

PARENT HANDBOOK



Hālau Lamakū

PLACE-BASED ENRICHMENT FOR KEIKI



It is this program's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

'Imiloa's Hālau Lamakū Enrichment Program at Kalaemanō Interpretive Center - Sponsored by the Hualālai 'Ohana Foundation



Above and Below

AN EPIC ADVENTURE AT KALAEMANŌ

Week 1: Keiki Entering Grades 1, 2, 3, July 12-16, 2021

Week 2: Keiki Entering Grades 4, 5, 6, July 19-23, 2021

PROGRAM DESCRIPTION

'Imiloa is proud to Present Hālau Lamakū at Kalaemanō Interpretive Center, sponsored by the Hualālai 'Ohana Foundation. Hālau Lamakū honors lama, a native dry forest tree that grows in Hawai'i and nowhere else in the world. Lama signifies "light" or "enlightenment" that evokes learning, knowledge, and understanding. Hālau Lamakū: Place-Based Enrichment for Keiki welcomes young explorers who have completed grades Kindergarten to 5th to join us on an epic adventure and discover what exists above and below. Explorers will engage in activities, crafts, games, outdoor exploration, observation grounded in Hawaiian culture, science, math, engineering, and art.

HUALĀLAI 'OHANA FOUNDATION

The Hualālai 'Ohana Foundation is a 501c3 nonprofit organization whose mission is to provide medical financial assistance and educational scholarships to eligible employees of Hualālai Resort, including contractors, vendors, service providers and hotel workers. The Hualalai 'Ohana Foundation offers child literacy programs, lifelong learning and tutoring scholarship support and programs for the entire 'ohana. HualalaiOhanaFoundation.org (808) 325-4701

ABOUT KALAEMANŌ

Kalaemanō is part of the vast landscape of the ahupua'a Ka'ūpūlehu, an ancient land division that sweeps down the summit of Hualālai, through its forests, and transitions into the grass plains, and into lava fields. The historic and beloved area of Kalaemanō makes up the coastal section of Ka'ūpūlehu Ahupua'a, which is filled with many culturally important sites and resources.

ABOUT 'IMILOA

As part of the University of Hawaii at Hilo (UHH), the 'Imiloa Astronomy Center of Hawai'i is a place of life-long learning where the power of Hawai'i's cultural traditions, its legacy of exploration, and the wonders of science come together to provide inspiration and hope for generations. 'Imiloa opened in 2006 and is located on nine acres above the University of Hawaii'i at Hilo campus. 'Imiloa has a 40,000 sq.ft. exhibition hall and planetarium, and 5 acres of Native Hawaiian plant gardens. Featuring interpretive displays in both English and Hawaiian, Imiloa is the only science and culture-based center to be bilingual. Through strategic partnerships with the University of Hawai'i, Hawai'i Island based scientists, and local businesses and schools, 'Imiloa offers an innovative array of education and outreach programs aimed at inspiring the next generation of explorers and innovators.

LOCATION AND HOW TO GET THERE

Hālau Lamakū will be held at Kalaemanō Interpretive Center. Access to the Kalaemanō Interpretive Center is just before the main entrance of the Four Seasons Resort Hualālai located at 72-100 Ka'ūpūlehu Drive, Kailua Kona, Hawai'i 96740.

Immediately after turning right into Ka'ūpūlehu Drive from Queen Ka'ahumanu Highway, make the first right turn onto Kalaemanō Drive. Continue straight until you reach the greeter stand. Following the signs, pass through the gate, make the first right turn, stop at the greeter stand, then continue down until you reach the Kalaemanō Interpretive Center.

DROP-OFF AND PICK-UP PROCEDURES

Due to very limited parking, **drop-off and pick-up will be structured as a drive-through.** Please keep right and stop in front of the check-in tents.

Note: Two designated handicap stalls are available. Regular stalls may be used for those that need to speak with Hālau Lamakū staff about your child or the program, to make schedule changes, or to fill out a form.

