



# **‘IOLANI**

## **SCHOOL**

**August 2025 to June 2026**

**After School Programs**

**Family Handbook**

(Rev. October 17, 2025)

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## INTRODUCTION

### WELCOME

Thank you for being part of 'Iolani After School Programs! After School Programs support the mission of 'Iolani School by offering engaging classes, enlisting a team of trained teachers and staff, and providing support to families by creating a safe environment to bridge the gap for students between the end of the school day and at home. A variety of enrichment courses are offered during the academic year including After School Care supervision, visual and performing arts, STEM, sports, and SAT test prep. Classes are offered based on teacher availability, classroom space, and student enrollment. Fall and Spring semester course catalogues and registration information are available on the school's website.

Lower School students who register for an After School Program (ASP) will automatically be enrolled in After School Care (ASC) supervision for that day. ASC provides a safe, well-supervised, and relaxed environment for 'Iolani students grades Kindergarten through 6, and include homework/study time, indoor and outdoor activities. ASC is offered for 'Iolani students only.

This handbook provides parents and students with information regarding After School Programs. Please refer to this handbook, along with the ['Iolani School Family Handbook](#), throughout the school year. The school reserves the right to modify the guidelines stated in this handbook as necessary.

### GOALS

- Foster creative growth mindset through engaging After School Programs
- Provide 'Iolani students in grades K-6 high-quality child care focused on age-appropriate child development in a safe, secure and nurturing environment in After School Care
- Reinforce positive, appropriate social interactions guided by our values of Safety, Connection, Accountability, and Care
- Promote health and wellness

We look forward to a wonderful school year!

Melissa Matsuda  
Director of Special Programs

Saphyre Rezentes  
After School Care Director

### HANDBOOK UPDATES

Date	Section	Content
8/19/25	Hours & Location	ASC Check-in and Locations
10/17/25	Welcome	Updated Welcome and Goals/Values

## OVERVIEW

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### CONTACT INFORMATION

ʻIolani School Special Programs Office (SPO)  
563 Kamoku Street Honolulu, HI 96826  
<https://www.iolani.org/asp>

After School Programs (ASP)  
☎ (808) 943-2262  
✉ [spo@iolani.org](mailto:spo@iolani.org)

After School Care (ASC)  
☎ (808) 943-2242  
☎ (808) 492-2291 (ASC cell phone)  
✉ [asc@iolani.org](mailto:asc@iolani.org)

ASC Director - Saphyre Rezentes  
☎ (808) 943-2242  
✉ [srezentes@iolani.org](mailto:srezentes@iolani.org)

Director of Special Programs - Melissa Matsuda  
☎ (808) 943-2357  
✉ [mmatsuda@iolani.org](mailto:mmatsuda@iolani.org)

### INSURANCE AND TAX ID

After School Programs are covered under liability insurance in accordance with ʻIolani School.

TAX ID NUMBERS for childcare tax deductions:

- Fed ID: 99-0073502
- State ID: GE-033-377-0752-01

### LICENSING

ʻIolani After School Care is licensed by the State of Hawaiʻi Department of Human Services (DHS) to care for a maximum of 220 students. The program is annually reviewed and licensed by DHS. The current license is available for your inspection in the SPO. State licensing requires staff-to-child ratio of 1:20. Our staff consists of ʻIolani employees, college students, ʻIolani Upper School students and other qualified personnel. New employees are subject to local criminal history checks and will receive both pre-service and in-service training.

Written notification of changes in services offered by the facility shall be provided to the department and to parents or guardians of children enrolled in the facility. The written notification of any changes in service shall be made thirty days prior to the effective date of the change and shall be included in the facility's operating policies.

### HOURS and LOCATIONS OF OPERATION

Daily operations of ASP will be held on campus at ʻIolani School. ASC will not participate in off-campus field trips or excursions, nor hold special events.

