

Leeward Community Church presents...

## Komo Mai Keiki Fun Zone (Summer 2026)

Dear Parent/Guardian,

On behalf of Leeward Community Church (LCC) we are excited to welcome you and your child to our Komo Mai Keiki Fun Zone. LCC's program provides a safe, summer program to develop and nurture skills in your child.



This handout has been put together to inform you of our policies and procedures. If you have any concerns or suggestions, feel free to contact us. We are excited to offer this program to the community in accordance with our beliefs.

### Details:

- Program will be open from 8:30am to 2:00pm Monday-Friday
- Limited enrollment of 45 students

### Please bring daily:

- Refillable water bottle (labeled with name)
- Lunch with drink
- Morning snacks

**Please label all items with Child's Name. Any items left will be donated 2 weeks after session ends.**

### Drop off- Pick Up:

- For drop off- parents may walk in your child or drop off along parking lot entrance to main building.
- For pick up- authorized pick up person must come in with picture ID and sign out student.

### Drop Off/Pick-up Procedure

All authorized persons are required to show a picture I.D. and sign children out daily. Your child will not be released to anyone not listed on his/her registration form.

Program doors open at 8:00AM. No children can be dropped off earlier than this. Pick up is by 2:30pm daily. After 3 instances of a child not picked up by 2:30pm or the Program Director not contacted by the parent/guardian, the Program Director may dismiss the child from the program.

### Games/Toys/Electronic Equipment

Children are asked to leave all games and toys at home. Any games/toys brought to the Church will be secured and returned to the parent when the child is picked up. Activities and toys will be provided for use on the site.

### Program Attendance

Attendance in the program is voluntary. Any child who does not report at the start of the program day or the scheduled, supervised activity is considered absent with the consent of the parent/guardian.

### Sick Children

To prevent the spread of infections, please keep children that may be contagious or have a fever at home until they are well. If a child becomes sick or ill while in the program, or has a communicable health problem, parents/guardians will be contacted immediately to pick-up the child.

## **Emergency Procedure**

In the event of accident or injury to a child in our care that does not require professional medical attention, we will administer appropriate first aid and notify the parents upon pick up. In the event of an accident or injury requiring professional care, we will notify a parent ASAP and call 911.

## **Incident Reports**

Incident reports are our way of informing you if your child has had any injury or incident while in our care. A note will be on the sign out sheet or the site supervisor will notify you upon pick up if we have a report for you to sign. Signing the form confirms that we've notified you. In cases of sickness or emergency, we will call you at the numbers listed on the registration form to notify you immediately.

## **Behavior policy**

It is the goal of LCC to provide a healthy, safe, and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Every child's level of development is taken into consideration when evaluating a child's behavior or implementing discipline. All incidents will be documented and communicated to the parent on a regular basis.

## **Guidelines**

- The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
- Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behaviors will not be tolerated.
- The child will follow directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The church strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications.
- The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.
- Using profanity, vulgarity, or obscenity or acting in a lewd manner or exhibiting sexual behavior.
- Endangering the health and safety of children and/or staff.
- Leaving the program area or boundaries as set by staff, without permission.
- Bullying: act or threat that is unprovoked, repeated, aggressive, and intended to cause fear, distress, or harm.

Any child who does not behave in an appropriate manner may experience the following consequences:

- 1st offense      Verbal warning
- 2nd & 3rd offense      Written warning
- 4th offense      Written warning with 1 day removal from program
- 5th offense      Written warning with 1 week removal from program
- 6th offense      Removal from program for the duration of one year

One or more consequences may be skipped based on the severity of the incident(s). Refunds are not given when participants are suspended or removed for unacceptable behavior.

The decision to send a child home is a difficult one to make and will be carefully considered before action is taken. When a child's persistent or dangerous behavior takes too much attention away from the needs, safety, and well-being of other children, or causes disruption of the program objective, the possibility of suspending and/or expelling the child from the program must be considered.

## **Termination of childcare services**

LCC reserves the right to discontinue childcare services under any of the following conditions:

- Severe behavior by the child which disrupts the group, including repeated instances of failing to listen to his/her leader; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; or excessive threats to use physical or verbal abuse.
- Frequent uncontrollable tantrums/angry outbursts
- Failure of parents/guardians to treat staff or other parents or children respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
- Keiki Fun Zone program follows a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the program.

LCC does not make it a practice to suspend or remove children from our programs/activities. However, LCC reserves the right to do so if the behavior is not conducive to the safety and well-being of other children in the program or your child's own personal safety. Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives, or are putting themselves, other children, or staff in immediate danger.

## **Refund/Cancellation Policy**

Cancellations must be in writing and all refunds will be subject to a non-refundable processing fee of \$30.

- Prior to start of program – Full Refund
- From the first day of program – prorated refund minus day attended
- After the first day of program – No refunds or credits

In the event of inclement weather or natural disaster, LCC may modify or cancel its programs and/or close its facilities. A refund or credit will not be issued in these cases, nor in cases where a child departs a program early or is dismissed due to disruptive behavior.

## **Contact Info:**

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