If you need to park and speak with a staff person, let a drive-through staff person know before parking. **Please be sure to wear a mask and sanitize your hands upon exiting your vehicle.** A staff member will greet you outside the building. Please do not enter the building.

Drop-off is at 8am-8:15am. Please be prompt in dropping your child(ren) off. If possible, designate the same person to drop-off and pick-up your child. Those at risk for severe illness from COVID-19 are not recommended to drop-off/pick-up your child.

Programming ends at 3pm. Please be prompt in picking up your child so staff can commence deep clean and sanitation tasks.

If you will be late dropping-off or picking-up your child or need to pick-up your child during program hours, please call or text Mino'aka Macanas (808) 987-7885 to let us know when we can expect your child.

DROP-OFF PROCEDURES

Drive slow. Be alert and cautious of pedestrians.

1. On the first day you will be provided a name placard. Please display the placard in your front window during drop-off and pick-up. This will allow our staff to efficiently sign-in your child each morning and retrieve your child for pick-up at the end of each day.
2. Following COVID-19 safety recommendations to reduce risk of exposure, please be sure that everyone present in the vehicle is wearing a mask upon arrival.
3. A staff member will approach your vehicle with a clean clipboard and pen for you to sign-in your child.
4. If your child has a temperature of 100.4F (39.00C) or higher, and/or answers yes to any of the COVID screening questions, he/she will not be allowed to participate, and will need a doctor's clearance note to return.
5. A staff member will safely escort your child from the drive-through area to their classroom.

PICK-UP PROCEDURES

Drive slow. Be alert and cautious of pedestrians.

1. Please ensure that your child's name placard is visible in your vehicle's front window. This allows for efficient retrieval of your child.

2. A staff member will approach your vehicle with a clean clipboard and pen for you to sign-out your child. A staff member will safely escort your child to your vehicle.
3. Only those listed as authorized pick-up persons can sign your child out. You may be asked to provide a photo ID upon pick-up. A legal parent/guardian can add authorized pick-up persons at any time. Ask a staff person for the proper form.

DAILY ACTIVITIES

Two snack breaks, morning and afternoon, and a lunch break are incorporated in the set schedule. These meals are provided by the Four Seasons Hualalai Resort in partnership with the Hualālai 'Ohana Foundation.

Participants will engage in a variety of activities each day of the program, the set daily activities are:

Place Based Curriculum: Interactive and engaging lesson and craft centered around a place-based topic. Each day has an assigned theme for the lesson:

- **Monday**: Shark Bite
- **Tuesday**: Limu
- **Wednesday**: Pu'uwa'awa'a
- **Thursday**: Coral Reefs
- **Friday**: Pueo

Little Engineers: Participants will discover the world of engineering with hands-on challenges, that includes designing, building, tinkering, problem solving and of course dreaming big!

Kilo Outdoor Observations: Various observation based outdoor activities to encourage and develop participants' nature exploration skills (e.g., cloud types, leaf type, flower life cycles, etc.).

COVID-19 PROTOCOL SUMMARY

Hālau Lamakū will implement protocols to provide a safe and healthy learning environment for participants and our staff. These protocols are based on federal, state, county, and industry recommendations. Please see important COVID-19 policies below.

SICK POLICY

Help keep your child(ren) and our staff healthy by being alert to signs of illness and keeping sick children at home. Children who exhibit symptoms of illness (fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, skin rash, chest pain, or pressure) and/or a temperature of 100.4F or more will be sent home

and will only be permitted to return with a doctor's clearance note. A Health Report will be sent home describing your child's symptoms, temperature, and other pertinent information.

EMERGENCY PROTOCOL

'Imiloa Astronomy Center of Hawai'i is part of the University of Hawai'i at Hilo which has established Emergency Response Procedures. Emergency Response Procedures can be found at: <https://hilo.hawaii.edu/security/emergency.php>

PARTICIPATION CONFIDENTIALITY

All participants' information will be held confidential and not shared unless explicit permission is given by the parent(s)/guardian(s).

