

Olina CDC
POLICIES AND PROCEDURES

Phone: 257-8354 or 257-8702

Fax: 257-8350

How to Register:

Welcome to the Olina CDC! To register for hourly care please read through all of the policies and procedures and fill out the necessary forms. In addition to filling out the registration packet we must have copies of the following before you can schedule any care for your child:

- Current immunization record
- USDA Forms
- Current TB test (within the last 12 months if you child is over 1 year of age)
- Copy of your child's CYTP membership card.
 - o To get a CYTP membership card you must go to the CYTP office located across the street from self-help in Bldg.#5082. There is a \$15.00 annual membership fee.
 - o Please bring your child's Birth Certification, immunization record and current TB Shot record

Once you have filled out the registration packet and you have all of the necessary paperwork, please call us at 257-8354 and make an orientation appointment. Orientation will cover policies, procedures, a tour of the facility and a meeting with your child's teacher. Immediately following orientation, you will then be able to schedule your child in the hourly program, providing all paperwork is in order.

Hours of Operation:

The Olina CDC is open from 0730-1630 Monday through Friday.

Holidays:

The Olina CDC is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Christmas Day and the day after (if applicable)
- Thanksgiving Day and the day after (if applicable)
- Columbus Day
- Veteran's Day
- Labor Day
- Independence Day
- We close at 12:00 noon for training on the Fridays before Memorial Day and Columbus Day and closed at 12:00 noon on Christmas Eve

Enrollment:

In order to use the Olina CDC, children must meet the following requirements:

- Be an immediate family member of an active duty or retired military sponsor or be a DOD civilian sponsor.
- Be between the ages of 6 weeks to 5 years (Preschool)
- Present all necessary medical forms

Prospective families are given a tour of the facility and given information about the center during their registration appointment.

Reservations:

Reservations for hourly childcare may be scheduled up to three weeks in advance on a first come, first serve basis. Please call 257-8354 or 257-8702 to make reservations. There is a maximum of 10 hours of childcare per week, per child.

Fees and Charges:

- Hourly childcare fees are \$4.60 per hour per child.
- There is a minimum one-hour charge. Additional charges and scheduling accrue in half hour increments.
- Fees are payable at the time of pick up.
- Forms of payment must be in cash, check, money orders or credit card.
 - o Checks should be made out to MCCS and may not be post-dated. You must have your child's swipe card to process the check.
- A \$15.00 annual membership fee is assessed for each child payable at the Resource and Referral office. Renewals will be billed and on the anniversary date and payable at Olina.

Cancellations:

We ask that you cancel reserved spaces by 7:30 am the morning of care. Charges will be applied if cancellation is not received at a minimum of 2 hours prior to reserved time.

No Show Fee:

No shows will be charge for the amount of time that was reserved. Future reservations will not be accepted until this fee is paid.

Late Pick-Up Fee:

Parents are charged \$7.50 per child, per 15 minutes increments in addition to the hourly fees occurred. This fee starts at being one minute after pick-up time. For example, if your pick-up time is 12:00 and you come to pick up at 12:01, then you will be charged a late fee of \$7.50. If you come to pick up at 12:16 then you will be charged an additional \$7.50 late fee. This fee is due at time of pick-up. It is very important to be on time to pick up your child due to a full schedule. If you would like to extend you child past his/her scheduled pick-up time, please call and we would be happy to accommodate you if the space and staff allow.

Diaper Changes:

Parents whose children wear diapers are asked to provide diapers for the child's use while at Olina. Should children need additional diapers parents will be charged \$2.00/diaper if they are not able to provide more at the time of care. This fee is due at pick-up time. Also please note that for sanitation reasons, cloth diapers are not allowed and toddlers in training pants must also have plastic over pants when toilet learning. Thank you for your cooperation in this matter.

Children must have at least one extra change of clothing in case of accidents or bad weather. Please label all items of clothing. CYTP will not be responsible for lost or damaged items. Soiled clothing will be returned to the parents.

- Children must be fully potty trained in order to be placed in the Preschool classrooms.

Classroom Groupings:

A child's chronological age and their developmental level determine classroom groupings. We have 4 age groupings:

-Infant Room	6 weeks - 14 months
-Pre-Toddler Room	14 months - 24 months
-Toddler Room	24 months – 36 months
-Preschool Room	36 months - Pre-K

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Meals and Snack:

The Olina CDC provides nutritious meals/snacks for all children (we follow all USDA standards).

