



KAMEHAMEHA SCHOOLS®

PRESCHOOLS

Kamehameha Preschools

Student and Parent Handbook Addendum Response to COVID-19

School Year 2020-2021

Introduction

We are looking forward to welcoming keiki, 'ohana and kumu back to our preschools. Given the current conditions with COVID-19 and the requirements for reopening schools, we have made changes to our program and daily operations that integrate preventative practices and strategies that help to reduce the risk of COVID-19 and provide a safe and healthy learning environment for our keiki, 'ohana and kumu.

This document is an addendum to the SY 2020-2021 Preschool Student and Parent Handbook and articulates important program changes and new procedures for the school year. The program and operational changes are specific to COVID-19 and align with the following regulatory expectations:

- [*Department of Human Services \(DHS\) Guidelines for Child Care Facilities to Reopen or Continue Care - Updated June 9, 2020;*](#)
- [*Interim Guidance for Child Care Administrators from the State of Hawaii Department of Health \(DOH\);*](#)
- [*Centers for Disease Control \(CDC\), and*](#)
- *KS' Reopening Requirements for School Year 2020-21.*

Processes and procedures may need to be adjusted over time to reflect any new federal or state guidance.

COVID-19 and KS Risk Levels

As the state reopens, we know that preventative and safe practices will help us to reduce the spread of COVID-19 and prevent any major surge in infections that would require another complete closure of the state. When the school year begins, we expect to be at a moderate risk level. This allows us to provide face to face learning to all our students with modifications to our program hours and operational procedures. If the risk level increases, we will be prepared to transition to distance learning as needed. Please refer to the table on the following page entitled, **COVID-19 Health: Risk Levels School Year 2020-2021** for more detailed information about the various risk levels. A copy of the document can also be downloaded here: [COVID-19 Health: Risk Levels School Year 2020-2021](#)

Guidance from the state and the Department of Health will help to determine the risk level for KS. If the KS risk level changes to “high” we will transition to distance learning only. More information about distance learning can be found in the Distance Learning section of this addendum.



COVID-19 HEALTH RISK LEVELS SCHOOL YEAR 2020-2021

June 15, 2020

RISK LEVEL	LOW	MODERATE	HIGH
RISK FACTORS	External. "New Normal" AND Internal. Strong confidence in local/KS transmission, mitigation, management.	External. "Act with Care"; "Recovery" OR Internal. Medium confidence in local/KS transmission, mitigation, management.	External. "Stay at Home"; "Safer at Home" OR Internal. Little confidence in local/KS transmission, mitigation, management.
LEARNING MODEL	Campus Density. Near 100% Face-to-Face Learning. Primarily on-campus (in-classroom or digital); distance exceptions, as needed.	Campus Density. 50% - 100% Hybrid Learning. Both on-campus (in-classroom or digital) and at home (distance) offered; parents may choose location by semester for day students.	Campus Density. 0% Distance Learning. At home (distance).
HEALTH	Screening. Limited. Hygiene. Some elevated. Face Coverings. Optional. (These are expected practices; additional measures may be adopted, if appropriate).	Screening. Daily health checks. Hygiene. Elevated cleaning, hand-washing, hygiene, ventilation. Face Coverings. Required in common areas or if insufficient distancing.	No in-person contact.
DISTANCING	Physical. No distancing. Gatherings. No limits. Cohorts. No cohorts. (These are expected practices; additional measures may be adopted, if appropriate).	Physical. 6 feet, in most cases. Gatherings. Limits of 10-50 indoor; 10-100 outdoor. Cohorts. Planned for preschools, elementary; desired for middle, high.	No in-person contact.
CLASSROOMS & FACILITIES	Regular classroom occupancy.	6 feet unless facing forward (3 feet), if possible.	Classrooms and facilities closed.
BUSES	100% capacity, multiple per seat.	50%-75% capacity; one per seat (unless siblings); increased bus transports to provide full service.	No bus service.
PROGRAMS & ACTIVITIES	Full programs and activities, subject to any regulatory guidance.	Selected programs and activities, subject to health, distancing, rules (e.g., athletics subject to league rules).	No in-person contact.
RESPONSE PLAN	Active response plan for contact tracing, quarantines.	Active response plan for contact tracing, quarantines.	Active response plan for contact tracing, quarantines.