PROGRAM CAPACITY

Maximum participants in the program: 26. Each pod will accommodate up to one instructor, one assistant, and up to 13 participants per pod/classroom.

MEALS

If you opted in for meals, a healthy lunch and two snacks will be generously provided by the Four Seasons Hualālai to each participant throughout the program. Your child's dietary/allergy restrictions listed on the Participant Information Form upon registration will be implemented into their meals. If you would like to add additional allergies or dietary restrictions, please speak to a staff person.

If you feel that the snacks provided are not enough, you are welcome to send additional healthy snacks with your child. **If you have opted out of your child receiving meals, please be sure to provide a healthy lunch and two snacks daily.**

NO NUTS OR NUT PRODUCTS ARE ALLOWED DUE TO ALLERGY PRECAUTIONS

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Raw Veggies with Ranch Dip	Strawberries and Pineapple	Melon with Yogurt Cup	Fruit Salad With Mint	Pineapple With Li Hing Mui
Lunch	Turkey and Cheese Pinwheel Potato Chips Fresh Fruit	Chicken Salad Sandwich Potato Chips Fresh Fruit	Ham and Cheddar On Sourdough Potato Chips Fresh Fruit	BLT Sandwich Potato Chips Fresh Fruit	Vegetable Panini Potato Chips Fresh Fruit
Afternoon Snack	Chocolate Chip Cookie	Soft Pretzel	Malasada	Brownie	Cupcake

WHAT TO WEAR/PACK

Please ensure your child is dressed properly and brings the items listed below for a comfortable and successful day! Please label all items with your child's name. No nuts or nut products (including peanuts) allowed due to allergy precautions.

Closed-toed shoes are required (Crocs, sandals, and heeled shoes are not allowed) to allow your child to safely participate in outdoor activities. Participants without proper footwear will not be allowed to enter the program.

ITEMS PROVIDED BY THE HUALĀLAI 'OHANA FOUNDATION:

- Backpack
- Sunhat
- Re-useable Water Bottle
- Facemask
- Foldable mat for lawn activity

What to Wear



Comfortable clothing for indoor and outdoor activities.



Comfortable covered-toe shoes required. No slippers or sandals.



A clean, well-fitted comfortable face mask and an extra mask stored in a ziplock.



Sunscreen must be applied prior to check-in.

What to Pack



2 Water bottles - Enough to last a full day



An extra set of clothing.



A wide brim sun hat.



A light jacket/sweater. The facility is air conditioned.



Place all items in a backpack labeled with your child's name.



Hālau Lamakū Program Rules

Help make our program a safe and happy environment for everyone. Please read through the program rules below with your child. If rules are not adhered to, your child may be suspended or dismissed from the program without a refund.

- I will practice good hygiene to protect myself and others. I will wash my hands, use a required face mask, and stay home when I feel sick. Please see COVID 19 protocols on page 8.
- I will maintain a high standard of honesty and respect at all times.
- I will follow rules and directions provided by program staff to ensure my safety and a positive learning environment.
- I will be courteous of others, and respect their personal space.
- I will walk, not run, in classroom space, and when on pathways and during activities (unless instructed otherwise).
- I will use appropriate and respectful language. Profanity and inappropriate language in writing, speech or action is not permitted.
- I will bring items only listed on the "What to Pack" list. Items brought that are NOT on the list will be confiscated and returned at the end of the day.
- I will not share my lunch/snacks with others as they or I may be allergic.
- I will not bring nut-products or any food items that contain nut-products.
- I will wear appropriate clothing and footwear for all activities

Hālau Lamakū Behavior Policy

The COVID-19 pandemic has presented an unprecedented challenge for everyone in the community—here and around the world—but keiki are one of our most vulnerable populations and the reason 'Imiloa decided to create Hālau Lamakū. Uprooted from their familiar routines, disconnected from their schoolmates and extended family, picking up on the struggles of their parents, keiki are feeling the same range of emotions as the rest of us, yet it's important to remember that they have fewer experiences overcoming prior challenges and lesser understanding of the medical and economic crises. In that spirit, Hālau Lamakū offers some of our favorite tools for promoting a safe and supportive learning environment that encourages keiki's growth, engagement and positive attitude.

