


Non-discrimination policy



PARENT HANDBOOK **HĀLAU LAMAKŪ** PLACED-BASED ENRICHMENT PROGRAM

This program does not discriminate against persons with disabilities. Children and parents with disabilities have an equal opportunity to participate in our programs and services, in compliance with state and federal law.

***The University of Hawai'i holds liability insurance with University of Hawaii Broker, Marsh, and the COI.**



PROGRAM DESCRIPTION

‘Imiloa is proud to present our Hālau Lamakū Fall Enrichment Program- **“Loko I’a: Living Connections Between Land and Sea”**

This one-week program for students in grades K–5 explores the cultural, historical, and ecological importance of Hawai‘i’s traditional fishponds. Through interactive lessons, art projects, storytelling, and hands-on activities, students will learn how loko i’a connect communities to the ocean, support native species, and showcase the innovation of Native Hawaiian engineering. Using models, maps, multimedia,

and creative play, participants will explore the flow of water, identify key plants and animals, and understand the role of stewardship in keeping these systems thriving. The program fosters curiosity, creativity, and a deeper appreciation for the balance between land and sea.

'Imiloa will be open to the general public Tuesday - Friday, while this program is in session.

PROGRAM ELIGIBILITY

- Keiki must be between the ages 5 and 11 and be enrolled in grades K-5 in the school year 2025-2026 to participate.
- Keiki must be able to participate safely and adhere to rules/instructions in a teacher-student ratio of 1:22. 'Imiloa Center is not able to provide one-on-one support or supervision. To discuss accommodations, please email the Hālau Lamakū Program Director.

Hālau Lamakū Program Director: Anya Tagawa

Email: atagwa@hawaii.edu

EMERGENCY PROTOCOLS

'Imiloa Astronomy Center of Hawai'i is part of the University of Hawai'i System and follows the same Emergency Response Procedures. Emergency Response Procedures can be found at: <https://hilo.hawaii.edu/security/emergency.php>

***Please see our Emergency Preparedness Plan Below**

REFUND POLICY

Refunds will **not** be provided for withdrawals or program days missed. In light of COVID-19, we will issue a refund if the COVID-19 situation worsens and 'Imiloa is required to cancel the program for health and safety reasons. Should this happen, full or partial tuition will be refunded based on the number of remaining program days canceled.

PARTICIPATION CONFIDENTIALITY

All participant information will be held confidential and will not be shared unless explicit permission is given by the parent(s)/guardian(s).

PROGRAM CAPACITY

The maximum number of participants in the program is 44. Each pod/classroom will accommodate one instructor, one assistant, and up to 22 participants.

DAILY SCHEDULE OF ACTIVITIES

Students will explore the exhibit hall on the Monday of the program when we are closed to the public.

8:00 am-8:50 am	Participant Drop-Off/Activities/Free Play
8:50 am – 9:00 am	Hālau Lamakū Expectations
9:00 am – 9:30 am	Hana No’eau (Art-based Project)
9:30 am – 9:40 am	Ho’opau Pilikia (Bathroom)
9:40 am – 10:00 am	Mea ‘Ai Māmā (Snack)
10:00 am-10:30 am	Ha’awina (Mini Lesson)
10:30 am – 11:10 am	Wā Pā’ani (Outdoor Play)
11:10 am –11:50 pm	‘Aina Awakea (Lunch)
11:50 am –12:00 pm	Ho’opau Pilikia (Bathroom)
12:00 pm – 1:00 pm	Ha’awina Nui (Main Lesson)
1:00 pm – 1:40 pm	Wā Pā’ani (Outdoor Play)
1:40 pm – 1:50 pm	Ho’opau Pilikia (Bathroom)

1:50 pm – 2:10 pm	Mea ‘Ai Māmā (Snack)
2:10 pm – 2:40 pm	Hana Kime (Team Building)
2:40 pm - 3:00 pm	Participant Pack-up/Indoor Play
3:00 pm	Participant Pick-Up

SCHEDULE COMPONENTS

Young explorers will participate in the featured learning units below daily:

Participant Sign-In/Safety and Behavior Expectations/Activities/Free Play:

Parents will sign in their child(ren) at their assigned learning pods between 8am-8:30am. On the first day, instructors will welcome participants and engage in class introductions, setting classroom expectations, and coloring classroom posters. On subsequent days, instructors will review expectations with participants and move into free play until 9am.

