



# Family Handbook

2025 ~ 2026 School Year

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# Horizon School

The Horizon School is licensed by the Washington State Department of Early Learning and the Washington State Board of Education. All policies and procedures follow best practices and are in compliance with State licensing standards. This Policy Manual contains additional policies, procedures, and guidelines that Horizon School staff follow in handling both regular program practices and emergency situations. These policies refer specifically to the operations and activities of the Horizon School. Other personnel and policies issues that affect staff as employees of Horizon School are covered in the Horizon School Employee Handbook.

## **VISION STATEMENT**

The Horizon School strives to be an exemplary educational program for young children where students, faculty, staff, and parents collaborate on a regular basis to achieve excellence in the field of Early Childhood Education. It has, as its central goal, a focus on quality teacher education and mentoring, child growth and development, family partnerships, and curriculum.

## **MISSION STATEMENT**

Horizon School is committed to creating a learning environment where teachers are passionate about teaching and excited to come to work every day. We, at Horizon School, support the quest of each teacher to meet the needs of each student. We are committed to a learning environment where students can't wait to go to school every morning. Learning adventures are the key to our school and we are committed to providing a learning environment where minds are challenged, and knowledge is celebrated. Students feel safe, important, respected, and happy to be in school. We are committed to preparing students to be confident, caring leaders and world citizens.

## **PHILOSOPHY**

Horizon School has a philosophy based on the belief that children grow and develop to their fullest capability when given countless opportunities to explore, create and problem solve with materials and topics that are appropriate to their developmental age. Children develop emotionally and socially when offered quality interactions with both adults and children, in large and small situations. All experiences planned for students focus on their needs and interests while incorporating objectives in a meaningful way.

Horizon School is not religiously affiliated with any church and does not teach religion. We do, however, promote a positive, caring, stimulating environment with warm, nurturing, and well- trained teachers. We believe that children learn best when they are engaged in active learning experiences that are appropriate to their developmental level, hands-on, relevant to their daily lives, and come directly from their backgrounds, interests, and talents. Furthermore, through unconditional love and acceptance we teach children to appreciate all cultures and lifestyles.

## **COMMUNICATIONS**

Communication is extremely important at Horizon School. **PLEASE TAKE THE TIME TO READ THIS HANDBOOK THOROUGHLY. You must sign off on Brightwheel to indicate your understanding of Horizon School policies and procedures stated in this handbook.**

**All children enrolled at Horizon School will be assigned a primary teacher. Please contact this person with concerns, questions, and suggestions.** You will also receive notices and classroom news via Brightwheel weekly. These communications should answer many of your questions and keep you informed of upcoming events and classroom "happenings". If you still have questions or concerns, please feel free to direct them to your child's teacher or the Executive Director. If you have a concern regarding your child, please set up an appointment to speak to the teacher in private.

## **NON-DISCRIMINATION POLICY**

It is the Policy of Horizon that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disability, Veteran status, or the presence of any physical, mental, or sensory handicap. This policy applies to every aspect of Horizon's programs, practices, policies, and activities, including client services and employment practices. Finally, we will make every effort to comply with all ADA requirements.

## **MANDATED REPORTER**

Washington State law, 26.44 RCW, requires all persons who work or volunteer with children to immediately report suspected abuse to either a law enforcement agency or Child Protective Services. Abuse may take the form of physical, sexual, emotional, child exploitation or neglect.

## **ALCOHOL TOBACCO, CANNABIS USE AND PROHIBITION OF ILLEGAL DRUGS**

The usage or distribution of all alcohol, tobacco, cannabis, and illegal drugs is prohibited. If a parent/guardian is impaired or suspected to be due to drug or alcohol use, we will call someone on their pick-up authorization list. If the parent/guardian chooses to leave with the child and will be operating a motor vehicle, staff will call the police immediately. The incident will also be reported to CPS. An Incident Report will be written.

## **BEHAVIOR MANAGEMENT AND DISCIPLINE**

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the students in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We do not condone any means of inflicting physical pain such as biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other measures. We do not allow verbal abuse which includes but is not limited to yelling, shouting, name calling, shaming, making derogatory remarks about a child or the children's family, or using language that threatens, humiliates, or frightens a child.

