

# KA HANA PONO DAYCARE & PRESCHOOL ENROLLMENT & REGISTRATION CONTRACT

<b>CHILD'S FULL NAME:</b>	<b>DATE OF BIRTH:</b>
<b>ADDRESS:</b>	<b>ALLERGIES / MEDICAL CONCERNS:</b>
<b>SPECIAL NEEDS / SPECIAL DIET:</b>	
<b>NAMES &amp; AGES OF SIBLINGS:</b>	
<b>POTTY TRAINING STATUS / EXPERIENCE:</b>	

<b>Legal Guardian #1</b>	<b>BIRTHDATE:</b>
<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>
<b>OCCUPATION / EMPLOYER:</b>	<b>WORK PHONE:</b>

<b>Legal Guardian #2</b>	<b>BIRTHDATE:</b>
<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>
<b>OCCUPATION / EMPLOYER:</b>	<b>WORK PHONE:</b>

### MEDICAL INFORMATION

<b>NAME OF YOUR CHILD'S DOCTOR</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>INSURANCE &amp; POLICY NUMBER</b>
<b>PREFERRED HOSPITAL</b>	

<b>NAME OF YOUR CHILD'S DENTIST</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>INSURANCE &amp; POLICY NUMBER</b>

### AUTHORIZATION FOR EMERGENCY MEDICAL CARE

When there is a medical emergency, or when a child needs immediate medical treatment, Ka Hana Pono Daycare will take all reasonable steps to see that the children in their care receive adequate medical care and will attempt to contact the child's parents/guardians at the time of illness, accident or injury. All of our Teachers are trained in both first aid procedures and CPR. However, It is understood that in a serious emergency, 911 and the paramedics will be called before the parent or other adult acting on the child's behalf is contacted.

#### Medical Release

*I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital. I understand in the event that my child must require immediate medical attention and the parent/guardian(s) cannot be reached after calling 911:*

1. Ka Hana Pono Daycare will call the person(s) listed below who are authorized by me the parent/guardian to give permission for the medical treatment of my child; or
2. If the parent/guardian(s) and the authorized person(s) cannot be reached, permission is granted to the Director and Teacher(s) of Ka Hana Pono Daycare to obtain whatever treatment may be deemed necessary and/or to make sure my child gets to the nearest medical facility if necessary. Notice is hereby given to any health care provider that Ka Hana Pono Daycare & Preschool Staff are fully authorized to obtain the necessary evaluation and treatment. I authorize emergency and hospital staff to provide the appropriate medical treatment for my child.

*My signature below certifies that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children.*



\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date

**PERSONS AUTHORIZED BY PARENT(S) TO GIVE PERMISSION FOR MEDICAL TREATMENT OF THEIR CHILD**

<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>
<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>
<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>

All children attending Ka Hana Pono are required to have health insurance provided by their parents. Health and liability insurance is not provided by the childcare center.

**Initial Here** \_\_\_\_\_ ★

**AUTHORIZATION TO PICKUP YOUR CHILD FROM KA HANA PONO**

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person/s who you authorize to pickup your child on your behalf. **A parent/guardian's verbal authorization for pickup must be received before your child will be released to anyone not listed here. If not received, & we cannot notify you by phone, the child will not be released.**

<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>

<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>

<b>NAME</b>	<b>PHONE NUMBER</b>
<b>ADDRESS</b>	<b>RELATIONSHIP TO YOUR CHILD</b>

**PLEASE INITIAL TO ACKNOWLEDGE ACCEPTANCE & AGREEMENT WITH KA HANA PONO'S PARENT HANDBOOK POLICIES & PROCEDURES. Copies of all documents are available online at [www.KaHanaPonoDaycare.com](http://www.KaHanaPonoDaycare.com)**

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**CENTER CLOSURE DATES:**

Ka Hana Pono's holiday and vacation policy is noted in our Parent Handbook and a calendar is posted on our website and blog. This time off is prescheduled with plenty of notice given so parents can find back-up care. Rates are not prorated or discounted when there are prescheduled center closures.

