

Welcome Letter

Thank you so very much for your willingness to be a part of our Furlough Friday Program at Ko'olau. We are all excited about the impact you will have on both the spiritual development and the educational development of our keiki over the next two month's time.

At First Presbyterian Church at Ko'olau our vision is to change the world one child at a time through the spiritual development of our children. We drive forward toward this aim by partnering with parents, building strong relationships, and being covered by prayer. Additionally, we recognize that academic education is a crucial part of a child's development, which is why the Furlough Friday Program, a true combination of these elements, was created.

In an effort to get all of our volunteers onto the same page, we have created this manual. Please read through this policies and procedures manual in its entirety and then sign the last page that acknowledges that you have read and agree with the components of the Furlough Friday Program.

We understand that unavoidable conflicts do come up, so if you are unable to perform any of your volunteer duties at any time please contact our Furlough Friday Program Director, _____ at [email address] or [phone number] as soon as possible so we can make the appropriate coverage accommodations. Please be respectful and notify us as far in advance as possible of any conflicts.

Please note that we could not be running this Furlough Friday program without you, so thank you for giving your time and energy to be part of this initiative.

We look forward to linking arms with you in the holistic development of our keiki!

Partnering with you for our keiki,

Your Furlough Friday Coordinators
First Presbyterian Church of Honolulu at Ko'olau

FURLOUGH FRIDAY'S AT KO'OLAU

Schedule of Events

TIME	EVENT	PEOPLE RESPONSIBLE	AREA / COMMENTS
7:00a – 9:00a	Greetings		Front Desk
	Check in		CM AREA
	Parent tour of CM Area		
7:00a – 8:00a	Connecting kids to activities		4 th Grade Area Only blue squares 4 personal belongings
8:00a – 9:00a	FREE PLAY	All A.M. Crew Leaders	CM AREA
9:00a – 9:30a	LARGE GROUP Welcome Defining Boundaries Fun Music 3 songs Bible Memory Verse Bible Drama		CM Area
9:30 – 9:35	ROTATE		
9:35 – 10:00	STATION 1 <u>Crafts</u> – Red Team <u>Games</u> – Yellow <u>Snacks / Bible</u> <u>Memory</u> – Blue <u>Lab</u> - Green		Crafts – CM AREA Games – GLASS C.R. Snacks – KITCHEN Lab – CM AREA
10:00 – 10:05	ROTATE		
10:05 – 10:30	STATION 2 <u>Crafts</u> – Green <u>Games</u> – Red Team <u>Snacks / Bible</u> <u>Memory</u> – Yellow <u>Lab</u> - Blue		
10:30 – 10:35	ROTATE		
10:35 – 11:00	STATION 3 <u>Crafts</u> – Blue <u>Games</u> – Green <u>Snacks / Bible</u> <u>Memory</u> – Red Team <u>Lab</u> - Yellow		

TIME	EVENT	PEOPLE RESPONSIBLE	AREA / COMMENTS
11:00 – 11:05 11:05 – 11:30	ROTATE STATION 4 <u>Crafts</u> – Yellow <u>Games</u> – Blue <u>Snacks / Bible</u> <u>Memory</u> – Green <u>Lab</u> - Red Team		
11:30 – 11:35 11:35 – 12:00	ROTATE LARGE GROUP Recap Fun Music 3 songs Bible Memory Verse		
12:00 – 1:00	DISMISS 1 Group to wash hands get lunch LUNCH / FREE TIME w/in groups 2 nd Shift comes on Aloha to 1 st Shift	ALL CREW LEADERS	CM AREA
1:00 – 2:00	OUTSIDE PLAY Hike & Free play	ALL P.M. CREW LEADERS	Trail Parking Lot Cones, jump ropes, balls, hula hoops, First Aid Kit
2:00 – 3:30	ENRICHMENT TIME	ALL P.M. CREW LEADERS	CM AREA Home work help Read a book Worksheets Achieve 3000 on computers
3:30 – 5:00	SNACK TIME W/ MOVIE		
3:30 – 5:00	ALOHA Check out Greet parents!		