Note: These risk levels and requirements are subject to change, as federal, state, and local requirements, standards, and practices change; as individual KS school plans are considered, and as KS deems appropriate. The External Risk Levels (New Normal, Recovery, Act with Care, Safer at Home, and Stay at Home) are levels designated by the State of Hawai'i in accordance with the State's existing framework. KS levels are determined by KS (based on external and internal factors), in its discretion, and may vary by campus or preschool site, depending on local conditions at the time.



Overview

The addendum addresses changes to specific sections of the Student and Parent Handbook and will be the guidelines that parents, teachers and staff will be expected to follow. The following sections of the handbook are addressed in this addendum.

- Supporting your child's education
- Our education program
- Before and after school
- Absences, leaves, tardiness & early and late pick-ups
- Visitors and volunteers

New sections that are added to this addendum include:

- COVID-19 health and safety
- Communication
- Distance learning and the use of education technology
- Preschool contact information

Supporting Your Child's Education

Parents have a key role in their child's education. Our preschool program strives to provide opportunities for parents and 'ohana to be a part of their child's preschool experience through various activities, events and learning experiences. Prior to COVID-19, these activities occurred in-person at the preschool site or another location and it typically involved the physical presence and engagement of children with a parent(s) or a family member(s).

Due to COVID-19 and the requirement by DHS to reduce the density and limit the presence of people on site to the teaching staff, essential support staff and students, we will not be able to host and facilitate in-person parent and child or family engagement activities on or off the preschool site. We recognize that your ability as a parent to engage in and be a part of your child's preschool experience is critical to their success and future learning. Although we are not able to provide in-person experiences, we are committed to partnering and engaging with parents in other ways to maintain this key component of the program. One of the ways we will do this is through the use of technology to connect and engage virtually instead of in-person.

Supporting Your Child's Education

Pilina 'Ohana (Family Engagement)

As a health and safety precaution, we will not have in-person opportunities for families to be on site and engage in preschool experiences with their child. However, we still encourage family participation and support by participating in and completing at home learning experiences with your child, completing required documents in a timely manner, as well as, attendance at meetings such as 'Ohana Orientation, Parent-Teacher Conferences and Parent Workshops.

In order to maintain physical distance and to be sensitive to individual concerns and situations, these kinds of meetings and activities will be held virtually using Zoom or Microsoft Teams until further notice.

Kipa 'Ohana (Family Home Visits)

The family home visits provide an opportunity for the teaching team to connect with your child before the first day of school. This is one of the best ways for you, your child, and the teaching team to form a relationship and to begin building a home-school partnership. It also provides an opportunity for parents to share information or ask questions concerning their child's participation in our program.

To support the transition to preschool in a safe and healthy way that allows for physical distancing, we will have virtual family home visits, via Zoom or Microsoft TEAMS, where you and your child will meet the teaching team.

Lā Ho'okipa (Day of Welcome)

Lā Ho'okipa follows the family home visits and provides an opportunity for parents and children to visit the preschool together to see the facility and the classroom. It's another opportunity for children to meet the teaching team and to begin the transition to a formal school setting.

This year, Lā Ho'okipa will be a part of the Family Home Visit or the 'Ohana Orientation. The teaching team may provide a virtual tour of the classroom and facility so that the child and parent(s) can see the physical space and hear about the classroom specific information before the first day of school.

Hana Like (Family Time—Parent and Child Time)

Hana Like, formerly known as Parent and Child Time (PACT), is usually a block of time during the morning drop-off period for families to engage in a learning activity with their child in the preschool environment.

Due to health and safety concerns related to COVID-19, we will not have Hana Like in the classroom, instead we will provide activities for children and parents to experience together in the home setting.

