

AFTER SCHOOL PROGRAMS

SPRING 2021



'IOLANI SCHOOL



'IOLANI
SCHOOL

Special Programs Office Hours & Contact Information

HOURS

through June 2, 2021
8:30 a.m. – 5:30 p.m.
Monday through Friday,
except school holidays

CONTACT

'Iolani School
563 Kamoku Street
Honolulu, HI 96826
(808) 949-5355

SPECIAL PROGRAMS OFFICE

spo@iolani.org
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www.iolani.org/about/after-school

DIRECTOR OF SPECIAL PROGRAMS

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AFTER SCHOOL CARE

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After School Care Program Operating Policies & Procedures Updates

Please note that ONLY After School Care (ASC) will be offered for Spring 2021. No After School Program classes will be offered for Spring 2021.

ASC is dedicated to providing a safe, well-supervised, and relaxed environment for 'Iolani students grades Kindergarten through 6. After school activities include arts and crafts, storytelling, and staff-led indoor and outdoor games. Students grades 2 and up will have a designated homework time in which they should work on their assignments or silently read a book.

'Iolani's ASC operating policies have been modified to be in compliance with evolving governmental guidelines and the Department of Human Services (DHS) licensure requirements as well as 'Iolani School's COVID-19 guidelines, found in the **COVID-19 PANDEMIC OPERATING POLICIES & PROCEDURES** section of the ASP Family Handbook at www.iolani.org/after-school-programs. We will continue to update families as these procedures are expected to evolve based on ongoing risk assessment and informed best practices to keep our students, employees, and families safe. The following are a few of the major updates to ASC for the 2020-2021 school year:

- ASC students will practice physical distancing within their after school cohorts, and students are required to use their PPE during ASC.
- Temperature checks will be conducted at the start of ASC each day.
- ASC students will remain in their school day cohorts, with the possibility of mixing with same grade level cohorts, depending on enrollment and staffing.
- No snacks will be provided. There will be a snack time where students may eat snacks brought from home. There will be no sharing of snacks.
- Due to DHS regulations, we will not offer daily drop in. Instead, families have the option to register for the spring semester by day or one entire month at a time.
- Students electing to sign up for distance learning in the spring are not eligible to enroll in ASC.



Spring 2021 Program Dates

ASC is offered from the end of the school day to 5:30 p.m. on full school days. No care is provided on holidays, vacations, early dismissal days, or other school days off including, but not limited to, the dates below. Please note that students must attend the full school day in order to attend ASC. Should 'Iolani School announce additional days off or early dismissal days, After School Care will not be held, and you will be notified of ASC schedule changes. Pricing is adjusted to account for special schedules and school holidays.



Special Schedules and School Holidays (no After School Care offered, subject to change)

DAY	DATE	EVENT
Thursday	1/14/21	US Semester Exams/LS Faculty Professional Development Day
Friday	1/15/21	US Semester Exams/LS Faculty Work Day
Monday	1/18/21	Martin Luther King Jr. Day
Monday	2/1/21	School Holiday
Monday	2/15/21	Presidents' Day
Monday	3/1/21	School Holiday
Friday	3/19/21-3/26/21	Spring Vacation
Friday	4/2/21	Good Friday
Friday	4/9/21	Raider Fest
Monday	4/19/21	Head of School Day
Monday	5/31/21	Memorial Day
Thursday	6/3/21	Last Day of School



Registration Information

HANDBOOK ACKNOWLEDGEMENT

Before registering, please carefully read through the After School Programs Handbook, found at www.iolani.org/after-school-programs.

HOW TO REGISTER

Registration must be completed online using the My Backpack program found at Iolani's website (www.iolani.org/after-school-programs). Registrations will **only** be accepted through My Backpack and will not be accepted by telephone, email, fax, or walk-in. Registrations received prior to your child's assigned date and time as well as incomplete registrations will not be accepted. A gentle reminder that registration fills quickly, so we recommend registering at the start of your assigned date and time.

You may check the status of your selected courses three to four business days after registration. The course status will change from "Submitted" to "Scheduled" if the student's enrollment is confirmed.

WAITLISTS

Classes tend to fill quickly during registration. If your child is placed 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.