ASC is offered from the end of the school day to 5:30 pm on full school days. No care is provided on holidays, vacations, early dismissal days, or other school days off. Program Dates and Fees are listed in the After School Programs Catalogue. All students MUST be picked up by 5:30 pm. The following ASC locations may be subject to change:

<b>Grade</b>	<b>Check-in Locations</b>	<b>ASC Location</b>
Grades K-1	2:15 pm - 2:50 pm ASC Leaders will meet in front of each homeroom and lead them to their ASC location	2:50 pm - 5:30 pm Homeroom makery spaces
Grade 2	2:15 pm - 2:50 pm ASC Leaders will check-in students at Kosasa Courtyard	2:50 pm - 5:30 pm LS Music
Grade 3	2:15 pm - 2:50 pm ASC Leaders will check-in students in front of A-110	2:50 pm - 5:30 pm A-110, A-111
Grade 4	2:30 - 3:15 pm ASC Leaders will check-in students outside the One Team Field House	3:15 pm - 5:30 pm K-101
Grade 5	2:30 - 3:15 pm ASC Leaders will check-in students outside the One Team Field House	3:15 pm - 5:30 pm A-102, A-103
Grade 6	2:30 - 3:15 pm ASC Leaders will check-in students outside the One Team Field House	3:15 pm - 5:30 pm LS Library

Spring Registration information will be posted in mid-November at [www.iolani.org/asp](http://www.iolani.org/asp).

## REGISTRATION AND PAYMENT

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### GENERAL REGISTRATION INFORMATION

All students grades K-12 enrolled in 'Iolani School are eligible to participate in After School Programs per course grade level requirements. SAT Prep courses are open to 'Iolani and visiting students. Please see the [After School Programs Catalogue](#) for details on program dates and fees.

It is recommended to schedule only one class or after school activity on campus per day. Program class times listed in the catalogue do not include escorting time to and from ASC locations (10-15 minutes). Selecting classes with less than 20 minutes between start and end times is not allowed to account for escorting time. During registration, you will be able to select one class per day.

After School Programs registration must be completed online using CampBrain (registration link found at [www.iolani.org/asp](http://www.iolani.org/asp)). Registrations will not be accepted by telephone, email, fax, or walk-in. Registration fills quickly and program spaces are limited, so we recommend registering at the opening time. The course status will show "Registered" in green when the student's enrollment is confirmed.

**All drop-in service fees, After School Program and Summer Program account balances must be paid in full at the time of new course registration. Any outstanding balances may impact new course registration.**

After School Program classes are offered based on classroom and teacher availability; class spaces are limited.

### WAIT LISTS

The maximum class sizes range from 12 to 20 students. Classes tend to fill quickly during registration. If your child is on the waitlist, there is no guarantee of placement in the course. Waitlists are processed as space becomes available. The Special Programs Office will notify the parent/guardian if unable to accommodate the waitlist request up to the start date of the program.

### TUITION and FEES

Tuition in full is due at the time of registration and must be completed in your CampBrain account. You may pay by Visa, American Express, or Mastercard. ASC does not allow fundraising during its operations.

### WITHDRAWAL AND REFUND POLICIES

Students or parents who initiate course withdrawals after submitting their registration will be subject to a refund based on the date when the Special Programs Office receives written email notification from parents for the child's withdrawal.

Once the registration has been processed, the maximum amount of refund will be 50% of each course. Please see the catalogue for the refund schedule. The following schedule determines the amount of the refund:

### FALL REGISTRATION

- 50% refund until Thursday, August 14, 2025

- No refunds will be made after Friday, August 15, 2025

#### SPRING REGISTRATION

- 50% refund until Tuesday, January 13, 2026
- No refunds will be made after Wednesday, January 14, 2026

**There are no refunds or prorated billing for course time missed.** Class staffing and supplies are determined by initial enrollment. The course fee applies regardless of how many days a child participates in the program. There will be no refunds for unused days.

#### COURSE CHANGES

Students or parents who initiate course changes (replacing one course for another, requesting time changes) after submitting their registration will be charged \$50 for each change requested. No course changes will take place after two meetings of the course.

**Courses cannot be dropped or changed online.** Please email [SPO@iolani.org](mailto:SPO@iolani.org) for any changes to the schedule. Include your child's full name and the change request.

#### CANCELED COURSES

Courses may be canceled due to insufficient enrollment. If this occurs, parents will be notified via email and we will assist you in finding an alternative class, if available, for your child.

#### LATE REGISTRATION

For After School Programs registrations outside the registration dates, please email [spo@iolani.org](mailto:spo@iolani.org); a late fee of \$100 will be charged if space is available.

