



Kamehameha Schools®
PRESCHOOLS

April 2024

Aloha mai e nā mākuā,

E komo mai i Nā Kula 'O Kamehameha, Preschools! (Welcome to Kamehameha Schools Preschools!)
We are excited to welcome your keiki and 'ohana to our preschool program.

To complete your child's enrollment, please complete the following:

Step 1: Accept your Admissions invitation

- Log into your Target X Parent Portal and accept your child's preschool invitation.

Step 2: Create your KS Account

- Within 3-4 business days after your acceptance of your child's invitation in the Target X Parent Portal, you will receive an invitation to create your KS account to give you access to Infinite Campus, our Student Information System, and also to Mo'omō'ali Olakino, our Electronic Health Record (EHR) System.
- Follow the attached instructions to create your KS account
- Only verified parents and legal guardians will be given access to KS Account.
- Note: If you have previously created a KS Account, you will not receive an email. Proceed to login to <https://ohana.ksbe.edu> within 1-2 business days after you've accepted your child's invitation within the Target X Parent Portal.

Step 3: Log into Infinite Campus to Complete Online Registration (OLR), Pay your Tuition Deposit and Sign your Enrollment Documents

- Click on **More** in the Left Menu Bar and select **Online Registration (OLR)**
 1. Complete the information required on each tab
 - NOTE: You will be asked to provide the names, addresses and phone numbers of people you will designate as emergency contacts and people authorized to pick up your child. Please have their information available as you begin the OLR process.
 2. Click on the link to FACTS to pay your \$100 tuition deposit
 3. After completing all of OLR, click on the **Submit** button
- Click on **Documents** to complete and sign the following:
 1. Preschool Enrollment Agreement and General Waiver
 2. Preschool Tuition Agreement
 3. Preschool Emergency Contact and Authorized Pick Up Authorization Form

Step 4: Complete Health Form requirements

- You may access a checklist for preschool medical requirements and health forms via the Mālama Ola (Kamehameha’s Health Services) website.
- Visit www.ksbe.edu/malama-ola/forms

Please complete your child’s enrollment before **May 31, 2024 or for late invites, within 10 days of receipt of this email**

Note: Due to the limited spaces available, failure to complete your enrollment by the indicated deadlines may forfeit your child’s enrollment to Kamehameha Schools’ Preschool Program.

If you need assistance with enrollment or have further questions, you may visit our preschool enrollment website at www.ksbe.edu/preschool-enrollment or contact your preschool regional office.

Me ke aloha pumehana,



Shelli Kim, Po’o Kula

Kamehameha Schools Preschools

PLEASE USE THE BELOW WALK-IN OR MAIL-IN ADDRESSES TO RETURN COMPLETED FORMS.		
<p><u>O’ahu – Honolulu</u> Walk-in/ 1850 Makuakāne St Mail-in: Honolulu, HI 96817 Phone: 808-842-8461 Preschools: Kalihi-Pālana, Kapālana</p>	<p><u>O’ahu – Ko’olau I</u> Walk-in/ 41-235 ‘Ilauhole Street Mail-in: Waimānalo, HI 96795 Phone: 808-534-8922 Preschools: Waimānalo, Kahalu’u, Kahuku</p>	<p><u>O’ahu – Ko’olau II</u> Walk-in/ 46-430 Kahuhipa St Mail-in: Kāne’ohe, HI 96744 Phone: 808-234-5523 Preschools: Hale’iwa, He’eia, Kikiwelawela</p>
<p><u>O’ahu – Wai’anae</u> Walk-in/ 87-115 Wai’olu Street Mail-in: Wai’anae, HI 96792 Phone: 808-534-8952 Preschools: Hoaliku Drake, Pu’u Kāhea</p>	<p><u>O’ahu – Nānākuli</u> Walk-in/ 89-101 Farrington Hwy. Mail-in: Wai’anae, HI 96792 Phone: 808-534-8269 Preschool: Nānākuli, Mā’ili</p>	<p><u>Moloka’i</u> Mail-in: 89-101 Farrington Hwy. Wai’anae, HI 96792 Phone: 808-534-8269 Preschool: Kalama’ula</p>
<p><u>Hawai’i Island - West Hawai’i</u> Walk-in: 74-5100 Palani Road Kailua-Kona, HI 96740 Mail-in: PO Box 1659 Kailua-Kona, HI 96745 Phone: 808-334-0599 Preschools: Hōnaunau, Kona, Kailua-Kona</p>	<p><u>Hawai’i Island - East Hawai’i</u> Walk-in/ 101 Aupuni St #227 Mail-in: Hilo, HI 96720 Phone: 808-935-2165 Preschools: Pāhoa, Hilo, Kea’au, Pi’ihonua, Keaukaha, Wai’ānuenu</p>	<p><u>Hawai’i Island - North Hawai’i</u> Walk-in/ 64-780 Māmalahoa Mail-in: Highway Kamuela, HI 96743 Phone: 808-982-0952 Preschools: Kohala, Waimea, Hāmākua</p>
<p><u>Kaua’i</u> Walk-in: 2201 Kaumakani Rd Kaumakani, HI 96747 Mail-in: PO Box 250 Kaumakani, HI 96747 Phone: 808-335-0069 Preschools: Kaumakani, Kapa’a</p>	<p><u>Maui - Paukūkalo</u> Walk-in/ 661 Kaumuali’i Street Mail-in: Wailuku, HI 96793 Phone: 808-573-9480 Preschool: Paukūkalo, ‘A’apueo</p>	<p><u>Maui - Hāna</u> Walk-in/ 5060 Uakea Road Mail-in: Hāna, HI 96713 Phone: 808-248-7588 Preschool: Hāna</p>