express
- Stress, transitions, or unmet sensory/emotional needs
- Normal stages of development (impulsivity, testing limits)

We respond not just to the behavior — but to the need underneath it.

When Behavior Requires Additional Support

If a child demonstrates **repeated or escalating behaviors** that impact safety or well-being (e.g., hitting, biting, running away), we will:

1. **Document** incidents and communicate with caregivers
2. Collaborate to develop a **Behavior Support Plan**, if needed
3. Consider involving outside professionals for **early intervention or consultation**

Our goal is never to punish, but to help every child succeed — and to ensure the classroom remains safe and nurturing for all.

Behaviors That Require Intervention

Physical	Hitting, biting, spitting, kicking, pushing
Verbal	Name-calling, threats, extreme teasing
Social	Exclusion, intimidation, ongoing disruption

 **Suspension or Dismissal** - is a last resort **used only when:**

- The child's behavior poses a serious safety risk
- All supports and strategies have been exhausted
- A solution cannot be found in partnership with the family
- In such cases, families will receive **clear documentation, advance notice**, and support in transitioning their child with dignity and aloha.

Emergency Medical Care, School Closures & Evacuation Plans

Emergency Medical Care

At Ka Hana Pono, we are trained and prepared to respond promptly in the event of injury, illness, or emergency. Your child's safety is our top priority.

In Case of Emergency:

- **Staff certified in CPR and First Aid** will respond immediately
- We will call **911** if medical professionals are needed
- We will then contact:
 1. The child's **parents/guardians**
 2. If unreachable, the **emergency contacts listed on your enrollment form**

A staff member will remain with your child at all times during a medical emergency — including in the ambulance, if possible.

Required Authorization

By signing your enrollment paperwork, you authorize Ka Hana Pono staff to:

- Obtain medical care for your child if needed
- Share essential health and contact information with emergency responders
- Accompany your child to the nearest hospital (typically Wahiawa General Hospital)

 Families are responsible for all medical costs not covered by insurance.

Emergency Plans & Evacuation Procedures

Ka Hana Pono follows a detailed Emergency Preparedness Plan that is compliant with Hawai'i Department of Human Services (DHS) requirements. We conduct **regular drills** and maintain clear evacuation routes.