**LATE REGISTRATION FEE: \$100 per course**

#### DROP IN SERVICE

Daily Drop-In Service is available for students in grades Kindergarten through 6, at a cost of **\$19 per day**. Drop-In Service provides After School Care (ASC) supervision for students on an occasional basis who need supervision after dismissal time (grades K-3 by 2:45pm, grades 4-6 by 3:15pm), and is not intended to serve as a substitute for regular daily enrollment. Families who require consistent and ongoing daily care should register for ASC at the semester rate. If you need Drop-In Service, please contact 808-943-2242 or [asc@iolani.org](mailto:asc@iolani.org) by **12:00 p.m. on the day the service is needed**.

Families who use the ASC Drop-In Service will have the convenience of automatic billing and deduction. Drop-in fees are assessed once students are marked present in ASC, and notification will be emailed to families. Automatic deduction will be processed at the end of the month with the credit card on file.

All drop-in service fees must be paid in full at the time of new course registration. Any outstanding balances may impact new course registration.

**DROP-IN FEE: \$19 per day**

## REGISTRATION FAQs

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1. Do I have to apply for After School Programs?

No formal application is required for programs; simply register online at your assigned date and time.

2. Are After School Programs (ASP)/After School Care (ASC) open to anyone?

All children grades K-6 enrolled in 'Iolani School are eligible to participate in After School Programs, including After School Care.

After School Programs fees include ASC supervision for 'Iolani students. You do not need to register or pay for ASC on days you are scheduled for programs.

3. How many classes should I select?

It is recommended to select one class or after school activity on campus per day.

Program class times listed in the catalogue do not include escorting time to and from ASC locations (allow 10-15 minutes). Selecting classes with less than 20 minutes between start and end times is not allowed due to escorting time. During registration, you will be able to select one class per day.

4. When do I register?

See the After School Programs catalogue for grade level registration dates and times.

5. How do I register?

Registration for 'Iolani After School Programs must be completed via CampBrain registration portal found on 'Iolani's website at <http://www.iolani.org/asp>. Registration guides are available on the website. Registrations will not be accepted by telephone, fax, or walk-in. Registrations received prior to your child's assigned date and time, as well as incomplete registrations, will not be accepted.

Payment in full is due at the time of registration. You may pay by Visa, Mastercard, or American Express online. Registration is not complete until paid for and submitted through CampBrain, indicated by a confirmation email.

6. The course I want is full and is waitlisting, what does this mean?

Maximum class sizes range from 12 to 20 students, and courses tend to fill quickly during registration. Classes with exceptionally long waitlists will be moved offline from the registration website and listed under closed courses online.

If your child's **first choice** is listed as **waitlisted** during registration, we recommend that you waitlist the course **<no charge to waitlist a course>**

If an **alternate choice** is open at the time that your child would like to take, you may register and pay for that course to ensure they have a full schedule. However, the refund and cancellation policy will apply should you choose to drop or change any course for which you register and pay.



There is no guaranteed placement in waitlisted courses. A waitlist order is defined by registration timestamps and are processed as space becomes available. Should a space become available for your child in their waitlisted course, we will notify you through email, up to the start date of the program. If you approve this change, we will make the change without fees, unless there is a difference in class pricing.

7. How will I know if I am registered?

The course status will show "Registered" when confirmed.

You may view your child's schedule in CampBrain. Schedule confirmations will be emailed to registrants to the email address provided on the student's registration form prior to the start of programs.

8. What if I want to change a course after I register?

Change requests should be submitted through email to [SPO@iolani.org](mailto:SPO@iolani.org). Include your child's full name and any changes you would like to make. Please **DO NOT** go back into CampBrain as this may affect your child's final schedule. Courses **cannot** be dropped or changed online.

Students or parents who initiate **course changes** (replacing one course for another, requesting time changes) after submitting their registration will be charged \$50.00 for each change requested. No course changes permitted after the second meeting of the course.

**COURSE CHANGE FEE: \$50 per course**

9. What if I wish to withdraw from a course?

Students or parents who initiate course **withdrawals** after submitting their registration will be subject to a refund based on the date when the Special Programs Office receives written email notification from parents for the student's withdrawal. Once the registration has been processed, the maximum amount of refund will be 50% of each course.

**COURSE WITHDRAWAL FEE: 50% per fall course (until August 14, 2025)  
50% per spring course (until January 13, 2026)**

10. What happens if I register late?

Please contact [SPO@iolani.org](mailto:SPO@iolani.org) with the student's full name, grade level, and desired course after registration closes. Online registration will not be open after that date.

If there is space in the desired course after the registration close date, a \$100 late fee will be assessed and the child will be placed in the course.