TUITION AND FEES

Tuition payment in full is due at the time of registration. You may pay by Visa, American Express, or Mastercard.

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 (spo@iolani.org) receives written email notification from parents for the child's withdrawal.

Once the registration has been processed, the maximum amount of refund will be 75% of each course. The following schedule determines the amount of the refund:

- 75% refund until exactly seven days before the first day of the course
- 50% refund thereafter
- No refunds will be made after the first meeting of the class

There are no refunds or prorated billing for course time missed. 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 \$50.00 for each change requested. No course changes will take place after the first meeting of the course.

Courses cannot be dropped or changed online. Please email spo@iolani.org for any changes to the schedule. Include your child's full name and the changes you would like to make.

LATE REGISTRATION

For After School Programs registrations outside the registration dates, please email spo@iolani.org; a late fee of \$75.00 will be charged if space is available.

DROP IN

Due to DHS regulations, we will not offer daily drop in. Instead, families have the option to register for the spring semester by day or one entire month at a time.





Spring 2021 After School Care Registration Options

There are two registration options for the spring: the traditional semester by day option that we typically offer and, in lieu of daily drop in, a monthly registration. Please select one option **OR** the other - not both.

OPTION 1:

Spring SEMESTER BY DAY REGISTRATION

Registration opens on My Backpack:	Registration Closes:
Tuesday, December 1, 2020 Grades 4-6, 10:00 a.m. Grades 2-3, 11:00 a.m. Grades K-1, 12:00 p.m.	Tuesday, December 8, 2020 4:00 p.m.

SPRING SEMESTER AFTER SCHOOL CARE - KINDERGARTEN			
Day	Dates	Cost	Course Code
Mondays	1/4/21-5/24/21	\$195.00	E0006
Tuesdays	1/5/21-6/1/21	\$273.00	E0007
Wednesdays	1/6/21-6/2/21	\$273.00	E0008
Thursdays	1/7/21-5/27/21	\$247.00	E0009
Fridays	1/8/21-5/28/21	\$208.00	E0010

Spring 2021 After School Care Registration Options (continued)

SPRING SEMESTER AFTER SCHOOL CARE - GRADE 1			
Day	Dates	Cost	Course Code
Mondays	1/4/21-5/24/21	\$195.00	E1006
Tuesdays	1/5/21-6/1/21	\$273.00	E1007
Wednesdays	1/6/21-6/2/21	\$273.00	E1008
Thursdays	1/7/21-5/27/21	\$247.00	E1009
Fridays	1/8/21-5/28/21	\$208.00	E1010

SPRING SEMESTER AFTER SCHOOL CARE - GRADES 2 AND 3			
Day	Dates	Cost	Course Code
Mondays	1/4/21-5/24/21	\$195.00	E2006
Tuesdays	1/5/21-6/1/21	\$273.00	E2007
Wednesdays	1/6/21-6/2/21	\$273.00	E2008
Thursdays	1/7/21-5/27/21	\$247.00	E2009
Fridays	1/8/21-5/28/21	\$208.00	E2010

SPRING SEMESTER AFTER SCHOOL CARE - GRADES 4 THROUGH 6			
Day	Dates	Cost	Course Code
Mondays	1/4/21-5/24/21	\$195.00	E5006
Tuesdays	1/5/21-6/1/21	\$273.00	E5007
Wednesdays	1/6/21-6/2/21	\$273.00	E5008
Thursdays	1/7/21-5/27/21	\$247.00	E5009
Fridays	1/8/21-5/28/21	\$208.00	E5010

Spring 2021 After School Care Registration Options (continued)

OPTION 2:

MONTHLY REGISTRATION

The monthly fee will be charged to all children, regardless of how many days a child participates in the program. There will be no refunds for unused days. If enrolled, that child's slot is reserved and the program is staffed accordingly.