The overall discipline policy at Horizon is aimed to help children learn to develop internal behavior controls. The staff utilizes specific strategies to help children move towards self-control. This includes reinforcement of positive behaviors, providing choices, as well as redirecting children's behavior. In addition, each teacher helps develop classroom rules to keep a safe learning environment. Staff will regularly check in with parents about their child's engagement, interest, and progress in the program through verbal or written communication. Staff will work to support each child in developing their abilities, talents, skills, and academic work.

Horizon School uses two forms of written documentation to communicate with parents:

1. **Occurrence/Accident Form.** Used to communicate any injuries or minor behavior concerns.
2. **Behavior Notification.** Used to indicate serious/inappropriate behaviors.

A positive behavior reinforcement system will be utilized to promote appropriate behavior. When necessary, this may also come in the form of a Behavior Support Plan. The teaching staff and Executive Director will meet with the family and other special education professionals, if necessary, to develop the Behavior Plan.

If, after all strategies have been exhausted and the decision is reached that the Horizon School is not an appropriate program for the child, Horizon will assist parents in finding an alternative educational placement.

## **OPEN DOOR POLICY**

Parents/guardians are invited to observe our program. If you would like to observe your child's class, please contact the teacher of your child's class to arrange a visit. To maintain confidentiality, you will be asked to sign a non-disclosure form. Unsupervised access shall only be with the child's parent/guardian. Parents/guardians wishing to observe our programs should remember that you are a visitor and not a registered volunteer to the program. As a visitor, you may participate with your child, but staff members are the professionals who lead and execute the program.

## **THE EDUCATIONAL PROGRAM**

Horizon School educators are considered facilitators in the realm of a child's learning. The staff plan experiences based on interests, developmental stages, and teaching objectives. The program encourages emergent reading, writing, art, music, language, gross motor, self-help abilities, and self-esteem. Hands-on activities with stimulating materials promote and enable mastery of various math, science, and language concepts. There is also a strong focus on understanding problem solving through logical thinking and mediation.

Our theme-based curriculum with quarterly Parent Programs and philosophy are derived from an eclectic approach; meaning parts of various philosophies are incorporated to create one quality program. Every child's daily program consists of work time, social time, large motor time, and play time. The program is developed to help children achieve a strong self-esteem, to grow in trust and autonomy, to develop a sense of curiosity and a desire to learn. Ongoing observation, assessment, and parental communication are integral parts of the child's individual development and growth.

The overarching themes are in a three-year rotation that provides a focus on one major theme throughout the curriculum. The first-year rotation theme is Science. The second-year rotation theme is Community, and the third-year is Health and Nutrition,

At Horizon all staff working with children maintain a respectful and supportive relationship with students. Verbal guidance and interactions are provided in a positive manner. Children are encouraged to become independent and responsible for their needs. The Horizon School believes that the success of every child is dependent upon the relationship between staff, families, and students. A sense of community unique to Horizon is developed when all participants are focused on the children.

## **SAFETY RULES**

Our goal is to provide a safe, happy, healthy learning environment for your child. To ensure the success of our program, we have some basic rules to go by. Please review them with your child:

1. Have fun!
2. We always stay in the classroom. We only leave the classroom with our teachers or families.
3. We use walking feet inside.
4. We keep our shoes on at school so that our feet are safe.
5. We use inside voices when in the classroom.
6. We can use running feet outside and in the gym.
7. We share toys and games.
8. We take turns with our friends and may have to wait until they are done.
9. We listen to our teachers and to each other.
10. We sing and dance and play and we are happy!

## **CELEBRATING BIRTHDAYS**

Families will provide a store bought **NUT FREE** treat/special snack for the class on their child's birthday. Please do not send balloons or party items.

## **PRESCHOOL CURRICULUM SUMMARY**

The Horizon School Preschool Program is based on a philosophy that children grow and develop when given countless opportunities to explore, create and problem solve with materials that are developmentally appropriate. Children are not taught in a formal fashion. Rather, curriculum goals and educational concepts are built into the children's hands-on involvement in individual and group activities. Project work, teacher guided activities, and spontaneous play are all a part of the daily excitement that Preschoolers enjoy.