Hana No‘eau: An art-based project primarily centers on creative expression through various forms of art. This can include visual arts like painting, sculpture, drawing, photography, or even performance arts like dance, theater, or music. The goal is usually to produce a finished piece of art that showcases the student's creativity, technique, and understanding of artistic principles.

Ha‘awina: A hands-on learning experience that involves a variety of activities. It may include mele (song) and oli (chant), hands-on projects like crafting, building, or designing, and art activities such as painting or sculpture. Storytelling or story time gives students the opportunity to engage with or create their own stories. This unit combines creativity, critical thinking, and practical skills in an interactive way.

Ha‘awina Nui: This unit is a focused learning module, usually lasting about 60 minutes, that centers around a specific topic or theme. It is designed to guide students in exploring related concepts and skills. These units often take a

place-based approach, connecting lessons to the local environment or community. In some cases, students may not have any prior knowledge of the subject matter, so the unit is structured to build foundational understanding while engaging students actively. The aim is to provide a meaningful learning experience that aligns with educational objectives and standards.

Wā pā‘ani: This outdoor recess time block engages participants in physical movement activities and games. Weather permitting.

Hana Kime: This unit could involve either team-building activities designed to improve communication, trust, collaboration, and problem-solving skills, or physical and interactive activities that incorporate kinesthetic learning, requiring physical movement or hands-on engagement to make the learning experience more dynamic through tasks and challenges that engage students actively.

PARTICIPANT HEALTH AND SAFETY PROTOCOLS/POLICY

‘Imiloa will implement protocols to provide a safe and healthy learning environment for keiki and staff. ‘Imiloa’s Health and Safety protocols/policy are based on federal, state, county, and industry recommendations. The below protocols were updated on JAN 1, 2025 based on recommendations from the Hawai‘i Department of Health (DOH), The Center for Disease Control, and the Department of Human Services.

The following protocols and policies are in place to reduce the spread of COVID-19 and other infectious illnesses.

- **Sick participants must be kept at home, even if symptoms are mild.**
Symptoms may include but are not limited to chills, fever, cough, shortness of breath or tightness in chest, nausea, sore throat, nasal congestion, body aches, loss of taste and/or smell, diarrhea, vomiting, headache, fatigue that affects participation, and/or temperature of 100.4 or greater.
- **Participants may return when symptom-free and fever-free for at least 24 hours without the aid of fever-reducing medication.**

- A medical professional may use judgment to recommend that the participant return sooner (e.g. allergy). A note signed by a medical professional will be required. 'Imiloa reserves the right to deny re-entry due to symptoms of illness regardless of medical professional recommendations.
- Participants who exhibit symptoms of illness and/or a temperature of 100.4F or more during program hours will be sent home with a Health Report describing the participants's symptoms, temperature, and other pertinent information. **Participants may return when symptom-free and fever-free for at least 24 hours without the aid of fever-reducing medication.**
- **Mask-wearing is optional (unless directed otherwise, i.e. tested positive or identified as a close contact for COVID-19, symptomatic, etc.).** All masks should be well-fitted, and have the following features:
 - The mask has at least 2 layers of washable fabric for cloth masks.
 - Covers both nose and mouth entirely.
 - Fits snugly against the side of your face without gaps.
 - Nose wire to crimp down on top of the nose.
- 'Imiloa staff will conduct a daily health check (screening questions) for all participants prior to entering the program. The screening questions will be asked in a respectful way. Please review the screening questions below.
 - **Are you feeling well? Are you experiencing any of the following symptoms?**
 - Chills
 - Fever or temperature of 100.4 or greater
 - Cough
 - Shortness of breath or tightness in chest
 - Nausea
 - Sore throat
 - Nasal congestion
 - Body aches
 - Loss of taste and/or smell

- Diarrhea
 - Vomiting
 - Headache
 - Fatigue
- **Have you (the participant) been diagnosed with COVID-19 within the last five (5) days?**
- **Are you (the participant) awaiting COVID-19 test results due to symptoms?**
- **Have you been identified as a close contact with someone who tested positive for COVID-19?**
- Participants who test positive for COVID-19 must:
 - Isolate at home for 5 days regardless of vaccination status
 - Return after five (5) full days after symptoms first appear or after testing positive. **Participants may return when symptom-free and fever-free for at least 24 hours without the aid of fever-reducing medication.**
 - Must wear a well-fitting mask upon return from day 6 - 10 (with day 1 being the onset of symptoms or positive test result).
- If your child has been identified as a close contact of someone who tested positive for COVID-19, participants may continue to attend the program as long as they are symptom-free regardless of vaccination status. Participants will be required to mask indoors for 10 days beginning the date they were identified as a close contact, **AND** test on day 6. Participants who test positive will follow the protocol outlined above. Should symptoms develop, the participant will be sent home and may return when **symptom-free and fever-free for at least 24 hours without the aid of fever-reducing medication.**
 - Staff and program participants are required to wash or sanitize their hands throughout the day. Hālau Lamakū implements a handwashing schedule.