**LATE REGISTRATION FEE: \$100 per course**

11. What does the afternoon schedule look like?

*Example After School Daily Routine  
Kindergarten Gymnastics class on Wednesdays at 2:45 pm*

2:15 pm	Grades K-3 Dismissal	Homeroom teachers escort students to ASC grade level areas
2:15 pm - 2:35 pm	ASC Check-in	<ul style="list-style-type: none"> <li>• ASC leaders check in students</li> <li>• Review afternoon activities</li> <li>• Prepare students for ASP classes</li> <li>• ASC students remain with grade level groups</li> <li>• Students may have a snack or start homework prior to class</li> </ul>
2:35 - 2:45 pm	Class escort	ASP Class teachers pick up students ASC and escort to class
2:45 pm - 3:30 pm	Class	Gymnastics
3:30 pm - 3:45 pm	Class escort	ASP Class teachers escort students back to ASC *allow at least 15 minutes for escorting to/from classes
3:45 pm - 5:30 pm	Pickup	Autoline pick up any time after class until 5:30 pm

Additional Questions? Email [SPO@iolani.org](mailto:SPO@iolani.org)

## POLICIES AND PROCEDURES

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### ATTENDANCE

At the end of the school day, ALL Lower School students follow the below procedures (LS students are not allowed to loiter or play in unsupervised areas):

1. Wait at designated Autoline for pickup
2. Check in to grade level ASC location
3. Gr 4-6 check in to extra help session (if applicable)

Students enrolled in After School Programs (including ASC) will be dismissed with their homerooms to their After School Care location. Attendance will be taken daily as it is a necessity that we know the whereabouts of the students enrolled in the program for DHS licensing requirements. If your child will be absent from school, please notify our office, in addition to the Lower School Office, your child's teacher, and infirmary (if due to illness).

**Students must attend school and be present at dismissal in order to attend ASP or ASC.** Due to supervision, attendance tracking, liability, and DHS requirements, students who are not present at the end of the school day cannot participate in ASP or ASC. School is only responsible for students who are continuously under its supervision from dismissal through the program to maintain the chain of supervision and to minimize risk.. Once a student is dismissed from campus during the school day or after school, they cannot be resigned back in within the same day to ASC.

If a class teacher is absent or ill, we will try to find a substitute for the class. If a substitute is not available, the class may be cancelled and students are allowed to remain in ASC for that day. SPO will notify families and a partial refund will be issued for the missed class time, less ASC fees. When possible, we will try to make up a missed class by the final week of each session, sometimes adding a few minutes in subsequent classes.

Report absences from After School Care (ASC) by 12 noon:

Email: [asc@iolani.org](mailto:asc@iolani.org)

Office Phone: (808) 943-2242

Report absences from After School Programs (ASP) by 12 noon:

Email: [spo@iolani.org](mailto:spo@iolani.org)

Office Phone: (808) 943-2262

### PICK UP POLICY

Students not enrolled in After School Care should follow the Lower School dismissal policies and procedures.

Pick up from ASP/ASC:

- Students will only be released to parents and those listed as authorized pick up personnel through PikMyKid. Advance written permission must be given from parent/guardian for any other type of arrangement.
- Family members should use Autoline and PikMyKid for pickup.

- Transportation to ASC will not be provided as all participants must be enrolled at 'Iolani School. 'Iolani School will not provide transportation home from ASC. Transportation arrangements are the responsibility of parents/guardians.
- Class times listed in the catalogue reflect the instructional time, and do not include escorting time to and from ASC locations. We ask that parents pick up AFTER a class ends to avoid disrupting the activity, allowing 10-15 minutes from the class end time for students to return to ASC, collect their belongings, and head to Autoline.
- Students can be picked up from ASC any time after check-in without notification to the office. Parents should use PikMyKid to announce their arrival to Autoline at the time of pick up. Please allow time for students to clean up, gather their belongings, and walk to Autoline. Once a student is picked up, they may not return to ASC.
- Students who need to be picked up early from class are encouraged to stay in ASC and not attend class that day. Leaving early disrupts class instruction and the learning environment, and after school teachers are not responsible for coordinating changes in student schedules. ASC staff are responsible for the supervision of the students in their care and cannot leave their groups to escort individual students from classes.
- Please make plans to pick up your child by the end of the program at 5:30 pm. If students are not picked up by 5:30 p.m. when the Lower School Autoline gates close, parents/guardians will be contacted, and an alternate pick up location will be determined. If students are consistently picked up after the 5:30 pm deadline, families may be asked to find alternative childcare after school and not allowed to enroll in ASC.