Supporting Your Child's Education

'Aha Mākua (Parent Conferences)

'Aha Mākua (Parent Conferences) is an opportunity for teaching teams and parents to partner through an exchange of information about their child's development and establish learning goals for the school year. This school year 'Aha Mākua will be conducted virtually using Zoom or Microsoft TEAMS.

Papahana Kako'o 'Ohana ('Ohana Workshops)

Throughout the school year, we may offer virtual Papahana Kako'o 'Ohana ('Ohana Workshops) to share information on a variety of topics that will support your child's development and enrich you and your child's preschool experience. We encourage you to attend as many as you can!

Hana Manawale'a (Volunteering)

In alignment with physical distancing and the classroom cohort model, we will not be offering in-person volunteer opportunities at this time. We believe this is in the best interest of the health and safety of all our students, staff and families.

Service-Learning Activities

In alignment with physical distancing and the classroom cohort model, we will not be offering service learning activities at this time. We believe this is in the best interest of the health and safety of all our students, staff and families

Our Education Program

The recent guidelines by DHS, DOH and CDC provides important information on the kinds of adjustments we need to make to the preschool program to promote a safe and healthy learning environment during COVID-19. We are able to accommodate all keiki with face to face learning on-site, Monday through Friday. Since we are not able to mix classrooms, we had to adjust the program hours to ensure appropriate coverage and supervision of children. In general the program hours will be 7:30am - 2:00pm with staggered drop off and pick up times. The exact times will vary by preschool site and classroom. The table below describes changes to the program model and the daily activities and routine that we will implement when school resumes.

Classroom Cohort Model

Each classroom will have up to twenty children and at least two teaching staff will be with children throughout the day. To maintain the cohort, classrooms will not mix or intermingle during the school day.

*****To the extent possible, we will try to place siblings and keiki who live in the same household in the same classroom.***

Each classroom will be treated as a cohort and will remain together throughout the day. Classrooms will not be able to mix or mingle with each other during the day. The purpose for treating each classroom as a cohort is to help reduce the risk of exposure to COVID-19 by limiting prolonged physical contact with people outside of the cohort. Our classrooms will continue to have mixed-age groupings of three and four-year old children. Except for essential support staff and substitute teachers, persons other than staff and keiki assigned to the classroom will not be allowed to enter. Parents will be allowed on site only to drop off and pick up their child.

Our Education Program

Changes to the Daily Activities/Routines

Each classroom will have up to twenty (20) children and at least two (2) teaching staff will be with children throughout the day.

Changes to the Daily Activities and Routines	
Arrival	<p>We will have staggered arrival times that will be assigned by the classroom. This will help to limit the number of people on site at the same time. Below are the expectations that will need to be followed during arrival time to support the health and safety of all our children, families and staff.</p> <ul style="list-style-type: none"> • Only one adult is allowed to be present with their child during the arrival routine. • Parent will need to complete the arrival routine with their child outside of the classroom. Only children and staff are allowed inside of the classroom. • Parent will need to wear a cloth face covering and maintain physical distance. Please follow the signs and ground markings. • Parent will use the hand sanitizer provided at the entry of the preschool or at the check in station to sanitize hands prior to sign in. • Parent will use the thermometer provided to check their child's temperature. • Parent will write the temperature on the sign in sheet and fill out the symptom check and then sign their child in. • Parent will leave once the sign in process is complete and the teacher has received the child.
Circle Time/Large Group	<p>Circle/Large group is used as a gathering time for children to learn new skills and concepts and engage in fun activities such as singing, music and movement, read aloud, etc. To reduce close contact among the children, they will be seated on the carpet facing the same direction with as much space in between them as practicable. Depending on the size of the classroom, this instructional time may be done in smaller groups.</p>
Snack	<p>Teachers will use gloves and food prep guidelines to prepare and serve snack. To reduce the risk of exposure during this time, teachers will serve children their snack instead of eating family style and having children serve themselves. Snack may be provided in small groups to reduce the risk of close contact when sitting at the table.</p>
Learning Centers	<p>A variety of engaging learning centers will be offered in the classroom. Teachers will limit the number of children that are in one center at the same time to help manage group size and to support physical distancing. Some items will be designated for individual child use (e.g. writing supplies, playdough, etc).</p>
Outdoor Learning	<p>To maintain the classroom cohort, classes will not play in the same playground area at the same time. To help minimize and prevent the spread of germs, sandboxes and water fountains will be closed. Outdoor equipment will be cleaned in between classroom use.</p>