Meal/Snack times:

Breakfast:	8:30-9:00
Lunch:	11:30-12:00
Snack:	2:30-3:00

Olina CDC now provides all food. No outside food will be allowed in the center without a doctor's note, and a stamp. Forms are available at the center.

Appropriate Clothing and Personal Items:

Children should come to the center dressed for play. We have a closed toes/ secured back (sling back at minimum) shoe policy. If your child is toilet learning, please dress her/him in clothes that are easily managed. An extra change of clothing is required for each child. Children are not permitted to bring their own toys, dolls, books or other items to the center unless requested by the staff for a special program. All clothing and personal items should be clearly labeled with the child's name. The program is not responsible for any toys brought into the facility.

Open Door Policy:

Parents are welcome to visit the center at any time.

Checking/Signing In:

Each time you bring your child for care it is important that you check in at the front desk, both part day and hourly children. This allows us to maintain an accurate attendance in the event of an emergency. The staff needs to have a current list of every child present at that time. After checking in please escort your child to the classroom and sign in on the clip board in your child's room. Picture ID's are required to be shown at the front desk and in the classroom or playground.

Remember to give an emergency contact number if it is different than what is on your registration sheet.

Due to a full schedule, your child will not be allowed into their classroom until their scheduled time. If you arrive early, please have a seat in our waiting area until your child's scheduled time.

Pick-Ups:

Stop at the front desk so we may swipe out your child using their membership card before proceeding to the classroom or playground to pick up your child. All fees and charges are due at this time. Each child must be signed out of the classroom when picked up. If someone other than the parents or guardian is picking up the child, please be sure to sign a special release form. Picture identification will be required at pickup.

In addition, children may only be signed in and out of the facility or released to individuals who are 18 years of age or older and that person will need to be listed on your registration form as part of the "emergency contacts". Picture identification will be required at drop-off and pickup. This is done for your family's protection.

If anyone other than you or your spouse is picking up your child they must be 18 years or old and you must sign a special release form. **Verbal permission is not authorized.**

Sick Policy:

Children with a fever, uncontained diarrhea, or vomiting will be sent home for 24 hours. We ask that if your child has any of these symptoms prior to their reservation that you **call and cancel.**

Olina CDC will give parents a courtesy call for any bumps, scrapes, sniffles and general not feeling well updates.

A child with a temperature in excess of 101 degrees Fahrenheit – Thermoscan or 100 degrees Fahrenheit – Auxiliary and/or shows other signs of illness while attending any CYTP will be isolated from the other children and the child's parent will be notified. The parent will pick up the sick child within 1 hour. If you cannot be reached, we will call one of the emergency numbers you have listed. If the illness is contagious, the parent must notify the program, and a doctor's written clearance will be required before the child can return to the program.

Children must be fever-free without medication for 24 hours and be able to participate in routine activities indoors and outdoors before being re-admitted to the center. **The 24-hour fever-free policy does not begin from the time the child is picked up by his/her parent. Children who are sent home with an elevated temperature must stay home the following day and be fever free for 24 hours (one day).** This policy helps to ensure the health and well being of all children in the program. Final authorization for re-admittance into the center or site will be at the discretion of the Program Director.

Shot Records:

No child will be admitted to any CYTP without current immunization against tetanus, diphtheria, whooping cough (Pertussis), and poliomyelitis. No child 17 months or older may be admitted without current immunizations against measles, mumps, rubella, and HIB vaccine. Per Hawaii State regulations, no child over the age of 12 months will be admitted without a current TB Test. Any irregularities in this will be handled on a case-by-case basis. Exemptions are only when religious beliefs preclude and must be substituted with appropriate forms. TB Test may not be excluded as it is not considered an immunization, but a skin test.

The Director must be alerted prior to admission if a child has any physical, emotional or psychological special needs. The child must be enrolled in the Exceptional Family Member Program (EFMP) and evaluated by the Special Needs Evaluation Review Team (SNERT) for appropriate placement prior to admission.

Medication will be administered only to children who are enrolled in the CYTP on a full time basis (with the exception of special needs) and only by the Program Director, Assistant Director, Training and Curriculum Specialist, Site Managers for School Age Care Program or other trained CYTP personnel.

We enforce a 100% ID check when enter in our building as well as in the classrooms and playgrounds.