## **SNACKS**

Snacks will NOT be provided to After School Care students. Instead, a designated snack time will be scheduled during After School Care. Snacks from home are permitted and should not be shared with other students. Following the Lower School policy, ASC students are not allowed to make purchases from the snack bars or vending machines during ASC. We encourage students to bring healthy snacks to school.

## **SUPPLIES**

General supplies will be provided for After School Programs and After School Care.

## **HOMEWORK/STUDY TIME**

Students grades 2-6 have homework/study time built into the ASC schedule. Students are given approximately 45 minutes of homework/study time. ASC encourages all students to focus and work on homework during study time, using their time wisely, and any incomplete work should be completed at home. If students have completed their homework for the day, they will be directed to read silently during study hall time. Students should come to ASC with a book for quiet reading. ASC staff supervise the homework area and may provide minimal assistance to students with their work. ASC staff are not allowed to check or correct student homework for accuracy or provide one-on-one private tutoring services. Should students require assistance, they should attend extra help or make arrangements with their teacher or counselor. It is the responsibility of each student to be aware of their assignments and to manage their time after school.

## **LOST and FOUND**

Lost and Found items are placed in the Lower School Lost and Found area at the end of ASC each day. Please have your child check to see if anything belongs to them as unclaimed items are periodically donated.

## **STUDENT CONDUCT**

Please refer to ['Iolani School Family Handbook](#) "Student Rules". Students at ASP and ASC are expected to conduct themselves with the same discipline, respect and responsibility toward the program staff, instructors, classmates, property and supplies that are expected during the instruction hours of school. All 'Iolani School rules and policies apply after school.

Students are expected to be mindful of one another, respect their teachers and classmates, and use good judgment at all times. Behavior that disrupts the learning process or fails to respect the human or property rights of others is unacceptable. Students are expected to uphold the rules stated in the 'Iolani School Family Handbook. The consequences of ASP infractions for 'Iolani students may impact the academic year. 'Iolani reserves the right to disenroll After School Program students at any time if they exhibit unacceptable and/or disruptive behavior. No refund will be issued.

Behavior that is disruptive or fails to respect the human or property rights of others is unacceptable. Specific examples that should be brought to the SPO staff attention immediately include, but are not limited to:

- Swearing
- Theft
- Threatening, harming, mistreating, or disrespecting others
- Vandalism, including graffiti
- Promotion, possession, use, or being under the influence of drugs or alcohol
- Computer hacking, causing a computer or computer system to become inoperable, downloading inappropriate materials, or promoting or sending inappropriate messages on the computer

## **POSITIVE BEHAVIOR SUPPORT**

Positive behavior support focuses on creating an environment that encourages good decision making and facilitates opportunities for learning and growth with challenging behavioral choices. ASC encourages positive behavior support by having policies and routines in place and logical consequences for actions (both positive and negative).

- Any form of misbehavior during ASP or ASC will be immediately addressed by ASP or ASC employees to gather information for an initial investigation. ASP and ASC employees will file an incident report with SPO.
- After School Director or Director of Special Programs will determine appropriate consequences.
- ASP or ASC employees will enforce the consequence during the subsequent ASP session(s).
- Special Programs Office will submit a follow-up report to the school day homeroom teacher, LS Counselor or Administration, and/or school nurses, as applicable.

## **PERSONAL BELONGINGS**

Students should not bring personal toys, electronics, or other non-school related items to ASP. Students will not be allowed to play with items from home during ASP. Students will not be asked

to bring money to school for ASP related purposes. Backpacks and other student items will be stored in designated areas. ASP employees are not responsible for lost or damaged items. In the interest of safety, the following are **not permitted**:

- Balls or Frisbees thrown at each other
- Cell phones and smart watches (must be turned off and not used)
- Climbing of trees, buildings, or fences or playing in plants or dirt
- Gum chewing
- Running on any cemented area or playground equipment
- Selling, trading, or playing any type of cards
- Skateboarding, rollerblading, scootering, or hoverboarding
- Tackle football or rough-housing

### **PERSONAL MOBILE DEVICES and IPADS**

After School Programs and After School Care are considered an extension of the school day. Mobile devices and other forms of technology are to be stored in student's bags during ASP. Homework related iPad use is acceptable during study time. Students may not play games, especially games involving violence (e.g. shooting games) during program time. ASC employees may direct students to put away or confiscate their personal devices or iPads if students are not following the usage policy or being disruptive. If parents need to contact students during after school times, they should call or email the SPO at 808-943-2262. For more information see the ['Iolani School Family Handbook](#).