## **PRESCHOOL KEY EXPERIENCES**

### **Language and Literacy**

- Describing objects and events
- Fun with language: story time, creating stories, poetry
- Dictating stories
- Drawing, scribbling, early letter formation

### **Social Relations**

- Making and expressing choices
- Solving problems
- Self help
- Expressing feelings
- Empathy towards others
- Dealing with social conflict
- Making friends

### **Movement**

- Anchored movement: bending, twisting, rocking, swinging
- Non anchored movement: running, jumping, hopping, skipping
- Creative movement
- Acting upon movement directions

**Music**

- Moving to music
- Identifying sounds
- Singing songs
- Playing simple instruments

**Math**

- Distinguishing and describing shapes
- Sorting and matching
- Distinguishing between "some" and "all"
- Comparing number sets
- Counting objects
- Exploring attributes

**Space**

- Filling and emptying
- Fitting things together and taking apart
- Interpreting spatial relations in drawings, picture, and photos
- Respecting personal spaces

**Representation**

- Imitating actions and sounds
- Pretending and role playing
- Drawing and painting
- Recognizing objects by sight, sound, touch, taste, and smell

**PROJECT TRANSITION CURRICULUM SUMMARY**

The Project Transition Program at Horizon School is a Kindergarten readiness program based on the philosophy that children grow and develop to their fullest capacity if given the opportunity to explore, create and problem solve with materials which are appropriate to their developmental age. The program fosters emergent reading, writing, art, music, movement, and social skills.

Hands-on experiences promote understanding of math and science concepts. Children develop emotionally and socially if given the opportunity to have good adult and child interaction in both individual & group settings. Children are not taught in formal fashion. Much time is spent planning experiences that will meet the needs of all children. International Studies. Curriculum goals and educational concepts are integrated into children traveling to different continents and learning about different cultures, language, food folktales, and hands-on involvement through both spontaneous play and project work.

**PROJECT TRANSITION KEY EXPERIENCES****Language and Literacy**

- Talking with peers about meaningful experiences
- Writing in a variety of ways: letter formation, invented spelling, drawings
- Reading in a variety of ways: storybooks, signs & symbols, personal writing, or creating stories to picture books
- Describing objects and events
- Fun with language: story time, creating stories, poetry
- Dictating stories
- Drawing, scribbling, early letter formation

**Social Relations**

- Participating in group activities and routines
- Creating and participating in collaborative play
- Making and expressing choices
- Solving problems
- Self help
- Expressing feelings
- Empathy towards others

- Dealing with social conflict
- Making friends

### **Movement**

- Moving with objects
- Describing movement
- Expressing a steady beat
- Moving in large group to common beat
- Anchored movement: bending, twisting, rocking, swinging
- Non anchored movement: running, jumping, hopping, skipping
- Creative movement
- Acting upon movement directions

### **Music**

- Discover one's own singing voice
- Develop melody
- Moving to music
- Identifying sounds
- Singing songs
- Playing simple instruments

### **Math**

- Using and describing materials in many ways
- Having more than one attribute in mind at a time
- Describing relationships
- Arranging multiple sets of objects in one-to-one correspondence
- Distinguishing and describing shapes
- Sorting and matching
- Distinguishing between "some" and "all"
- Comparing number sets
- Counting objects
- Exploring attributes

### **Space**

- Experiencing and describing positions, distances, and directions
- Changing the shape and arrangement of objects
- Filling and emptying
- Fitting things together and taking apart
- Interpreting spatial relations in drawings, picture, and photos
- Respecting personal spaces

### **Representation**

- Relating models, pictures, and photos to real places and things
- Making models out of clay, blocks, or other materials
- Imitating actions and sounds
- Pretending and role playing
- Drawing and painting
- Recognizing objects by sight, sound, touch, taste, and smell

## **KINDERGARTEN**

The Kindergarten Year is an exciting and important year in your child's academic life. The skills that they learn will be the foundation for a lifetime of learning. At Horizon, our Kindergarten program is designed to be a positive time of growth. Your child will learn life-long skills that will enable him/her to be a confident and successful learner for years to come. This program strives to ensure that each child feels good about her/himself. Every child will learn that they are an important, contributing member of the classroom. Our goal is that every child will enjoy school and love learning.

Kindergarten is your child's first formal educational experience. The skills that he/she learns will literally be carried through all future learning adventures. Science, Social Studies, Culture Studies are learned in an exciting format

that leads young students to be enthusiastic about the information imparted. Theme topics are connected to art, poetry, music, writing, reading, creative play, exploratory labs, and drama. The program is also a balance of Phonetic and Whole Language reading, math, writing, and language skills, art, and music. All learning is woven around Thematic studies in Science, Social Studies, and Health/Safety.