- A cleaning schedule of bathrooms and frequently touched surfaces will be implemented daily.
- Toys, materials, and other equipment will be disinfected regularly.
- Participants will be provided with adequate project supplies to minimize the sharing of high-touch materials to the extent possible (art supplies, equipment, etc. will be assigned to a single child)

ENVIRONMENTAL HEALTH STANDARDS

Accidental Injury Prevention and Environmental Hazards:

- ‘Imiloa management will identify potential hazards in the workplace, and implement controls to eliminate or minimize them.
- ‘Imiloa management will provide required safety training to all employees on relevant hazards, safe work practices, proper use of equipment, and emergency procedures.
- All work-related injuries and illnesses will be documented and corrective actions will be taken to prevent future occurrences.
- “Imiloa staff will be trained on the proper handling and labeling of hazardous chemicals, including required personal protective equipment.
- All electrical equipment will be maintained and kept in safe working condition. Appropriate electrical safety practices will be followed.
- Cleaning supplies will be provided in each classroom for teacher’s to address small spills.
- For larger spills and clean-up of bodily fluids, ‘Imiloa facility manager will be notified.

‘IMILOA EMERGENCY PREPAREDNESS PLAN

‘Imiloa has a comprehensive preparedness plan in place for any potential emergency situations; please see below for more details.

BASIC PROGRAM INFORMATION

Name	‘Imiloa Center
Address	600 ‘Imiloa Place Hilo, HI 96720

Guest Services Phone Number	(808) 932-8901
Hālau Lamakū Program Director Anya Tagawa	Desk: (808) 938-7836 Cell: (808) 443-4245
‘Imiloa Deputy Director Lisa Spain	Desk: (808) 932-7838
Emergency Records Location	Guest Services Front Desk
First Aid and AED Location	Guest Services Front Desk
Number of Children in Program	Max capacity 44
Number of Program Staff	6 (2 Instructors, 2 Assistants, 2+ Support Staff)

EMERGENCY CONTACTS

Hawai‘i Police Department

In an emergency call 911

For non-emergencies, call (808) 935-3311

Hawai‘i Fire Department

In an emergency call 911

Hawai‘i Poison Center

1-800-222-1222

Insurance Provider

The University of Hawai‘i holds liability insurance with University of Hawaii Broker, Marsh, and the COI. Please contact ‘Imiloa Deputy Director, Lisa Spain at 808-932-7838.