### **COMMUNICATION**

Periodic emails will be sent to relay important information. Parents can email [asc@iolani.org](mailto:asc@iolani.org) or call 808-943-2242 for more information regarding After School Care. The school shall notify parents or guardians and the Department of Human Services of any changes in the child care services it provides through electronic communications. Please contact [spo@iolani.org](mailto:spo@iolani.org) for information on After School Programs.

### **DISCLOSURE of INFORMATION**

ASP will only discuss matters regarding a student with necessary school faculty and staff and with legal parents and guardians, unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.

### **REASONABLE ACCOMMODATIONS**

If a student with a disability requires a reasonable accommodation, please contact 808-943-2242 or [asc@iolani.org](mailto:asc@iolani.org).

### **HEALTH POLICIES AND PROCEDURES**

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Please refer to the ['Iolani School Family Handbook](#) for current Health Policies and Procedures, including COVID-19 procedures.

Sick or moderately sick children should be kept at home. Children kept at home during the regular school day should not be sent to ASP. ASC will include at least one person appropriately trained

and certified in first aid

The school employs nurses and others trained in first aid to provide care when students become ill or are injured on campus. The Infirmary is located in the Wellness Center on the first floor of the Art Building (ART 103). School nurses are available 7:15 am - 5:30 pm, Monday-Friday when school is in session. They may be contacted via email [infirmary@iolani.org](mailto:infirmary@iolani.org) or by phone at 808-943-2249. Medications required for students will be administered by the school nurses, not ASC staff.

Parents, guardians or other persons authorized by parents or guardians in emergencies will be contacted in cases of serious injury. If the injury or illness requires an ambulance, the child will be transported to a designated site or physician. In all cases of injury or illness, attempts will be made to contact parents/guardians immediately and involve them in the decision regarding treatment. An adult staff member will accompany the child to the source of emergency care, if appropriate. The adult will stay with the child until the parent or parent's designee assumes responsibility for the child's care.

Accident prevention practices and policies are annually reviewed with ASC staff. Each year, ASC staff are required to complete the required DHS "Basic Health and Safety Practices" assessment, and complete orientation and training prior to the start of the school year or at the start of employment. Fire and containment drills are conducted each school year during ASC.

Cleaning supplies are available on the premises, and are clearly labeled and securely stored away from food preparation and inaccessible to children. Custodial staff are present throughout the duration of ASC to assist with cleaning and sanitation. ASC staff shall wash their hands using water and soap before and after the following activities: before and after snack time, before handling clear utensils or equipment, after using the toilet, after handling bodily fluids or times containing bodily fluids, after handling pets or animals; or after outdoor play. Students must be toilet trained and are responsible for cleaning themselves. ASC staff must wear gloves when assisting students in cleaning up toilet accidents.

## EMERGENCY PROCEDURES

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Please refer to the [Iolani School Family Handbook](#) for School Emergency Procedures.

## DHS ADDENDUM - After School Care (ASC) Statement of Operation Policies

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### Department of Human Services (DHS) Policies

#### §17-896.1-11 Statement of operation policies for After School Care (ASC)

A. A before and after school child care facility shall have written operation policies, which shall be available to the department, caregiver staff, and parents or guardians of children for whom care is, or may be, available.

B. **The policies shall be reviewed with each caregiver** in the facility and with parents or guardians at the time of enrollment of a child. After School Program and ASC policies are reviewed with all ASC staff during annual orientation, during staff meetings and training, and with new employee

onboarding, orientation and training. Policies as listed in the After School Program Handbook are posted on the website, and parent/guardian review of policies and procedures is required at the time of registration.