Small class size ensures that students are closely followed and continuously monitored. In a class of only a dozen students, children who may be struggling or excelling are more easily identified. This type of real time assessment is helpful in adapting the amount of help a student may need or adjusting the challenges presented to them.

The small class size also contributes to a real "team" feel. Your Kindergartener will become a member of the team, learning to rely on others and to be relied upon. They will quickly learn and understand that their role is important to the mechanics of the classroom, and they are more than a passive learner in a large group.

## **FIELD TRIPS**

Field trips and site education are an important part of the curriculum at Horizon School. We, as educators, know that hands-on, real-life experiences are important and vital to children's full understanding of the world around them. Field trips are planned carefully to enrich the content theme being studied and to be an extension of the classroom. They are an essential part of our learning objectives for your child. You will be notified of upcoming field trips through weekly class communications. All field trips are done via walking, public transportation, or by personal vehicles operated by qualified staff and parents. All staff and parents volunteering to drive must successfully meet all requirements described in the "volunteer driver" section of this policy handbook to drive more than just their own child to the field trip.

Field trip t-shirts must be worn on every field trip. These shirts and their identifying colors and markings are an important part of our off-site safety procedures. Children should bring clothing appropriate for the weather. Wearing both is important to our fickle Seattle weather! Field trips will be scheduled as COVID-19 restrictions allow.

## **CAR SEAT/ BOOSTER SEAT**

Washington State law requires that Children ages 2-4 years must ride in a car seat with a harness (rear or forward facing).

- Children 4 and older must ride in a car or booster seat until they are 4' 9" tall.
- Children over height 4' 9" must be secured by a properly fitted seat belt (typically starting at 8- 12 years old)

## **VOLUNTEER DRIVERS**

We rely on parent volunteer drivers for these trips. Teachers will ask in advance for volunteers. We appreciate strong parent support of our field trip program, as it continues to make site education possible for Horizon. To drive on a class trip, every parent must have completed a Criminal Background Check, valid driver's license, auto insurance with liability and medical deductions, as well as CPR and First Aid Training or have a staff member ride with them.. In addition, drivers may not exceed the legal safety vehicle capacity.

You will be asked about the number of shoulder straps you have in the back seat(s) of your car so that the teacher may plan which and how many children you may safely carry.

On the Day of the Field Trip:

- Arrive slightly early so you have time to load car seats and boosters
- Make sure all seats and children are securely and tightly belted and facing forward so that neither seat nor child can move about
- The teacher will provide you with driving directions and a packet which will include the names and emergency permission forms of the children assigned to your car. The packet will also have the cell number of the lead teacher for the field trip.
- All drivers are required to carry a cell phone
- All drivers must wear a seat belt and abide by speed limits and rules of the road
- Upon arriving at a field trip location, keep your children together in a safe tight group beside or behind you until you join the rest of the group. Follow all directions and rules given by the lead
- teachers and act as the teacher's support. At no time may you take your child or another child and leave the group, unless it is a designated bathroom run. Please read the VOLUNTEER GUIDELINES letter that

accompanies this handbook carefully and abide by the listed guidelines for the safety of all the children. We have very rigid safety and behavior guidelines while on field trips to ensure the safety and flow of each field trip.

## **Enrollment**

Horizon School administrative staff are responsible for enrolling children in the Horizon School programs. They advertise and post information about the program in strategic areas of the Shoreline, Seattle, Edmonds areas, local publications, and community venues. Telephone and written inquiries are answered promptly, and information and enrollment packets are sent out as requested.

The Horizon School begins registration for the Fall Program the January of the previous program year. As slots open for various reasons, enrollment will continue based on the waiting list order and staff availability. Families presently enrolled in a Horizon Program are given the opportunity to register one week prior to public registration - giving them first preference for available slots. After this week-long period, there is no guarantee of securing a slot if registration has not been received.

The Horizon School serves children ages 3 years to 10 years of age at time of enrollment. Horizon does not discriminate in enrollment or staffing due to race, ethnic origin, religion, gender, or sexual orientation. We do not test or screen children for intelligence level. Every effort is made to represent diverse families. The school strives to create a diverse culture varying according to age and gender, as well as ethnic, cultural, and socioeconomic background.