Our Education Program

Changes to the Daily Activities and Routines continued

Lunch	To minimize possible exposure, children will not be asked to help set up or clean after meals. Parents will use ice packs as needed to keep lunches cooled; children's lunches will not be allowed in classroom refrigerators. Teachers will use gloves and standard food prep guidelines to help children open their lunch as needed. Teachers will monitor carefully to ensure there is no sharing of food or drinks.
Nap	Children will be spaced out as much as possible with head-to-toe positioning. Parents will provide child's bedding which must be taken home at the end of each week for cleaning. Parents may choose to take blankets home daily for cleaning. The blanket will need to fit completely in the child's cubby with nothing hanging over the edges. ***If children choose to wear a mask during the school day, the mask will need to be removed during meal and nap time.
Stories/Read aloud	The teacher will read stories and engage children in read alouds, shared reading, and independent reading activities throughout the day. During these times, children will be spaced out as much as possible and will be seated in rows facing the same direction. The teacher may also choose to arrange children into smaller groups.
Aloha/Departure	Parents are required to wear cloth face covering and maintain physical distance when entering the campus. We ask that only one adult enter campus to pick up the child. Parents will need to arrive at their designated time. Upon entry to the facility, the parent/authorized adult will sanitize their hands and follow the signage and ground markings for physical distancing while waiting in line to pick up and sign out their child.

Huaka'i (field trip)

To support physical distancing and health and safety, we will not schedule huaka'i until it is safe to do so. Instead, the teaching team may use other instructional strategies such as virtual huaka'i experiences in the classroom as an alternative

Before and After School

Changes to Student Arrival and Departure

Staggered arrival and departure times will be implemented at each preschool to help manage the number of people on the site at one time and to avoid congestion in the parking lot. The arrival and departure routine will take place outside of the classroom or the facility. Only one adult/parent may enter the facility with their child. This is to help limit the number of people on the site at the same time. These modified arrival and departure procedures are in keeping with Department of Human Services licensing regulations and CDC guidelines.

Changes to Student Arrival and Departure

Arrival and Signing in

Parents are required to wear a cloth face covering and maintain physical distance between others. Signs and ground markers will be visual reminders and will help to designate spacing. We kindly ask that only one adult enter the facility with the child.

Parent will:

- Walk the child to the arrival/waiting area located outside the classroom or designated space.
- Wash or sanitize hands. Hand sanitizer will be provided at the entrance of the facility and at each arrival station.
- Take the child's temperature using a thermometer provided by the preschool.
- Sign the child in on the sheet of paper provided
 - Record temperature
 - Answer self-declaration questions
 - Record time in
 - Sign child in
- The teacher will also complete a visual wellness check prior to assisting the child into the classroom.
- The teacher will let the parent know when it is ok to leave.
- On the first day of each week, please wait until your child has a health check (see the "Health Check and 'Uku Policy" section of the handbook).

Departure and Signing out

Parents are required to wear cloth face covering and maintain physical distance when entering campus. We kindly ask that only one adult enter the facility to pick up your child.

Parent will:

- Wait in line at the departure/waiting area located outside the classroom or designated space.
- Wash or sanitize hands. Hand sanitizer will be provided at the entrance of the facility and at each sign in station.
- Record time out and signature on Sign-out Sheet
- The teacher will dismiss your child from the classroom and your child will meet you outside.
- Adults that are authorized to pick up your child from preschool are required to follow sign-out procedures and will be required to show a picture ID upon request. Parents are expected to inform authorized persons that failure to provide a picture ID will prevent your child from being released.

Absences, Leaves, Tardiness & Early and Late Pick-ups

We understand that the situation with COVID-19 may result in a greater fluctuation with attendance. Please maintain communication with the teacher about your child's attendance and please set up a time to meet with the Hope Po'o Kumu if you have any concerns related to your child's attendance at school.