Staff Emergency Contact Information

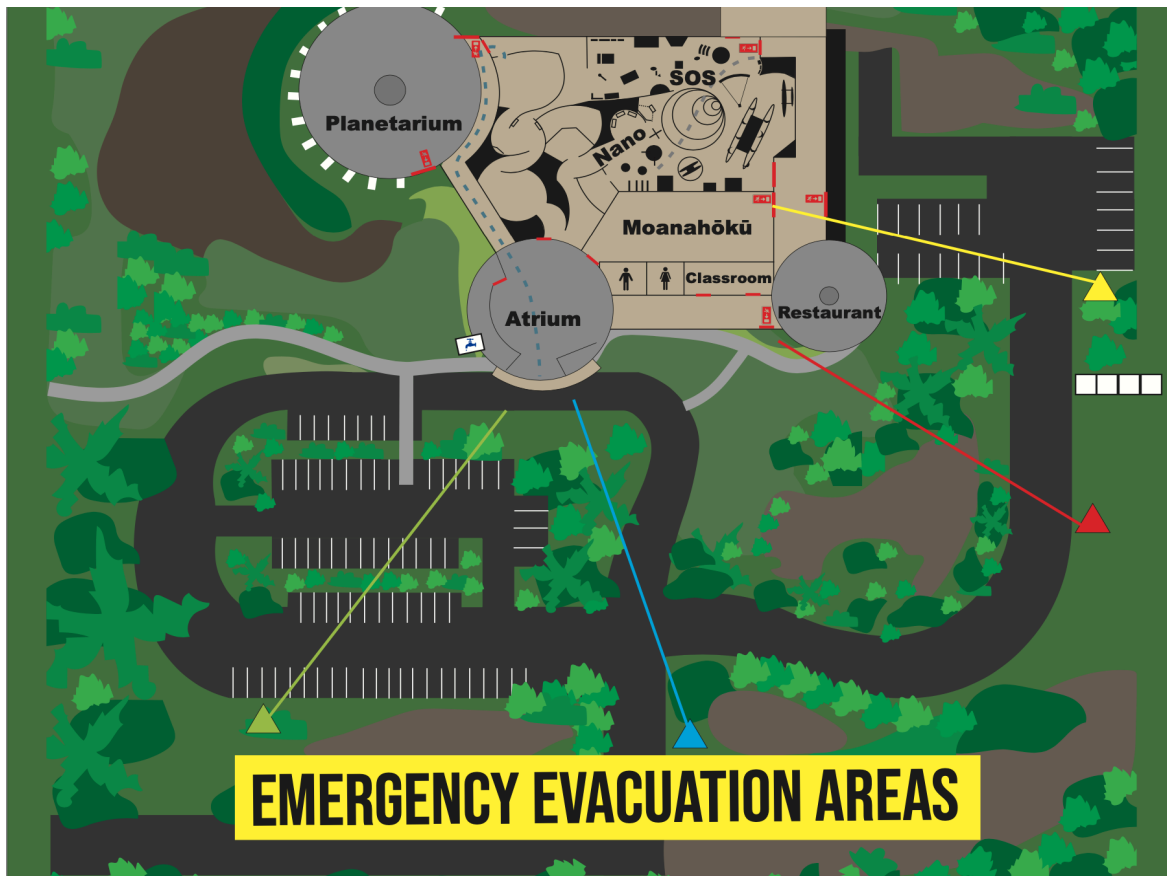
- **Anya Tagawa**, Hālau Lamakū Program Director: (808) 443-4285
- **Kaila Ka’awa-Koi**, Program Lead: (808) 785-7696

- **Michelle Galli**, Program Lead: (808) 464-9159 or michelleimiloa@gmail.com

PARTICIPANT EMERGENCY CONTACT INFORMATION

Emergency contact information, allergies, authorized pick-up persons, medical information, etc. can be found in the **Participant Information form** provided by legal guardians for each attending participant located in the **Teacher Manual**.

EVACUATION MAP



EMERGENCY PROCEDURES

PARTICIPANT MEDICAL EMERGENCY

In the event that a Hālau Lāmaku participant is injured or ill and requires immediate medical care, an 'Imiloa first responder will call 911 and provide pediatric first aid/CPR/AED according to training until medical professionals arrive.

- An 'Imiloa staff member will accompany a Hālau Lamakū participant if transported to the hospital.
- Legal Parents/guardians will be notified immediately and asked to meet in the appropriate location.

FIRE

- A Fire alarm will sound throughout the 'Imiloa building when the fire alarm is activated.
- In the event of an emergency, persons will leave the building and proceed to the designated evacuation areas located on the map.
- In the event of an emergency, all participant families will be called to inform them of the emergency and provide information on actions that will be taken.

FLOOD

'Imiloa Astronomy Center is not located in a flood zone. In the event of water rising at the facility, and under the advice from civil authorities, 'Imiloa staff and participants would move to higher ground at 670 N. Aohoku Place.

TSUNAMI

This facility IS NOT in the tsunami Evacuation Zone. We will not evacuate when a tsunami watch or warning is issued.

- In the event of an emergency, all participant families will be called to inform them of the emergency and provide information on actions that will be taken.

HURRICANE/TROPICAL STORM

- 'Imiloa will monitor the storm and make preparations to evacuate in the event a WARNING is issued. Watches are typically issued far enough in advance to allow time to close the facility in an orderly manner, or to remain closed if we are not yet open.
- The Hurricane/Tropical Storm public evacuation shelter closest to the 'Imiloa facility is the University of Hawaii at Hilo Recreation Center & Gym on Kawili street.