First Presbyterian Church of Honolulu at Ko'olau

FURLOUGH FRIDAY

Check-in Procedures

October 2009

OBJECTIVE

Provide a positive, professional reception for parents and children participating in Furlough Friday.

ASSUMPTIONS

Children will already be pre-registered when they arrive.

Children will be accompanied by their parent/guardian.

ARRIVAL

Children and their parent/guardian will arrive between 7:00 and 8:30 a.m. and enter through the main entrance by reception. A greeter will direct them to the downstairs Children's Ministry area.

CHECK-IN (2 people)

Two check-in stations will be manned and set up to record the attendance and issue a nametag for each child plus a child receipt for the parent/guardian. The child's nametag will include the child's name and the name of the parent/guardian plus up to 2 additional persons authorized to pick up the child. Allergies or other special needs will be noted on the nametag. (Similar to our Sunday School check-in process.)

After check-in a volunteer will shepherd each child and parent/guardian to their classroom space to store their personal belongs. All children will have free time in the front area until their crew leaders arrive at 8:00 a.m.

CHILD PICKUP (2 people)

Pickup can occur anytime during the day with most parents retrieving their children from 2:30 until 5:00 p.m.

At 7:30, a checkout station will be established in the foyer outside the entrance to Children's Ministry and be manned by checkout persons (gatekeepers). The checkout process will consist of the parent/guardian identifying themselves to a checkout person and providing the name of the child. A gatekeeper will use the public address system to summon the child to the checkout station. The

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authorized names on the child's nametag must include the name of the pickup person before the child is released. The Authorized adult must show I.D. before child is released. **Parents/guardians will not be allowed into the Children's Ministry area during the pickup process.**

If a child is not picked up by 5:00 p.m., a gatekeeper will contact the parent/guardian. No child will be left unsupervised even if the parent/guardian or designated pickup person is late.

Non-Admission of Ill Children

To eliminate the spreading of germs, please do not accept children into the Furlough Friday at Ko'olau if they have any known illness or if they exhibit any of the following visible signs of suspected illness:

- Fever or warm to the touch
- Green mucus in eyes or nose
- Chicken pox
- Visible skin rash
- Vomiting
- Diarrhea
- Viral or bacterial infections
- Any other contagious illness.

Given that we may not administer any medication to a child during our Friday program, please do not admit a child with the aforementioned symptoms. If a child has been on antibiotics for more than 24 hours and is no longer contagious, they are more than welcome to attend the Friday program.

If a child begins to show any of the above signs of sickness during the time they are with us, please call parent/guardian immediately. Additionally, please separate the child from others, yet keep them within an adult's line of sight, to prevent the spread of potential illness.

Safety Precautions:

At the beginning of the day, go through the areas to look for potentially unsafe and unsanitary objects.

- Check to be sure no small or dangerous objects are in the nursery. If it fits entirely in their mouth it is a potential choking hazard.
- Unsafe objects for young children include:
 - * Latex balloons * Coins * Marbles * Toys with small parts * Small balls * Pen caps * Small batteries *
- Put up any dangerous liquids like cleaning fluids, hand sanitizers, and bubble solutions.
- Throw away or put to the side any broken toys.
- Outlets should have safety covers and cords out of children's reach in Early Childhood areas.
- Clean any dirty or unsanitary toys and surfaces with a bleach cleaning solution.

Food Allergies:

All parents will fill out any food allergies for their child on the registration form. When parents check in they will have the food allergies listed on their child's name tag each time they come.

- With any new child please confirm with parent and child any food allergies.
- Check to see it is on their name tag each time.
- Review snacks for the day and read labels to make sure there is no allergy danger. If in doubt ask the parent or change the snack.
- Unsafe foods for young children include:
 - * Uncut meats (hot dogs, sausages) * Hard candy * Whole grapes * Peanuts/Peanut butter * Foods that are small, round shaped that conform to the child's windpipe *

In case of a food allergy reaction, immediately contact the program director who will call 911 and their parent as necessary.