Changes to Absences, Leaves, Tardiness & Early and Late Pick-ups

Absences

If your child will be absent we ask that you follow the standard procedures and call the preschool office or classroom before 8:00 a.m. to let them know that your child will be out. If your child is absent for 4 or more consecutive days due to illness or injury you are required to submit a note from your child's healthcare provider stating they are cleared to return to school and any limitations of activities and/or food.

Given the situation with COVID-19, there may be times when children may be absent from school for an extended period due to mandatory quarantine or school closure. During these times, the teacher will provide activities for children to remain engaged in learning while at home. Activities will be delivered through Seesaw, our digital platform, as well as take home learning packets.

Tardies

We have staggered arrival and departure times in order to limit the number of people on site at the same time and to help us maintain physical distancing during these times of the day. We know that morning and afternoon schedules can be a very busy time for families but we do ask that you try to be on time to drop off and pick up your child. Consistent tardies can be disruptive to your child's learning and the classroom learning environment. Our morning activities are designed to help your child make a positive transition from home to school and consistent/predictable daily routines strengthen his/her learning and development.

If you have a challenge with the arrival or departure time, please make an appointment to talk with your child's teacher and/or the Hope Po'o Kumu (Vice Principal) to discuss any special circumstances which may affect your child's arrival and departure time(s).

If you arrive to school after your classroom's scheduled arrival or departure time:

- Remain in your vehicle and call your child's classroom or site office to inform the teacher that you have arrived.
- Arrangements will be made for your teacher to meet you and your child outside the classroom to perform the daily sign-in procedures.
- We ask that you be patient and flexible as the teacher will need to stop what they are doing to meet you outside.

Absences, Leaves, Tardiness & Early and Late Pick-ups

Changes to Absences, Leaves, Tardiness & Early and Late Pick-ups

Early Pick ups

We encourage you to keep your child in school for the full day. We understand that there may be occasions when you will need to pick up your child before the school day is over. Please inform the teaching team ahead of time and follow the procedures:

- Remain in your vehicle and call your child's classroom or site office to inform the teacher that you have arrived.
- Arrangements will be made for your teacher and child to meet you outside the classroom with the sign-out sheet.
- We ask that you be patient and flexible as the teacher will need to stop what they are doing to meet you outside.

Late Pick-ups

Late pick-up(s) can be very unsettling for young children since being the last child to go home is never a good feeling and can contribute to his/her fears about going to school. For these reasons, we ask that you be on time to pick up your child. As a reminder, your teacher will inform you of your assigned departure/pick up time. If you are going to be late, please call the teaching team or the site office to let them know. Please follow the procedures when you arrive at the site:

- Remain in your vehicle and call your child's classroom or site office to inform the teacher that you have arrived.
- Arrangements will be made for your teacher and child to meet you outside the classroom with the sign-out sheet.
- We ask that you be patient and flexible as the teacher will need to stop what they are doing to meet you outside.

If you are 30 or more minutes late, do not contact us and we are not able to reach anyone on your emergency contact list, this may be considered a form of neglect which would be reported to Child Welfare Services (CWS) or the police.

Excessive Absences, Tardies, and Early & Late Pick Ups

We value the health and well-being of our preschool children, families and staff and believe that individuals should stay home and rest when not feeling well. As part of our administrative kuleana and support, preschool staff will keep track of attendance, tardies and late pick-ups. As needed, teaching staff, administration or support staff may check in with parents to see if support is needed in the case of excessive absences, tardies and late pick-ups. Please maintain communication with your child's teacher or Hope Po'o Kumu and set up an appointment to meet if you would like to discuss. 14

Visitors and Volunteers

In keeping with the current health and safety guidance, only teaching staff, students and essential support staff will be allowed in the classroom. We will defer having visitors and volunteers on site or in the classrooms until further notice.

COVID-19 Health and Safety

In response to COVID-19, new operational procedures have been developed to help reduce the potential risk of exposure and to provide a safe, healthy and nurturing environment for keiki, kumu and 'ohana.