EARTHQUAKE

Procedures for responding to an earthquake will be determined by the participant's location indoors or outdoors:

Inside of Buildings

- In the event of an earthquake, participants will be instructed to drop to the ground and take cover by getting under a sturdy table or other piece of furniture. If there isn't a table or desk near, participants will be instructed to seek cover against an interior wall or inside corner and protect their head and neck with their arms.
- Participants will be moved away from areas near large windows, tall furniture and heavy hanging objects.
- Participants will not return to buildings for any reason until they have been declared safe. The Building Administrator and Assistant Building Administrator should observe from a safe distance from all building entrances to see that no one re-enters the buildings.
- 'Imiloa staff will secure the area and make sure there are no hazards, including fallen electrical wires and will avoid any potential dangers.
- 'Imiloa staff will check for injured persons and render first aid if trained and seek emergency help as soon as possible if necessary.
- 'Imiloa staff will wait for the Chancellor to determine the advisability of closing the campus and the advice of competent authorities about the safety of the building.
- 'Imiloa staff will turn on the radio for the latest bulletins.
- 'Imiloa staff will not have participants return to buildings until they are declared safe.

Outside of Buildings

- Participants will be instructed to stay outdoors until the earthquake is over.
- Participants will be instructed to move away from buildings, trees, and exposed wire in a calm and orderly manner. Follow the procedures under ***"Inside Building"*** in the previous section.

OTHER HAZARDS

When emergency conditions require participants to seek immediate protection in the building:

Shelter-in-place:

- 'Imiloa staff will make sure all participants are inside the building.
- 'Imiloa staff will ensure that all windows and exterior doors are closed and locked. All drapes, curtains and shades will be lowered.
- Participants will be instructed by 'Imiloa staff to an interior room, away from windows.
- Participants will be instructed by 'Imiloa staff to stay safely inside until official notification that the danger has passed.

Lock-down:

- 'Imiloa staff will make sure all participants are in the building and move children out of sight.
- 'Imiloa staff will gather emergency supply kits.
- 'Imiloa staff will lock interior doors, or block doors that can't be locked with heavy items.
- 'Imiloa staff will turn off all lights and close blinds or curtains.
- Participants will be instructed to keep quiet.
- 'Imiloa staff will keep all participants in a safe position until there is an "all clear" from emergency personnel.

EVACUATION PLAN:

Evacuation routes/exits:	# of doors on ground level: 7 # of windows on ground level: N/A
Evacuation of infants and toddlers	N/A
Accommodations for children with special needs	An Emergency Evacuation Plan will be created with families who have children with special needs at the time of enrollment into the Hālau Lamakū program.

	The plan will detail steps to be taken to ensure the health and safety of the child, signed medical permission forms and permission to administer medication. Special procedures for transporting and storing needed medications and equipment will be included.
Accommodations for children with disabilities or chronic medical conditions	<p>An Emergency Evacuation Plan will be created with families who have children with special needs at the time of enrollment into the Hālau Lamakū program.</p> <p>The plan will detail steps to be taken to ensure the health and safety of the child, signed medical permission forms and permission to administer medication. Special procedures for transporting and storing needed medications and equipment will be included.</p>
Notification	<p>Once all children are evacuated:</p> <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of emergency and reunification procedures
Location of Emergency kits/family contact information	Emergency Kits are located in each classroom space, and sick bay located adjacent to Hālau Lamakū Participant sign-in location near the front entrance to the museum.
Evacuation sites	N/A
Alternate Evacuation Sites	N/A

EMERGENCY SUPPLY LIST FOR CHILDREN WITH DISABILITIES OR CHRONIC CONDITIONS:

- Children's emergency records.

- Special health care plan.
- Critical medication, medication schedule and instructions to administer. For example, asthma medication, epinephrine or inhaler for children with a known allergy.
- Foods for children with special dietary needs.
- Extra prescription medication.
- Generator or battery back-up for electrical medical equipment.
- Copies of prescriptions, medical equipment, supplies and medications.
- Extra batteries for hearing aids and communication devices.
- Extra eye glasses.
- Wheelchairs or other medical equipment.

PARENT REUNIFICATION

If there is a need to evacuate, shelter-in-place or when parents/guardians are unable to pick up their child, we will use the following procedure to reunite the parents/guardians or an authorized emergency contact as soon as it is safe to do so.