Be ready to share what the child ate and how much was consumed.

Choking Prevention:

- Children should be sitting down while eating.
- Encourage children to chew well and slowly.
- Never leave a child unattended while eating.
- Children under 4 are recommended not to be fed any round, firm food unless cut into smaller pieces no larger than one-half inch.

If a child is choking, a CPR/First Aid certified person will use life saving procedures.

In case of any emergency, immediately contact the program director who will call 911 and their parent as necessary.

Accident Reports:

If a child has a minor cut or injury, the volunteer will provide basic first aid and use universal precautions. We do not administer any medication. The first aid bin is located outside the toddler room.

- Avoid any contact with blood or body fluids. Use latex gloves at all times while administering first aid. Move other children away from the contaminated area.
- Clean the area and apply a band-aid or sterile pad to stop the bleeding and/or an ice pack to stop the swelling as needed.
- Dispose of the waste in a plastic bag and put into a lined trash can with a lid.
- Sanitize any contaminated surfaces with bleach disinfectant.
- Wash hands afterwards.
- Fill out the accident report form located in the First Aid bin. Give the form to the Program Director.

For any serious injuries, immediately contact the Program Director who will call 911 and their parent as needed. In the meantime, a CPR/First Aid certified person will administer first aid.

Evacuation Plan

If a fire or disaster occurs do your part to help the children and disabled to exit quickly and safely.

If you smell smoke pull the fire alarm to alert others. Feel the door for heat before opening. If room is smoky and it is the safest way to exit have children and adults pull shirt up over mouth and nose and get down low to the ground to crawl out. An evacuation crib is located in the resource room if needed to exit younger or slower keiki. Stay CALM and give clear instructions to children. NOBODY goes back to get their personal belongings. The last adult to leave the Children's Ministry closes the door.

Crew Leaders, Nursery Caregivers and Station Leaders are to gather the children within your care exiting the building using the nearest exit in a CALM and orderly fashion. (See Map) Meet the larger group on the driving range of the golf course. Remain with your group until the parent picks up their child or the fire department & the Executive Director has given the okay to enter back into the building. Children MUST stay with their group.

Report to Program Director or CM Director how many children within your group are accounted for. Program Director / CM Director will account for all adults & children within program by using program roster. Program Director / CM Director will report to Executive Director the account.

Stay low and go!
Get out and stay out!

Rules and Guidelines:

We have basic rules to ensure the safety of the children in our care.

- 1) Be respectful. We respect each other by what we say and what we do.
- 2) Stay with your crew leader at all times.
- 3) Ask permission before leaving the group.
- 4) Use walking feet in the building.
- 5) Stay within the boundaries.
- 6) To respect personal property any digital devices including hand held games and cell phones should remain home.

As a group you may want to come up with other rules for safety. Try to keep it short and add something positive. You may even act out different examples so the children know what is and isn't acceptable.

Boundaries:

We are located in a public area at the Ko'olau Golf Course. We are asking that the children stay within our boundaries so they do not get lost and stay safe. In the building, all the activities will be in our children's ministry area. They should use the bathrooms in our area and not the outside public bathrooms.

- Included is a map of the lower level so you can see the children's ministry area.

We have blocked off the upper parking lot area for their outdoor activities. Children should not be in the lower parking lot area or on the golf course.

We have certain rules in place to safeguard the children and yourself.

1) NEVER BE ALONE WITH A CHILD.

It may seem like a simple rule to follow but easy to forget in the chaos of the day. Always remember to stay visible and near other people.

2) "Two Adult Rule"

This requires two adults to be present with the children. This helps ensure the children are always supervised and keeps you accountable with each other. Communication with you and the other volunteer is key to making this work.

Behavior Management

Every interaction with our children needs to be directed with compassion, gentleness and devoid of personal negative emotion.