To register for ASC for the month of:	Registration opens on My Backpack:	Registration Closes:
January	Tuesday, December 1, 2020 Grades 4-6, 10:00 a.m. Grades 2-3, 11:00 a.m. Grades K-1, 12:00 p.m.	Tuesday, December 8, 2020 4:00 p.m.
February*	Tuesday, January 12, 2021 12:00 p.m. (K-6)	Tuesday, January 19, 2021 4:00 p.m.
March*	Tuesday, February 9, 2021 12:00 p.m. (K-6)	Tuesday, February 16, 2021 4:00 p.m.
April*	Tuesday, March 9, 2021 12:00 p.m. (K-6)	Tuesday, March 16, 2021 4:00 p.m.
May/June*	Tuesday, April 6, 2021 12:00 p.m. (K-6)	Tuesday, April 13, 2021 4:00 p.m.

*NOTE: You will **not** be able to register for February, March, April or May/June Monthly ASC during the initial registration process in December

JANUARY MONTHLY AFTER SCHOOL CARE			
Grade Levels	Dates	Cost	Course Code
K	1/4/21-1/29/21	\$255.00	E7019
1	1/4/21-1/29/21	\$255.00	E7020
2-3	1/4/21-1/29/21	\$255.00	E7021
4-6	1/4/21-1/29/21	\$255.00	E7022

Spring 2021 After School Care Registration Options (continued)

FEBRUARY MONTHLY AFTER SCHOOL CARE		
Grade Levels	Dates	Cost
K	2/2/21-2/26/21	\$270.00
1	2/2/21-2/26/21	\$270.00
2-3	2/2/21-2/26/21	\$270.00
4-6	2/2/21-2/26/21	\$270.00

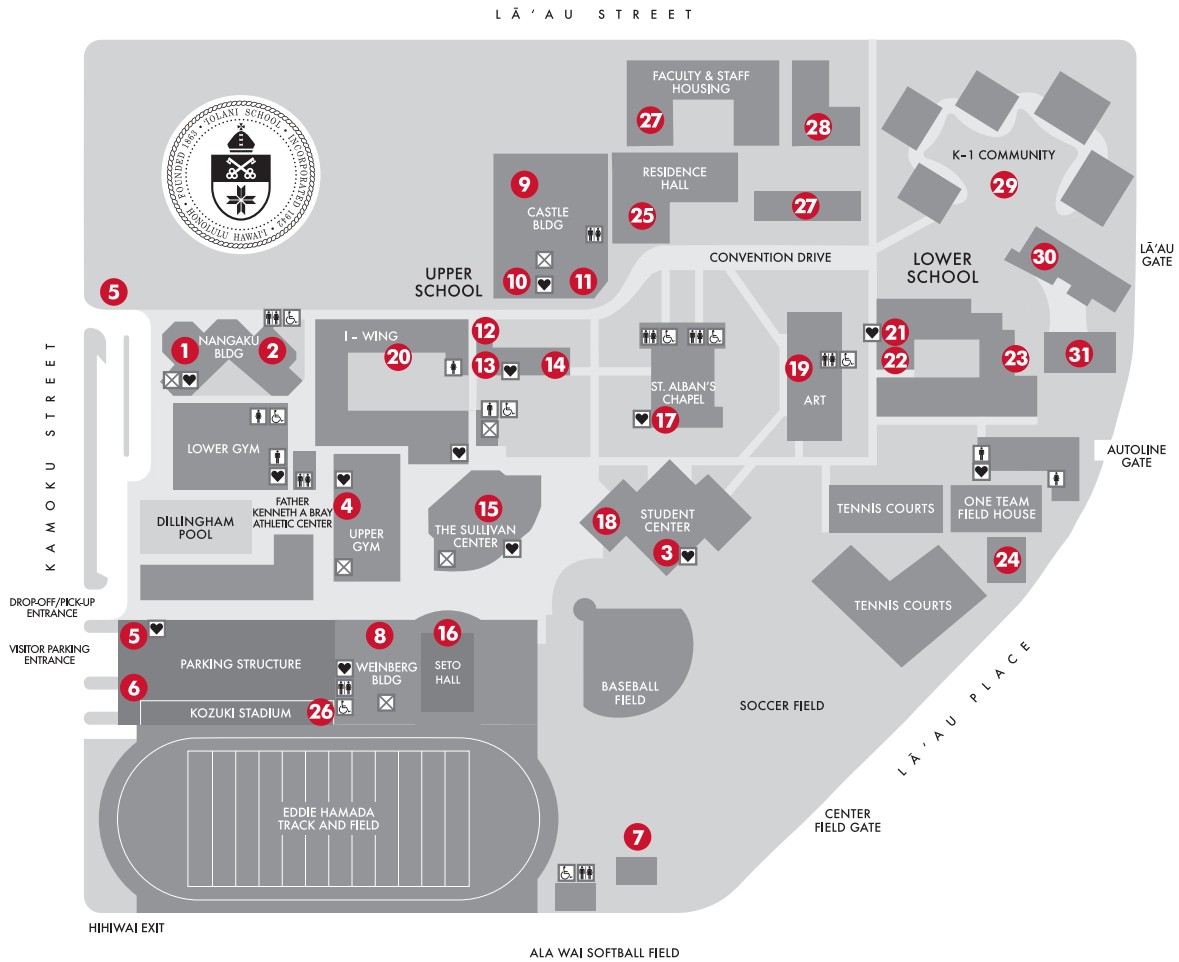
MARCH MONTHLY AFTER SCHOOL CARE		
Grade Levels	Dates	Cost
K	3/2/21-3/31/21	\$240.00
1	3/2/21-3/31/21	\$240.00
2-3	3/2/21-3/31/21	\$240.00
4-6	3/2/21-3/31/21	\$240.00