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## ARRIVALS & DEPARTURES:

In order to receive the full benefits of our program and to help the children adjust accordingly, we ask that your child maintain a regular schedule and attend on his/her set days.

- Arriving by 8:30AM is ideal as it allows time for him/her to adjust & get settled in for the day.
- Art projects, adventure/nature walks, circle time, gym field trips & everything we do is all the more fun when everyone is there & the earlier everyone arrives the sooner we can all get into the flow of our daily routines & activities.
- Please call or text by 9am if your child is going to be absent.
- Lunch & rest times are also crucial parts of our day (11:30-2:30) – please try to avoid dropping off or picking up your child during this period without making prior arrangements.

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## FINANCIAL POLICIES

Monthly tuition payments for Ka Hana Pono Daycare & Preschool is due one week prior to the 1st of each month.

- Specific tuition due dates are noted on the school calendar which is posted on our website and blog.

Tuition payments must be made via automatic recurring payment authorization from a checking, savings, debit or credit card account. Cash and checks will not be collected in the classroom.

- There is a \$35.00 fee for payments that do not clear on the given pay schedule.
- Credit card transactions are subject to a 3% processing fee added to your monthly statement(s).

Clients who are paying for childcare costs with assistance from subsidized programs, like Child Care Connection, Alu Like, etc..., will be responsible for paying the full amount of the monthly tuition should the subsidy program fail to pay Ka Hana Pono Daycare on time for any reason. New families should apply for financial assistance a minimum of 6 weeks prior to their child's start date.

There is a non-refundable Enrollment Fee of \$150.00

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## LATE PAYMENTS

There is a late monthly tuition fee of \$10.00 per day if you fail to make a payment by the scheduled due date without having made prior arrangements with Ka Hana Pono.

When tuition becomes one month past due, your child will not be allowed to attend the daycare center and a child on the waiting list will be enrolled.

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## LATE PICK-UPS -

There is a ten minute grace period  
account as detailed in the Parent Handbook

Thereafter late fees will be assessed and automatically added to your

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## ABSENCE / MISSED & MAKEUP DAYS

Your child is expected to be present on the days that he/she is enrolled & scheduled to attend.

No refunds of monthly tuition will be given for illness, vacations, or temporary absences.

There is a \$10.00 per day no-show fee if notice of an absence is not given by 9am. There is not a no-show fee when your child is absent - there is a no-show fee when Ka Hana Pono isn't made aware of the absence by 9am the day that will be missed.

If your child is taken out of the childcare program for any period of time (vacation or any other reason) the regular full months tuition must continue to be paid to hold your child's place in the program. This is regardless if there is a holiday, center closure, illness or for any other reason, i.e., teacher training, natural disaster, etc...

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## WITHDRAWAL / TERMINATION OF CONTRACT

The first two weeks for your child at Ka Hana Pono Daycare is a trial week. If the contract is cancelled during this two-week trial period, you will be charged a prorated tuition fee for the days of childcare used and will receive a refund of the difference.

Anytime after the two-week trial period is over, if you need to withdraw your child from the childcare program, written notification must be given. Email is acceptable however it is your responsibility to make sure your email is received and that you get a reply. [Aloha@kahanaponohaleiwa.com](mailto:Aloha@kahanaponohaleiwa.com)

Written notification of withdrawal must be given thirty (30) days prior to your child's last day of attendance. If a written thirty day notice is not given, you will be required to pay for the tuition for the following month.

### Sample Withdrawal Schedule:

- If March 31st is when you would like your child's last day to be;
- Then BY March 1st Written notice must be submitted to the Director by this date.
- If written notice is received after March 1st, you will be responsible for paying the full tuition for the following month (April's monthly tuition in this example).