COVID-19 Response Team (CRT)

The CRT is comprised of representatives for KS' Health Services, Enterprise/Education Safety, Legal, Human Resources and Facilities. When the CRT is made aware that a student or employee has tested positive for COVID-19 or has been in close contact with someone who has tested positive, the CRT will partner with the Hawai'i Department of Health (DOH) and direct actions to ensure KS' response follows [CDC Guidelines](#). These will include, but are not limited to the following:

- Maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
- Notifying close contacts as soon as possible and providing quarantine instructions
- Ensuring areas will be closed off until after appropriate [cleaning and disinfecting](#) is complete.

Cleaning, Sanitizing and Disinfecting

Frequent cleaning and sanitizing throughout the day is an important preventative measure to help reduce the spread of COVID-19. KS preschools will increase these practices during the school day. A schedule and checklist for daily cleaning, sanitizing and disinfecting will be followed by all staff. In addition, at the end of the day, all preschools will receive regular cleaning and disinfecting by the custodial staff.

Soft material or plush items will be removed as they are difficult to keep clean and sanitized throughout the day. Items such as playdough or sensory material will be portioned out for individual use and not shared among keiki.

COVID-19 Health and Safety

Cleaning and Disinfecting after COVID like Symptoms

If a child starts to show signs of illness, one staff member will go with the child to the designated space for isolation and will call the child's parent(s) for pick up. The child will also be encouraged to put on a face mask however, will not be forced to wear it. The staff member will wait with the child until they are picked up. Meanwhile, the classroom doors and windows will be opened to maximize ventilation and if possible the outdoors can be used for the rest of the day.

The areas and material frequently visited and used by the child during the day will be closed off or removed for cleaning and disinfecting. The area will be closed for as long as possible prior to cleaning. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards), educational supplies and equipment used by the ill persons, focusing especially on frequently touched surfaces. Custodial services will be used at the end of the day to ensure proper cleaning and disinfecting before opening the next day.

Cleaning and Disinfecting after a Confirmed COVID-19 Case

If there is a confirmed case of COVID-19, the preschool will take direction from the Department Health and KS' COVID Response Team with regards to school closure and cleaning of the facility.

Trained professionals will be used to carry out this type of cleaning and disinfecting.

Daily Temperature and Wellness Checks

Daily wellness checks are a part of the arrival process and includes the parent taking the child's temperature with a KS provided thermometer. The temperature will be logged on the sign-in sheet. The teacher will also conduct a visual wellness check to make sure the child looks well enough to be in school. If a child has a temperature of at or above 100.4 or COVID related symptoms (cough, shortness of breath, loss of taste or smell) he/she will not be able to stay in school.

COVID-19 Health and Safety

Face Coverings

All parents/adults are required to wear a cloth face covering when on site for drop-off, pick-up or meeting at the preschool office. Children will not be required to wear a face covering during school hours. If a parent wants their child to wear a face covering during school, we will do our best to accommodate but if the child takes it off we will not force him/her to put it back on. It will be placed in a Ziplock bag to take home at the end of the day.

Staff will be required to wear a cloth face covering during the day and or a face shield.

The cloth covering should:

- Fit snugly but comfortably against the side of the face, covering the nose and mouth
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered without damage or change to its shape
- Be washed regularly after each use
- Be used with the same side facing out each time
- When removing covering, individuals should be careful not to touch their eyes, nose, mouth and should wash their hands immediately after removal
- Cloth coverings should be washed with hot water and detergent or soap after each wear in the washing machine

Personal Hygiene and Handwashing

One strategy to curb the spread of COVID-19 is keeping good personal hygiene which starts with washing hands frequently with soap and water for 20 seconds. Washing our hands is one of the most effective ways to minimize the spread of germs. This has always been an important practice for children, teachers, staff and parents to exercise as a part of the program's health and safety requirements. We will increase our handwashing frequency and will continue with our standard practice of teaching children how to properly wash their hands at the start of the school year as part of the orientation period.