APRIL MONTHLY AFTER SCHOOL CARE		
Grade Levels	Dates	Cost
K	4/1/21-4/30/21	\$285.00
1	4/1/21-4/30/21	\$285.00
2-3	4/1/21-4/30/21	\$285.00
4-6	4/1/21-4/30/21	\$285.00

MAY & JUNE MONTHLY AFTER SCHOOL CARE		
Grade Levels	Dates	Cost
K	5/3/21-6/2/21	\$330.00
1	5/3/21-6/2/21	\$330.00
2-3	5/3/21-6/2/21	\$330.00
4-6	5/3/21-6/2/21	\$330.00



'Iolani School Map



- ADMISSION OFFICE **1**
- ADVANCEMENT OFFICE **1**
- ART - KANESHIRO ART GALLERY **19**
- ATHLETIC OFFICE **4**
- BUSINESS OFFICE / CAMPUS STORE **2**
- CAFETERIA OFFICE **18**
- CHAPEL OFFICE **17**
- COLLEGE COUNSELING OFFICE **8**
- COMMUNICATIONS OFFICE - 2ND FLR **1**
- COUNSELING - GRADES 7 AND 8 **11**
- COUNSELING OFFICE **14**
- COUNSELING - LOWER SCHOOL **22**
- FACULTY & STAFF HOUSING **27**
- FAIR COTTAGE **7**
- FAIR OFFICE **26**
- HEAD OF SCHOOL'S OFFICE **12**
- INFIRMARY / WELLNESS CENTER **3**
- INFIRMARY - RESIDENCE HALL **25**
- INFORMATION TECHNOLOGY **20**

- KA'I OFFICE **15**
- KANESHIRO SCIENCE & INNOVATION CENTER **30**
- KOSASA PERFORMANCE STUDIOS **31**
- LIBRARY / ARCHIVES - 2ND FLOOR **15**
- LIBRARY - LOWER SCHOOL **23**
- MAIN OFFICE - LOWER SCHOOL **21**
- MAIN OFFICE - UPPER SCHOOL **13**
- PERFORMING ARTS DEPT. OFFICE **9**
- PHYSICAL PLANT DEPARTMENT **6**
- RANZMAN BOARD ROOM **1**
- RESIDENCE HALL **25**
- RESIDENTIAL ADMISSION - 2ND FLR **1**
- RESIDENTIAL LIFE OFFICE **28**
- SECURITY OFFICE **5**
- SENIOR BENCHES **15**
- SETO HALL **16**
- STUDENT ACTIVITIES OFFICE **15**
- SULLIVAN CENTER **15**
- SUMMER PROGRAMS / SPECIAL PROGRAMS **10**

- RESTROOMS
- WOMEN
- MEN
- ACCESSIBLE
- ELEVATOR
- AED