Ka Hana Pono Daycare reserves the right to terminate any childcare contract at will.

Ka Hana Pono Daycare is not responsible for any personal belongings not picked up within two weeks after a child withdraws from our program.

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## REQUIRED SUPPLIES

*You are required to provide the following items for your child for every day of childcare:*

- Backpack, Home Lunch and Water Bottle
- Complete change of clothing. Please pack a spare set of clothes for your child in a bag labeled with his/her name or initials — this will be kept in your child's cubby box until needed.
- Blanket / Pillow / Stuffed Animal / Comfort item (this is optional, only if your child would like to have something for nap-time, you can place it in your child's backpack each day).
- Diapers and wipes if your child is not potty trained. A bulk supply of diapers and wipes can be stored in your child's cubby box.
- Any lotions, creams, sunscreens, powders & etc... that your child may need which can be kept in their cubby box.
- Please label all personal belongings (clothing, lunch boxes, water bottles, footwear, jackets, blankets, pillows, and etc...) The childcare staff is not responsible for any child's personal belongings if lost, stolen, or misplaced.
- NO TOYS FROM HOME PLEASE

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## PERSONAL BELONGINGS

Please label all personal belongings (clothing, lunch boxes, water bottles, footwear, jackets, blankets, pillows, and etc...)

The childcare center staff is not responsible for any child's personal belongings if lost, stolen, or misplaced.

The childcare center staff are not responsible for any toys brought from home that may end up misplaced.

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## BAREFOOT PERMISSION ★

\_\_\_\_\_ Yes, my child may go barefoot as the teacher allows in the fenced playground area. Please know that we will make sure your child has footwear when walking on the concrete or anywhere outside of our fenced childcare center.

\_\_\_\_\_ No, my child cannot go barefoot under any circumstances.

## WATER PLAY PERMISSION ★

\_\_\_\_\_ Yes, my child may be involved in water play as the teacher allows.

\_\_\_\_\_ No, my child cannot play in the water.

## PERMISSION TO PHOTOGRAPH (\*\*OPTIONAL\*\*) ★

### *PROMOTIONAL PHOTOGRAPHS AND VIDEO PERMISSION AND RELEASE FORM*

Please initial below to grant permission for photos or videos of your child being involved at Ka Hana Pono Daycare to be included in various media (newsletter, blog, bulletin boards, childcare centers website, etc...) for the purposes of reporting on activities and publicizing Ka Hana Pono Daycare to the community. These photos/images will not include contact information.

**YES, Initial Here** \_\_\_\_\_

**NO, Initial Here** \_\_\_\_\_

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### **PARENT(S)/GUARDIAN(S) SIGNATURES**

I, as parent or legal guardian, give my permission for my child to participate in Ka Hana Pono Daycare and Preschool's program. I agree not to hold the Waialua Community Association, Ka Hana Pono Daycare and Preschool, its employees, instructors, administrators, and authorized volunteers liable in the event of an injury incurred as a result of my child's participation in the program.

I agree to abide by all policies and procedures of Ka Hana Pono Daycare and Preschool. I have read and agree to the policies and procedures outlined in the program's Parent Handbook and outlined here in this Enrollment and Registration Contract.

Ka Hana Pono Daycare & Preschool reserves the right to make policy changes and will give clients a copy of any new policies a minimum of thirty days before they go into effect.

A failure to enforce one or more of the terms in this contract does not waive Ka Hana Pono Daycare's right to enforce any other terms of this contract.

By signing below, you agree that this is a legally binding form. Providing false information will result in termination of Daycare / Preschool services.

★ \_\_\_\_\_

FIRST PARENT/GUARDIAN SIGNATURE

DATE

★ \_\_\_\_\_

SECOND PARENT/GUARDIAN SIGNATURE

DATE

\_\_\_\_\_  
KA HANA PONO DAYCARE, DIRECTOR SIGNATURE

DATE