If you do not have immediate access to soap and water, you may use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizer will be available throughout the facility. Parents will need to sanitize their hands before entering the facility.

If you need to sneeze or cough, cover your mouth and nose with a tissue or use the inside of your elbow. Throw the tissue away in the trash can immediately and wash your hands with soap and water or use hand sanitizer. Teachers will support children to learn this skill and will make tissue available throughout the classroom.

COVID-19 Health and Safety

Physical Distancing

Physical distancing, wherever possible, is one of the most effective strategies, along with handwashing to help reduce the spread of COVID 19. Adults are expected to follow environmental signs and visual cues for physical distancing when at the preschool. During the school day, teachers will promote physical distancing in the classroom in age appropriate ways.

- Working with children in smaller groups when appropriate
- Reducing number of children at a table at the same time
- Limiting number of children in a center area at the same time
- Seating children in rows facing the same direction instead of in a circle
- Positioning children head to toe during nap time with as much space in between
- Staggered arrival and dismissal schedules to reduce the number of people on the preschool site at one time
- Staggered schedules for the use of shared spaces such as the outdoor playground, kitchen, bathrooms. Shared spaces will be cleaned and sanitized in between cohorts.
- Classrooms as cohorts - only children and teachers assigned to the class and essential support staff will be allowed in the classroom.

When Children Become Sick at School

A child who develops COVID-19 symptoms (e.g. such as cough, fever, shortness of breath or loss of taste and smell) during the school day will be immediately isolated with a staff member and asked to wear a face mask (but not required). Designating an isolation space within each classroom and facility combined with keeping classrooms in their cohort will help to reduce the potential risk of spreading COVID-like symptoms as well as disruption to the entire facility.

The parent(s) will be contacted to pick up their child. Parent(s) will need to pick up their child within one (1) hour of being called. Parents will need to provide a doctor's note before their child returns to school. The child should be fever free for at least 24 hours without the use of fever reducing medication, and should not have any signs or symptoms of illness.

The Administrator will ensure that spaces where the student spent more than ten minutes are cleaned and disinfected before the next day when other students will be in them.

Students with other non-COVID-19 like symptoms will follow normal school protocols.

Remember, please keep your child home if he or she has any signs or symptoms of illness. If you learn that your child had close contact with someone that tested positive for COVID-19 or someone that is waiting for test results, please inform your school immediately.

Please note these symptoms and the readmit process may need to be adjusted over time to reflect any new federal or state guidance.

COVID-19 Health and Safety

COVID-19 Related Illness, Diagnosis or Exposure

Parents are asked to notify their child's teacher or Hope Po'o Kumu if their child has tested positive for COVID 19 or if someone in the child's household has tested positive for the virus. Your child may be asked to quarantine for 14 days or more if he/she:

- has tested positive for COVID-19;
- has been in close contact with someone that has tested positive;
- has traveled out of state or been in close contact with someone who recently travelled out of state;
- Is experiencing symptoms of COVID-19.

If there is a positive COVID-19 diagnosis with a child or staff member, the Hope Po'o Kumu will be informed immediately. Preschool leadership will contact KS' COVID-19 Response Team and the team will work with the Department of Health for determining next steps including whether to close the classroom or the site for a period of time. The person who tested positive for COVID-19 will need clearance from their medical provider to return school or work.

Travel

Parents must notify the school if their child has traveled outside the state of Hawai'i. You will need to keep your child home from school, depending on circumstances and according to the state travel quarantine guidelines.

Training

All staff are required to complete annual training at the start of the school year that addresses health and safety requirements for KS preschools. Additional training has been added this year to address COVID-19 related topics. Below is a list of the training that staff will complete at the start of the school year to meet DHS and KS requirements for reopening and operating during COVID-19:

- 1. Clean, Sanitize and Disinfect**
- 2. Snack and Food Preparation Training**
- 3. Preschool Operational Procedures for COVID-19 Reopening**
- 4. KS Returning to Work Safety Training**
 - Physical Distancing
 - Personal Hygiene
 - Face Coverings
 - Employee Health Guidelines and Kuleana
 - Cleaning and Disinfecting
 - Employee Support

During the orientation period, teachers and leadership will provide children and parents with opportunities to learn about the program adjustments and new procedures to support a safe and healthy environment for all children, staff and families.