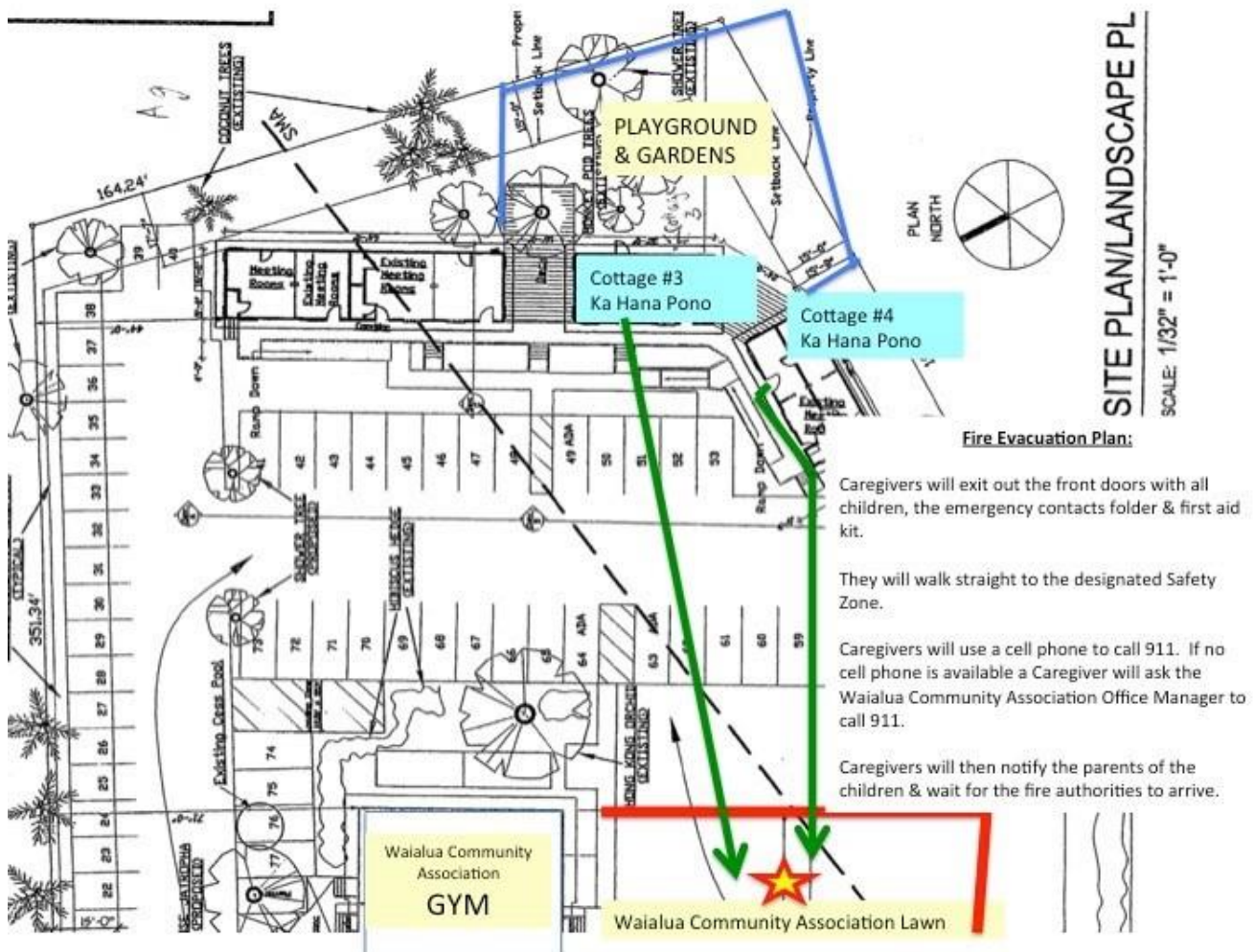
Power or Utility Outages

- If Ka Hana Pono does not have water or electricity by **7:30 AM**, we may not open that day

- If an outage occurs during the day, we will assess safety and determine if early dismissal is necessary

Fire Drills

- **Held monthly**
- Children **exit calmly** with staff through the front classroom doors
- Meet at the designated safe zone under the **monkeypod tree**
- Teachers carry **emergency contacts and first aid supplies**



Tsunami / Flood / Earthquake Procedures

Ka Hana Pono is located in a **tsunami evacuation zone**. In the event of a **tsunami warning** or **flooding**:

- Children will be evacuated to the designated safe site:
 - **Dole Pineapple Factory**, 64-1550 Kamehameha Hwy, Wahiawa, HI 96786
- Parents will be contacted as soon as it is safe to do so
- A staff member will stay with your child until pickup

If an event occurs **before opening**, Ka Hana Pono will remain **closed for the day**.

Hurricanes / Tropical Storms

- We monitor all watches and warnings via local emergency alerts
 - If a warning is issued, **families will be notified of closure**
 - The timing of closure will align with safe pickup procedures
-

What You Can Expect From Us

- Calm, confident response in all emergencies
- Clear communication through Brightwheel and/or direct contact
- Collaboration with authorities and your family to ensure safety

We encourage families to develop your own **emergency plans at home** — including pickup logistics, out-of-area contacts, and emotional readiness conversations with your child.



Prohibited Activities, Data Privacy & Parent Partnership



Prohibited Activities

To ensure a safe, respectful, and *pono* environment for all children, families, and staff, the following are strictly **not permitted** on Ka Hana Pono grounds (including the Waialua Community Association property):

- Smoking or vaping
- Drug or alcohol use
- Fighting or physical aggression
- Gambling
- Vulgar or inappropriate language
- Firearms, weapons, or dangerous objects
- Harassment or intimidation of any kind



These policies apply to **all staff, parents, visitors, and community members**.



Data Privacy & Confidentiality

Your family's privacy matters deeply to us.

Ka Hana Pono follows state and federal privacy guidelines to protect **your child's personal and medical information**.



We Maintain:

- Secure digital and physical records for each enrolled child
- Attendance logs, health records, and incident documentation
- Confidential notes on learning, behavior, or health needs



Who Has Access:

- Your child's teachers
- Program Directors
- Licensing or oversight officials (for compliance only)
- You, as the child's legal parent/guardian

We will never release your information to outside parties **without your written permission**, unless required by law.