- 'Imiloa staff will ensure that every child's parent/guardian or authorized pick-up person is notified of the reunification site.
- 'Imiloa staff will release the children to the parent/guardian or authorized pick-up person after verification has taken place and an all-clear has been given.
- 'Imiloa staff will instruct parents to leave once they receive their child and sign them out.
- In the event that a child needs to be transported for medical attention, the child will be accompanied by an authorized 'Imiloa staff member.

CONTINUITY OF OPERATIONS/RECOVERY

The following steps will be taken after the occurrence of an emergency or disaster:

Communication

'Imiloa staff will communicate with families about the status of the Hālau Lamakū program. The Department of Human Services will be provided

	with updates concerning an emergency closure/disaster.
Reopening your program	Prior to re-opening the Hālau Lamakū program, any damages will be assessed and repaired. An inventory of equipment and supplies will be taken and the environment will be prepared and deemed safe for children to return.
Alternate Program Location	N/A
Resources for staff and parents	‘Imiloa staff will provide resources to families for alternate childcare if the program remains closed, and access to their child’s records and belongings. Resources for processing trauma following an emergency or disaster will be provided by ‘Imiloa.

This concludes the emergency preparedness plan.

SIGN-IN AND SIGN-OUT PROCEDURES

Participant sign-in/sign-out will take place at your child’s classroom. Please see the sign-in/sign-out information below.

If you need to sign-up/sign-off your child outside of normal sign-in and sign-out times (sign-in’s after 8:15 am or sign-out prior to 3 pm), please let the staff member at the Hālau Lamakū Program Help Desk know (located in the atrium near the exhibit hall entrance). If you are signing out your child early, a staff person will get your child packed up and ready for their departure.

PLEASE BE PROMPT IN DROPPING OFF AND PICKING UP YOUR CHILD.

Only those listed as authorized pick-up persons can sign your child out. Those picking up a child may be asked to provide a photo ID. A legal **parent/guardian can add authorized pick-up persons** at any time. Ask a staff person for the proper form.

SIGN-IN

1. Upon arrival, please check in at the Hālau Lamakū Program Help Desk (located in the atrium near the exhibit hall entrance) to learn your child's classroom (pod) assignment. A staff member will guide you and your child to their classroom where you can sign them in.
2. Please sign your child in at their classroom door. A staff member will respectfully ask health screening questions to both you and your child. **While we encourage both parent/guardian and child to participate in the daily screening questions, SCREENING QUESTION RESPONSE IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.**
3. After your child has been signed in, please exit the way you came. **Note:** If you would like to enter the museum, please note that the museum opens at 9 am (updated days of operation can be found on our website: imiloahawaii.org). You will need to check in at Guest Services prior to entering the exhibit hall or planetarium.

SIGN-OUT

1. Recommended pick-up time is between 2:50 pm - 3:00 pm. This allows for daily projects to be completed.
2. Sign your child out at their classroom. Once you sign your child out, 'Imiloa relinquishes responsibility for your child.

WHAT TO WEAR/PACK

Please ensure your child is dressed properly and brings the items listed in the chart for a comfortable and successful day! Please label all items with your child's name.

What to Wear



Comfortable clothing for indoor and outdoor activities.



Comfortable covered-toe shoes required. NO slippers, crocs or sandals.



A light jacket/sweater. The facility is air conditioned.



Please apply sunscreen prior to check-in. Keiki will participate in outdoor activities daily.

What to Pack



A healthy lunch.



2 Snacks (for morning and afternoon snack times).



A reusable water bottles (chilled water refill stations available)



An extra set of clothing.



A fresh comfortable face mask stored in ziplock.



Place all items in a backpack labeled with your child's name.

- **Closed-toed shoes are required** for your child to safely participate in outdoor activities. Crocs, sandals, and heeled or wheeled shoes are not allowed. **Participants without proper footwear will not be allowed to enter the program.**
- **Nuts or nut products (including peanuts) are NOT allowed due to allergy precautions.**
- **Meals and snacks will NOT be provided** by 'Imiloa, please be sure to provide your children with 2 healthy snacks, a lunch, and a reusable water bottle. Cold-water refill stations are available.
- Providing your child with easy-open lunch/snack containers that they can open independently and non-liquid food items (eg. soup) allows for greater success during meal times. **Glass containers are not permitted.**

PARTICIPANT RULES

Help make our program a safe and happy environment for everyone. Please read through this agreement form with your child. If rules are not adhered to, your child may be suspended or dismissed from the program without a refund.