HĀLAU LAMAKŪ PROGRAM DISCIPLINE POLICIES: POSITIVE GUIDANCE APPROACH

Educators will strive to provide support and maintain a safe learning environment for all. Redirection and other forms of positive reinforcement will be routinely used in the learning space for all participants. Using positive guidance to manage unwanted behaviors can:

1. Help participants manage stress by guiding them to self-regulate.
2. Build self-awareness by feeling empathy for others.
3. Provide tools to manage emotions by using healthy outlets to express feelings.
4. Guide participants to make responsible decisions by challenging them to think critically and solve problems.

INCIDENTS AND PROCEDURES

Documentation is a crucial component of the support provided to participants and to the success of the Hālau Lamakū Program. Not all incidents progress over time, and the severity of an incident will need to be determined when it occurs. Instructors are required to document all incidents that are of concern.

The Hālau Lamakū Program reserves the right to deny participation in classes and activities to participants who exhibit persistent behaviors which cause property damage, endanger themselves or the welfare of others. In the instance that a participant's behavior becomes

persistently challenging, disruptive or unsafe, the Hālau Lamakū Program will follow these established procedures:

Level 1 - Repeatedly not following directions, refusing to participate:

1. The teacher will document the incident using the Participant Communication Form.
2. The Participant Communication Form will be sent home to the parent or guardian.

Level 2 - Repeated insubordination, not following COVID-19 safety precautions, bullying:

1. The teacher will document the incident using the **Participant Communication Form**.
2. The **Participant Report Form** will be sent home to the parent or guardian.
3. The director will speak with the parent or guardian.

Level 3 - Threatening other participants, causing physical or emotional harm to self or others, bringing contraband items into the program:

1. The teacher will immediately discuss the incident with the director.
2. The teacher will document the incident using the Participant Communication Form .
3. The Participant Communication Form will be sent home to the parent/guardian.
4. The director will speak with the parent or guardian and determine if suspension is warranted.

Level 4 - Repeated incidents that prevent the teacher from being able to teach, cause disruptions that prevent other participants from learning, cause physical or emotional harm to self or others:

1. In the instance that a participant’s behavior becomes severe and unmanageable, the Hālau Lamakū Program will follow the established Discipline and Guidelines Policies signed by the Parent or Guardian.
2. Director will review all documented incidents and with parents.
3. Participants will be released from the Hālau Lamakū Program.



Hālau Lamakū

PLACE-BASED ENRICHMENT FOR KEIKI



PARTICIPANT REPORT

'Imiloa Astronomy Center - Hālau Lamakū

Child's Name: _____ Date: _____ Time: _____

Reporter: _____

Circle One: Injury Incident Behavior Communication

What Happened (Include what action was taken)?

If an Injury occurred

Was first aid administered? Yes No

Who administered care? _____

Describe Injury (include location on body): _____

Type of care administered: _____

A COPY MUST BE MADE FOR PARENT AND PROGRAM RECORDS

Hālau Lamakū Program COVID-19 Protocol

'Imiloa's Hālau Lamakū Enrichment Program will implement protocols to provide a safe and healthy learning environment for participants and staff. These protocols are based on federal, state, county, and industry recommendations. Protocols and guidance comes from: Center for Disease Control Prevention (CDC); Seventeenth Proclamation Related to COVID-19 Emergency (December 16, 2020); Beyond Recovery: Reopening Hawai'i (May 18, 2020); State of Hawai'i Department of Human Services Guidelines and Resources for Childcare Facilities and Homes during COVID-19 (May 19, 2020); County of Hawai'i Mayor's Emergency Rule #14 second extension (April 12, 2021); and the American Camp Association.