**C. After School Care (ASC) policies are as follows:**

1. **Ages of children accepted:** Children in ASC must be over 5 years old and under 13 years old, or grades K-6.
2. **Maximum number of children permitted** by license: 220 children for ASC
3. **Specific hours of day, night, holiday, and vacation operation:** 2:15 pm - 5:30 pm on school days (see exceptions in the catalogue)
4. **Whether meals or snacks are served:** Meals and snacks are not provided by the facility
5. **Type of child care services** to be offered; After School Care services are provided from the hours of 2:15 pm - 5:30 pm on school days for currently enrolled 'Iolani students.
6. **Provisions which may be made for special needs** of individual children: Provision will be made for special needs of individual children as directed by the School.
7. **Admission requirements** and enrollment procedures: Registration information is listed in ASP Family Handbook. After School Care is open to enrolled 'Iolani students grades K-6, ages 5-13.
8. **Fees and the plan for payment**, including fees for different types of services and **refund policy:** After School Care fees are based on semester dates and listed in the [fall or spring catalogue](#).
9. **Plan for emergency medical care:** See [Health Policies and Procedures](#) section
10. **Insurance coverage:** Liability Insurance is provided by Monarch Insurance Services for 'Iolani School. A copy of the Certificate of Liability Insurance is stored in the Special Programs Office and may be produced upon request. 'Iolani School will notify the department and parents or guardians in writing within 7 working days of any change, cancellation, or termination of the liability insurance coverage.
11. **Personal belongings brought to the facility:** Students should not bring personal toys, electronics, or other non-school related items to ASP. Students will not be allowed to play with items from home during ASP. Students will not be asked to bring money to school for ASP related purposes. Backpacks and other student items will be stored in designated areas. ASP employees are not responsible for lost or damaged items. In the interest of safety, the following are **not permitted**:
  - Balls or Frisbees thrown at each other
  - Cell phones and smart watches (must be turned off and not used)
  - Climbing of trees, buildings, or fences or playing in plants/dirt
  - Gum chewing
  - Running on any cemented area or playground equipment
  - Selling, trading, or playing any type of cards
  - Skateboarding, rollerblading, scootering, or hoverboarding
  - Tackle football or rough-housing
12. **Transportation arrangements:** After School Care does not provide transportation arrangements.
13. **Parental permission for trips** and related activities outside the facility; After School Care will not organize trips or related activities outside the facility.



14. **Disclosure of information** on the child, or parents or guardians of the child; ASC will only discuss matters regarding a student with necessary school faculty and staff and with legal parents and guardians, unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.
15. **Fundraising campaigns** - children and staff shall not be exploited in activities which would be detrimental to the children or the program. ASC will not participate in fundraising campaigns.
16. **Admission of ill children**, or children with special needs; Students who are sent home sick during the school day are not allowed to attend ASC that day. Children with special needs will be allowed with guidance from the school.
17. **Administering medication**; Medications required for students will be administered by the school nurses, not ASC staff.
18. **Sanitation practices**; Cleaning supplies are available on the premises, and are clearly labeled and securely stored away from food preparation and inaccessible to children. Custodial staff are present throughout the duration of ASC to assist with cleaning and sanitation.
19. **Brief written description of the facility's program goals**:
  - Foster creative growth mindset through engaging After School Programs
  - Provide Iolani students in grades K-6 high-quality child care focused on age-appropriate child development in a safe, secure and nurturing environment in After School Care
  - Reinforce positive, appropriate social interactions
  - Promote health and wellness
20. **Grievances** To file a complaint, contact [SPO@iolani.org](mailto:SPO@iolani.org) or  
 Child Care Licensing Unit 1  
 Pohulani Elderly Housing Project  
 677 Queen Street, Room 400A  
 Honolulu, HI 96813  
 Phone: (808) 587-5266
21. **Mandated reporting** of suspected child abuse or neglect in accordance with chapter 350, HRS; Mandatory Reporting of Suspected Child Abuse

Hawaii Revised Statutes § 350-1.1 states that "employees or officers of any public or private school" who suspect child abuse or neglect "shall immediately report the matter orally" to the State of Hawaii Department of Human Services (808-832- 5300) or the Honolulu Police Department (911). No teacher or counselor confidentiality exists in this area. For examples of circumstances that may require reporting of potential child abuse or neglect, visit [http://www.capitol.hawaii.gov/hrscurrent/Vol07\\_Ch0346-0398/HRS0350/HRS\\_0350-0001.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0350/HRS_0350-0001.htm).

All School employees who have reason to believe that child abuse or neglect has occurred, or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future, must follow the procedures below:

When the applicable grade level counselor or any school administrator is available, please immediately contact that grade level counselor or administrator to timely determine the reporting requirements under HRS § 350-1. The grade level counselor or administrator shall assist you in preparing the oral and written report to the Department of Human Services or the Honolulu Police Department.