How to redirect a child:

1. If possible, get in the child's line of sight (eye level).
2. Say the child's name.
3. Restate the rule. "George, no running."
4. State what you would like them to do. "Please walk."
5. Short and sweet. "Rebecca, sit on your chair, please."

Other options:

1. Set the child up for success. Put child in close proximity to you.
2. If younger child, hold child's hand.
3. Ask the Program Director for assistance as needed. Sometimes extra attention is what the child is desiring.
4. If other options have not worked, a time out may be used. (1 min. per age of child or tell the child that he may rejoin the class when he thinks he is able to.) (*Child feels in control of himself*)

What NOT to do:

1. Yelling, unless emergency.
2. Degrading/lecturing a child. (A child tunes you out after 45 sec. anyway).
3. Do not "punish" the rest of the kids for child's behavior. ("Rebecca, if you don't sit and listen, your whole class will not be able to go outside and play.") (Peer pressure usually doesn't work with younger kids)
4. NEVER grab, yank, squeeze, push, sit on, hold down or physically force a child to do anything. THIS IS ABUSE!

Remember: If you are feeling frustrated, tell the PD, take a break. After a child has been redirected and rejoined the group, give him a fresh start. Jesus continues to forgive us, daily.

Appropriate Contact:

Children do need to have positive affirmation from us.
Here is a guideline of appropriate contact with our children.

1) Relationships: Our goal is to build healthy mentorship/teacher relationships with our children by the following:

- Get to know them
- Give praise and encouragement
- Pray with them

2) Physical Contact: It is important to realize not all children are comfortable with touch. To respect this boundary but still provide appropriate touch the following are acceptable unless the child or parent tells you not to do it.

- High fives, knuckles, thumbs up
- Pat on the hand or shoulder or upper back
- Handshakes
- Side hug
- Side sitting
- For the nursery/toddlers: it is okay to carry them when they are crying to soothe them.

3) Speech: Our words have power and can make a lifetime difference in a child.

- Memorize the children's names. That alone says you care.
- Get down to their eye level when possible.
- Give specific praise and encouragement focusing on their behavior and actions.

Child Welfare Reporting

What is State of Hawaii policy?

What is First Presbyterian policy?

What do I look for?

How do I ask if I am concerned?

What do I do next?

Why is it important to remember to be confidential about this?

Child Welfare Reporting Things to Remember:

1. When greeting your child at beginning of shift, take a quick look over your child for any bumps, bruises, burns, scrapes, etc.
2. If you notice that a child has a bruise, casually ask him/her how they got it? ("Oh, George, I see you have a bruise (or "owie") on your arm. How did that happen?")
3. If the child responds in a way that you may suspect it was not accidental, report to the Director immediately.
4. It is **NOT** up to you to decide if this is abuse/neglect! Once a report is made, it is up to Child Welfare Services to determine.
5. It is very important to discuss this only with the Director and not other teachers/staff members. Remember, this is someone's life!!

Volunteer Consent

First of all, thank you for becoming a volunteer for the Furlough Friday at Ko'olau program in the 2009-2010 school year. By signing the form below you are agreeing that you have read the policies and procedures of the Furlough Friday Program at Ko'olau.

If you have any questions/comments/concerns about any of the policies and procedures, please take the time to ask questions of your supervisor for clarification prior to signing below.

Furthermore, by signing below you are acknowledging that the Furlough Friday program is a faith based program with additional educational enrichment opportunities, and that you will do your best to uphold the mission and sprit of Ko'olau Kids at First Presbyterian Church.

By signing below, I _____
am agreeing that I have read and understand the policies and procedures of the Furlough Friday Program at Ko'olau. I have asked questions of my supervisor and will uphold the mission of this program to the best of my ability.

_____/_____
(signature) (date)

*Please return this bottom portion to either your supervisor, or Karen Makishima, director of Children's Ministry. The top is for your reference.