- I will practice good hygiene to protect myself and others. I will wash my hands, use a face mask when required, and stay home when I feel sick. Please see COVID-19 Health and Safety Policies/Protocols above.
- I will maintain a high standard of honesty and respect at all times.
- I will follow rules and directions provided by program staff to ensure my safety and a positive learning environment.
- I will be courteous of others, and respect their personal space.
- I will walk, not run, in hallways, the exhibit hall, when on pathways and during activities (unless instructed otherwise)
- I will use appropriate and respectful language. Profanity and inappropriate language in writing, speech or action is not permitted.
- I will bring items only listed on the “What to Pack/Wear” list. I understand that items brought that are NOT on the list will be confiscated and returned at the end of the day.
- I will not share my lunch/snacks with others as they or I may be allergic.
- **I will not bring nut-products or any food items that contain nuts or nut products.**
- I will wear appropriate clothing and footwear for all activities.

POSITIVE GUIDANCE

Hālau Lamakū program Expulsion Prevention Policy: Positive Guidance Approach

Belief statement: Educators will strive to provide support and maintain a safe learning environment for all. Redirection and other forms of positive reinforcement will be routinely used in the learning space for all participants.

Prevention Practices using Positive Guidance to manage unwanted behaviors:

- Help participants manage stress by guiding them to self-regulate.
- Build self-awareness by feeling empathy for others.
- Provide tools to manage emotions by using healthy outlets to express feelings.
- Guide participants to make responsible decisions by challenging them to think critically and solve problems.

INCIDENTS AND PROCEDURES

Documentation is a crucial component of the support provided to participants and to the success of the Hālau Lamakū Program. Not all incidents progress over time, and the severity of an incident will need to be determined when it occurs. **Teachers are required to document all incidents that are concerning.**

The Hālau Lamakū Program reserves the right to deny participation in classes and activities to participants who exhibit persistent behaviors which cause property damage, endanger themselves or the welfare of others. In the instance that a participant's behavior becomes persistently challenging, disruptive or unsafe, the Hālau Lamakū Program will follow these established procedures:

Suspension	Expulsion
Includes all reductions in the amount of time a child may attend a regular group setting, either by requiring the child to cease attendance for a particular period of time, or reducing the number of days or amount of time that a child may attend.	Termination of enrollment of a child in the regular group setting.

Level 1 - Repeatedly not following directions, refusing to participate:

- The instructor will document the incident using the Participant Communication Form.
- The Participant CommunicationForm will be sent home to the parent or guardian.

- Participants refusing to participate may be sent home if supervision is challenged due to the participant's refusal to move with the group to activities located throughout the premises.

Level 2 - Repeated insubordination, not following COVID-19 safety precautions, bullying:

- The Instructor will document the incident using the Participant Communication Form.
- The Participant Communication Form will be sent home to the parent or guardian.
- The director will speak with the parent or guardian.

Level 3 - Threatening other participants, causing physical or emotional harm to self or others, bringing contraband items into the program:

- The instructor will immediately discuss the incident with the director.
- The instructor will document the incident using the Participant Communication Form.
- The Participant Communication Form will be sent home to the parent/guardian.
- The director will speak with the parent or guardian and determine if the suspension is warranted.

Level 4 - Repeated incidents that prevent the teacher from being able to teach, cause disruptions that prevent other participants from learning, cause physical or emotional harm to self or others:

- In the instance that a participant's behavior becomes severe and unmanageable, the Hālau Lamakū Program will follow the established Discipline and Guidelines Policies signed by the Parent or Guardian.
- Director will review all documented incidents and with parents.
- Participants will be Expulsed from the Hālau Lamakū Program without a refund.

MANDATED REPORTING

‘Imiloa Hālau Lamakū is committed to maintaining the highest standards of health and safety. As Child Care Providers, ‘Imiloa staff members are mandated by law in the State of Hawai‘i to report any and all suspicion and/or knowledge of child abuse and/or neglect to the Department of Human Services or Child Welfare Services. This ensures the well-being of all individuals and helps maintain compliance with state and local laws.

DEPARTMENT OF HUMAN SERVICES

If you have a complaint or concern about this program, please contact:

DHS/BESSD – Central Hilo Unit

1990 Kinoole Street, Suite 109

Hilo, HI 96720

(808) 981-7290

CONTACT US

For general questions about our program contact guest services at (808) 932-8901

For questions regarding health and safety call Hālau Lamakū Program Director Anya Tagawa at (808) 938-7836.