Communication

Throughout the school year, various forms of communication will be used to keep parents informed of program and operational changes and updates as the conditions evolve with COVID-19.

Parents are responsible to provide the school with the most current contact information as it will be used to provide important emergency announcements, program information and updates. Please make sure that the school has the following contact information for parents/guardians.

- **Mailing address**
- **Home phone number**
- **Cell number**
- **Email address**

School Messenger: School Messenger is a communication tool that is used to deliver program information and announcements including emergencies. The messages are delivered from a centralized location and sent to parents/guardians via their email address and/or cell phone as a text message. It is critical that you provide the school with the correct contact information and that you keep this updated at all times. This will help to ensure that you receive the messages in a timely manner.

Seesaw: Seesaw is an online digital platform. It is used by teachers to deliver classroom announcements and reminders as well as lessons and activities that children can do at home with their families to support the learning process. Teachers and parents can also share children's work and achievements with each other through Seesaw. It supports a connection between home and school and is a mechanism to keep track of your child's growth and progress throughout the school year.

In the event of a school closure or if your child has to be out of school for an extended period of time, your child's teacher will use Seesaw to provide at home learning activities that you and your child can do together. It is a way to keep your child engaged in learning during this time.

An orientation and training on Seesaw will be provided at the start of the school year for parents. You can access more information about Seesaw at the following website: <https://app.seesaw.me>

Email: Email will be used to communicate with parents as needed. Please be sure you provide a current email address as part of your contact information. Parents should check their email at least two to three times a week for messages from the school or your child's teacher.

Distance Learning and the use of Education Technology

If a child is out on leave for an extended period of time due to illness or mandatory quarantine, the teacher will use supplemental take home learning packets and Seesaw as the digital platform to support the child's continued learning during this period. Through Seesaw, the teacher will deliver/assign age appropriate activities that parents can do at home with their child. Basic school supplies to support children's engagement in these learning activities will be provided for the home environment at the start of the school year.

In the event of a school closure, we will transition to distance learning for all children. During this time, the teaching staff will provide synchronous (live) classroom sessions with children and an adult. The live classroom sessions provide children an opportunity to stay connected with their classmates and friends and provides opportunities for socialization. Asynchronous (independent) learning activities will also be provided. These are activities that children and parents can do independently and on their own time.

Parent Training and Orientation

At the start of the school year, parents will receive training and an orientation to Seesaw which is the digital platform that KS Preschools use to support distance learning. Through Seesaw, parents can access learning activities developed by their child's teacher, engage in activities with their child, complete homework assignments and submit/post online their child's work, and stay connected with teaching staff.

We will provide training and an orientation to the Seesaw platform and will support parents to get their Seesaw account started. Parents can access the Seesaw website at the following link: <https://app.seesaw.me>

Digital Citizenship

As the use of education technology and online learning resources and apps for young children increase, we feel it's important to provide parents with as much information as possible to support the safe and appropriate use of technology with three and four year old children. As a part of the orientation process, parents will be provided training in digital citizenship. The following page includes the guiding principles that the preschool uses for the use of technology with young learners.



Guiding Principles for Use of Technology with Early Learners

[“Guiding Principles for Use of Technology with Early Learners”](#) from Office of Ed Tech

- **Guiding Principle #1:** Technology—when used appropriately—can be a tool for learning.
- **Guiding Principle #2:** Technology should be used to increase access to learning opportunities for all children.
- **Guiding Principle #3:** Technology may be used to strengthen relationships among parents, families, early educators, and young children.
- **Guiding Principle #4:** Technology is more effective for learning when adults and peers interact or co-view with young children.

TECHNOLOGY IS MORE EFFECTIVE WHEN USED TOGETHER



Engage



Communicate



Learn



Create

Photo by Office of Educational Technology - [“Guiding Principles for Use of Technology with Early Learners”](#)

Preschool Contact Information

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