In the rare event when neither the applicable grade level counselor nor any school administrator is available, you must proceed with making an oral report to the Department of Human Services or the Honolulu Police Department.

Following the employee's initial oral report, the employee, with the support of the grade level counselor or administrator, shall inform and assist the School in submitting a written report to the Department of Human Services in accordance with Hawaii Revised Statutes § 350-1.1(c). For more information about reporting obligations or information to be provided in reports, visit

[http://www.capitol.hawaii.gov/hrscurrent/Vol07\\_Ch0346-0398/HRS0350/HRS\\_0350-0001\\_0001.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0350/HRS_0350-0001_0001.htm).

22. **Suspension and expulsion** of children which includes the following:

- a. The conditions under which a child may be suspended or expelled, if applicable; Students are expected to be mindful of one another, respect their teachers and classmates, and use good judgment at all times. Behavior that disrupts the learning process or fails to respect the human or property rights of others is unacceptable. Students are expected to uphold the rules stated in the 'Iolani School Family Handbook. The consequences of ASP infractions for 'Iolani students may impact the academic year. 'Iolani reserves the right to disenroll After School Program students at any time if they exhibit unacceptable and/or disruptive behavior. No refund will be issued. See Student Conduct Section for details.
- b. Sufficient timeframe before suspension or expulsion occurs to enable parents to make alternative child care arrangements or to take the necessary action to allow the child to remain enrolled, except as specified in paragraph 22.c. below;
- c. Conditions that may warrant immediate expulsion such as imminent danger to the health, welfare, or safety of the children;
- d. Parents and guardians are provided written notification of any concerns that could lead to the child's expulsion; and
- e. When expulsion occurs, the provider shall maintain a record of the conditions, parental notification, and action taken; and

23. **Other policies which may be required by the department.** [Eff ] (Auth: HRS §346-162) (Imp: HRS §346-162; §§2002, 2005, 9833)

#### D. Additional DHS policy clarifications

1. Log of emergency disaster preparedness drill (date/time/responsible personnel)
  - a. School conducts monthly fire drills and annual containment drill

Drill	Month	Date	Day	Time
Fire	September	9/9/25	Tuesday	1:15 pm
Containment	September	9/16/25	Tuesday	
Fire	October	10/9/25	Thursday	1:06 pm
Fire	November	11/20	Thursday	1:06
Fire	December			
Fire	January			

Fire	February			
Fire	March			
Fire	April			
Fire	May			

b. ASC schedules emergency drills (fire, containment) once a semester

2. [Emergency Communication](#) and reunification with families after disaster or emergency: In the event of an emergency requiring campus containment or school closure, 'Iolani School will care for students until parents/ guardians can safely pick them up. Lower School children are to be picked up at the Autoline gate on Lā'au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Students' parents/guardians will be notified through phone, text messages, email, radio broadcasts, and the school website, [www.iolani.org](http://www.iolani.org), and provided a time when students can be picked up from school. See more details in the [School Family Handbook 2025-26](#).
3. [Daily nutrition of USDA recommendation](#) / to prevent malnutrition: Snacks will NOT be provided to After School Care students. Instead, a designated snack time will be scheduled during After School Care. Snacks from home are permitted and should not be shared with other students. Following the Lower School policy, ASC students are not allowed to make purchases from the snack bars (Student Center or Weinberg) or vending machines during ASC. We encourage students to bring healthy snacks to school.
4. Food, daily-weekly-monthly menu posted in prominent area (classroom): ASC does not provide snacks or food to students.
5. [Administration of medication](#) (Allowed or Not-Allowed: both prescription and over-the-counter): Medications required for students will be administered by the school nurses, not ASC staff.
6. [Diapering/Toileting policy](#): Handling of diapers and training pants policy (procedurals and log sheet): Students must be toilet trained and are responsible for cleaning themselves. ASC staff must wear gloves when assisting students in cleaning up toilet accidents.
7. [Handwashing policy](#): ASC staff shall wash their hands using water and soap before and after the following activities: before and after snack time, before handling clear utensils or equipment, after using the toilet, after handling bodily fluids or times containing bodily fluids, after handling pets or animals; or after outdoor play.
8. House pet disclosure and parental authorization - NO pets are in After School Care areas.
9. Public beach access and water activities in swimming and or wading pools - ASC does not allow any public beach access, water activities in swimming or wading pools.