- All staff will be trained in the implementation of COVID-19 safety protocols.
- 'Imiloa staff will conduct daily confidential health check screenings (e.g., temperature checks and symptom screening) for all participants prior to entering the facility. Health check screenings will be done in a safe and respectful way. Persons who have a fever of 100.4F (38.00C) or above or other signs of illness will not be admitted to the program.
- If anyone in the household (including the participant registered for the program) is displaying symptoms, or has knowingly been exposed to someone with COVID-19, the participant needs to stay home and not attend the program.
- Hand washing is required of staff and participants upon entering the building. Hālau Lamakū will implement a hand washing schedule throughout the day. Hand sanitizer will be available at each assigned learning section.
- All staff and participants will be required to wear a face mask at all times.
- To minimize the potential exposure to COVID-19, this program will have exclusive access to Kalaemanō, which will be closed to the general public when the program is in session.
- Prior to the start of the program, a thorough and detailed cleaning of the entire facility will be conducted, with special focus on high-contact areas. A frequent cleaning schedule of bathrooms and frequently-touched surfaces will be implemented daily.
- Participants will be assigned to learning pods, each consisting of up to 12 participants and 2 adults. Participants will be assigned to the same instructor for the duration of the

program.

- Participant seating will be placed 3-feet apart; visual cues will be employed to maintain safe distancing when standing in lines and moving in the facility.
- Each learning pod will utilize a separate yard area for outdoor play to minimize exposure to other learning pods.
- Toys, materials, and other equipment will be disinfected regularly. The use of items that are not easily cleaned, sanitized, or disinfected will be avoided.
- Participants will be provided with adequate project supplies to minimize the sharing of high-touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) OR limitations will be placed on the usage by one group of children at a time, after cleaning and disinfecting in between each use.

ADDITIONAL COVID PROTOCOLS:

In the case that a staff/participant is confirmed to have COVID-19, 'Imiloa will follow UH/State procedures to include immediate notification of families, staff, and health officials while maintaining confidentiality as required by the Americans With Disabilities Act (ADA). Please see <https://hilo.hawaii.edu/covid19/guidelines/>

Physical Distancing

Advise employees, participants and parents to avoid spending unnecessary time at facility and classroom before or after care is needed.

Health and Safety

Conduct daily temperature checks and visual well checks for all participants, staff and visitors upon entrance to the facility. Keep a log of temperature checks. CDC considers a person to have a fever when the measured temperature is at least 100.4°F.

Implement health check screenings (e.g., temperature checks and symptom screening) safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations. Follow CDC Guidance for Screening Children Upon Arrival.

All visitors (including parents) must wear masks when on site, including drop-off and pickup of their children, and practice six-foot distance from others who are not their children.

Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering.

Facility Safety

- Log all visitors (including parents) for purposes of supporting contact tracing by the Hawai'i Department of Health.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Ensure that all water systems and features (e.g., drinking fountains, sinks, toilets) are safe to use after a prolonged facility shutdown (i.e. flushing of water distribution systems). Encourage families and children to bring their own water bottles each day.
- Have trained back-up staff in order to maintain sufficient staffing levels or reduce the number of children in care if there is insufficient staffing.
- Notify local health officials, staff, and families immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Child and Parent Expectations

- Update family emergency contact information.
- Continue to make resources available to families to address social-emotional and other needs.

Employee Support

- Review training after Day One by providing ongoing methods of additional training to reinforce messaging and changes to policies or procedures.
- Train all employees on leave benefit options and policies.

CONTACT US

If you have questions prior to the start of the program, please contact the Education Manager, Anya Tagawa at (808) 932-7836 or email at atagawa@hawaii.edu.

When the program is in session, please call the onsite manager, Mino'aka Macanas at (808) 987-7885, she will be available by text or phone.

For Hualālai 'Ohana Foundation-related matters, or questions related to program eligibility and guidelines, please contact Sonnaly Lee Sonnaly@HualalaiOhanaFoundation.org or Nico Leilani Verissimo at (808) 325-4701 or email nico@HualalaiOhanaFoundation.org

****The University of Hawaii carries liability insurance with K&K Insurance Group.**