Ways Parents Can Help

Families are our partners in creating a thriving learning environment. Here's how you can support your child's success at Ka Hana Pono:

At Home

- Prepare your child for the day with enough sleep, hydration, and breakfast
- Label all belongings and pack needed items (lunch, water, spare clothes, etc.)
- Keep us updated about **health, routines, or family changes**

At Drop-Off

- Create a consistent and loving goodbye routine
- Communicate clearly with staff about any concerns
- Sign in and out daily through Brightwheel

Communication

- Share observations about your child's mood, needs, or changes
- Let us know if something's going on at home that may affect your child's behavior
- Celebrate progress with us — we love hearing what your child says about school!

Keep Records Updated

Please ensure your:

- Contact information
- Emergency Medical contacts
- Authorized pick-ups
- Medical forms
- Brightwheel account

...are kept **current at all times**.

Program Revisions & Updates

We periodically revise policies, fees, and procedures to align with:

- DHS regulations
- Licensing updates
- Best practices in early childhood care
- The evolving needs of our school community
- You will receive **at least 30 days' written notice** before any major changes take effect.

School Calendar, Tuition Policies & Parent Handbook Acknowledgment

School Calendar, Holidays & Closures

Our [annual school calendar](#) is posted at:  www.KaHanaPonoHaleiwa.com

You'll also find it on Brightwheel as part of your Enrollment Packet

We encourage families to check the calendar regularly for:

- Observed holidays and seasonal breaks
- Tuition due dates and other important scheduling reminders

Tuition Policies & Fee Structure

Current tuition rates are available in your Enrollment Agreement, on our website, or through your Brightwheel account.

Preschool Program: Payment & Enrollment Policies

Enrollment in the Preschool Program includes consistent weekly attendance, priority placement, and access to our full curriculum and seasonal rhythm.

Families must complete all enrollment documents and receive confirmation before beginning care.

Key Policies:

- Annual **non-refundable enrollment fee** is required to secure your child's space
- **First month's tuition** is due before your child's start date
- Monthly tuition is billed automatically through Brightwheel **approximately one week before the 1st of the month**
- Tuition is based on enrollment, **not daily attendance** — no refunds or credits for absences, holidays, or weather-related closures
- A **30-day written notice** is required for withdrawal
- If tuition is not paid and no arrangements have been made, **your child's space may be offered to a waitlisted family**

For current rates or support with billing, contact us via Brightwheel or email.

Drop-In Care: Payment & Participation Policies

Drop-In Care is offered on a **space-available basis** and is not guaranteed until confirmed by Ka Hana Pono staff. Families must complete a **Drop-In Care Registration & Agreement Form** before attending.

Key Policies:

- **Annual registration fee** is required (non-refundable, per family)
- A **50% deposit** is required to reserve approved dates
- Remaining balance is due **14 days before the first scheduled day**
- All payments must be made through Brightwheel
- Drop-In Care is **non-refundable**, including for cancellations or absences
- If no payment or communication is received **10 days before care begins**, your reservation may be released

For details about availability or rates, contact our team directly.

Additional Fees

Preschool Program:

- **Enrollment Fee:** \$200 (non-refundable)
- **Diapering Fee:**
 - 5 days/week – \$150/month
 - 4 days/week – \$100/month
 - 3 days/week – \$75/month
- **Late Tuition Fee:** \$10/day after a 3-day grace period
- **Late Pick-Up Fee:** See “Late Pick-Up” section
- **Returned Payment Fee:** \$50

Drop-In Care Program:

- **Enrollment Fee:** \$200 (non-refundable)
 - **Diapering Fee:** \$10/day
 - **Late Pick-Up Fee:** See “Late Pick-Up” section
 - **Returned Payment Fee:** \$50
-

Handbook Acknowledgment

Please take the time to review this Parent Handbook carefully. It contains key policies, expectations, and information about how we care for your child and partner with your family.

By enrolling your child at Ka Hana Pono, you acknowledge that:

- You have received and read the current Parent Handbook
- You understand and agree to follow the policies and procedures outlined
- You understand that Ka Hana Pono may update this handbook and that you will be notified with at least 30 days' notice of any major changes

If you ever have questions, please reach out.

Our doors (and inboxes) are always open. 🌿

Closing Mahalo

We are honored that you've chosen Ka Hana Pono for your child's early learning journey.

Together, we create a space where childhood is protected, wonder is honored, and love is practiced in every interaction.

Aloha,

The Ka Hana Pono 'Ohana

Jason Bison Friedmann, Director and Lead Teacher

📞 (808) 638-2631 | Fax: (808) 400-9145

✉️ aloha@KaHanaPonoHaleiwa.com

🌐 www.KaHanaPonoHaleiwa.com