FURLOUGH FRIDAY'S AT KO'OLAU

Leadership Team

km 10/10/09; 10/13/09; 10/14/09; 10/15/09; 10/19/09

Name	Area of Oversight	Time Commitment	Comments
	Program Director - A.M. Shift	7:00 a.m. to 12:30 p.m.	
	Program Director - P.M. Shift	12:00 to 5:30 p.m.	
	Director of Children's Ministry		
	Executive Director		

Administrative Support

Name	Area of Oversight	Time Commitment	Comments
	Registration		
	Check in / out	6:45 a. to 9:00 a. & 2:30 - 5:00 p.m.	
	Registration		

Station Leaders - Morning Shift

Name	Area of Oversight	Time Commitment	Comments
	Crafts*	9:00 a.m. to 12:00 p.m.	
	Bible Drama*	8:00 a.m. to 9:30 a.m.	
	Games*	9:00 a.m. to 11:15 p.m.	
	Snacks Bible Memory*	9:00 a.m. to 12:00 p.m.	
	Lab*	9:00 a.m. to 12:00 p.m.	

Crew Leaders - Morning Shift

Name	Area of Oversight	Time Commitment	Comments
Leader Team Members	Welcome Shift	7:00 -	
	Nursery	7:45 a.m. to 12:00 p.m.	
	Red Team K - 1	8:00 a.m. to 12:30 p.m.	
	Yellow Team 2 - 3	8:00 a.m. to 12:30 p.m.	
	Blue Team 3 - 4	8:00 a.m. to 12:30 p.m.	
	Green Team 5 - 6	8:00 a.m. to 12:30 p.m.	

Crew Leaders - Afternoon Shift

Name	Area of Oversight	Time Commitment	Comments
	Red Team K - 1	12:00 p.m. to 5:30 p.m.	
	Yellow Team 2 - 3	12:00 p.m. to 5:30 p.m.	
	Blue Team 3 - 4	12:00 p.m. to 5:30 p.m.	
	Green Team 5 - 6	12:00 p.m. to 5:30 p.m.	

Memorandum of Understanding

October 13, 2009

Between:

Mr. Ronald Mathieu, Executive Director, First Presbyterian Church of Honolulu
and

Mr. Mitchell Otani, Principal, Kaneohe Elementary School

As a community outreach and support initiative, and an extension of their existing partnership, First Presbyterian Church of Honolulu at Ko'olau (FPC) proposes to provide an alternative program ("the program") to Kaneohe Elementary School for the furlough Fridays proposed by the Department of Education. The purpose of this document is to describe what is being offered and the responsibilities of respective parties.

1. FPC will offer this program on a trial basis for the furloughed Fridays in October and November 2009, after which all parties will assess if it is mutually agreeable to continue the program for a longer duration.
2. The program will run from 7:00a.m. until 5:00p.m.
3. FPC will conduct background screening for all individuals who will be interacting and/or supervising children
4. Lunch will be prepared by professional staff in a DOH-approved kitchen
5. Morning and afternoon snacks will be provided
6. FPC will strive to maintain an adult/child ratio of 1:10
7. A First Aid certified individual will be on site during program hours
8. Transportation to and from FPC is the responsibility of parents or designated representative. Children will only be released to proxies designated in advance by parents and will require proper I.D.
9. Applications will be accepted on-line at <http://www.fpchawaii.org> or in person at the church office located at the Ko'olau Golf Course, 45-550 Kionaole Rd, Kaneohe, HI; Phone 532-1111
10. The cost of the program is \$25.00 per student/day
11. Applications will be accepted on a first-come basis. Payment for the first four Fridays (\$100/student) must be made at time of application
12. The number of students is dependent on the number of personnel FPC can recruit to support the program. FPC can accept up to 40 students initially; more if additional staff can be recruited.
13. We anticipate at least one outing/field day excursion during the proposed period. Permission slips will be required.
14. It should be understood by all applicants that FPC is a faith-based organization that includes prayer and discussions of God in all levels of curriculum.
15. FPC will develop a parent informational flyer; Information will be distributed to all eligible students.

Ron Mathieu
Executive Director
First Presbyterian Church of Honolulu

Mitchell Otani
Principal
Kaneohe Elementary School