## **Waiting List**

The main office maintains a waiting list when the program is at full enrollment. Slots are offered to families based upon the date the application was received, in ascending order.

## **Withdrawal of Enrollment**

A one month written notice must be delivered to the administration if families withdraw from the program. Families are responsible for full tuition throughout that month. The initial registration fee is not refundable. Families that enroll their child but do not notify Horizon School of their decision not to attend Horizon School in writing until after the first day of the school year will be held liable for the first month of tuition at Horizon.

## **ADMISSION POLICY**

The following enrollment forms **must** be completed and returned to the Horizon School office no later than your child's first day of school:

- Registration Form (Brightwheel)
- Family Handbook Signature
- Certificate of Immunizations
- Asthma/Allergy Plan (if relevant)
- Medication Information & Treatment Authorization (if relevant)
- Sunscreen and Hand Sanitizer Authorization
- Covid Liability Form

**Please inform the office staff of any changes in address, phone numbers, or other emergency contact information as they occur.**

**No child may attend any part of the program without the receipt of the above paperwork. This is a licensing regulation and cannot be waived.**

## **TUITION POLICY**

- All tuition is due on the first day of each month for the current month. A current tuition scale is available on the school website or on paper in the administrative office. If you need, at any time, to develop a payment plan or schedule, please contact the administration immediately.
- The monthly tuition is a calculated session rate as the base multiplied by the number of months in a school year and then divided into 10 monthly payments.
- Tuition payment is expected on the 1st-5th of each month. A \$25 late fee will be applied to your account if tuition payment is not received by the 7th day of the month.



The scheduled days you have chosen for your child's program may include holidays and other days when Horizon is closed. There is no reimbursement for those days. Horizon will not prorate tuition for the last week of June after school is over.

## SCHEDULE CHANGES

- Any requests for schedule changes **must be made in writing to the Horizon office (Brightwheel)**. These requests will be addressed on a first come, first serve basis. If you drop hours from your schedule, your tuition will be adjusted **in the next month**. You will be responsible for the scheduled amount until then.
- Horizon will assess a charge of \$25 processing fee for excessive (more than two in a school year) schedule changes.
- A **one-month written notice** is required if you withdraw your child from the program at any time during the school year. You are responsible for payment until then.

## CONFERENCES

- Staff regularly communicate with parents/guardians on an informal basis, using in person conversations at drop-off and pick-up, telephone calls, letters, and Brightwheel messages. Staff encourage parents to visit the program and participate in program activities.
- Individual (formal) conferences are scheduled for all students before school starts, mid-year and end of year. Other conferences for any age group are available by appointment at any time during the school year.
- At conferences, teachers will share information about the child, based on their observations, notes, and criteria. An on-going assessment and portfolio may also be shared. They will also answer parent questions and share information about the program in general.
- Conferences at Horizon are a time for learning about families and children as well as a time to share information about the child's developmental process. Asking for or scheduling a conference is regarded as a positive step which promotes parent partnership in the Horizon experience.

## GRIEVANCE PROCEDURES

Horizon school takes seriously all parent/family concerns and welcomes open dialogue with families to proactively resolve issues or conflicts. If a parent/guardian has a grievance, the school and staff will actively engage with parents/guardians to work toward a resolution in a stepwise fashion:

- Talk over the problem with the classroom teacher. Please schedule a meeting with the teacher for this purpose. Pick-up and drop-off times are for social interactions and are often hectic.
- If discussion does not resolve the issue, the parent should request a meeting with the Director or submit in writing a letter of concern.
- A meeting with the Director, parent/guardian and teaching team will be scheduled. The goal of the meeting will be for all parties to express their perspectives and come to a workable solution that is centered on the well-being of our students.
- The decision of the Director will stand. For further recourse, discussion and/or clarification parents or staff may contact the Horizon School Board of Directors.

## SCHEDULED PROGRAMS-HOURS AND POLICIES

Horizon Opens	8:00am - 8:30am
Morning Classes Begin	8:30am-12:00pm
Lunch	12:00pm - 1:00pm
Afternoon Nap and Classes Afterschool	1:00pm - 3:00pm
Extended Care	3:30pm - 5:30pm
Horizon Closes	5:30pm

## SUMMER CAMP HOURS FOR HORIZON

Horizon Opens	8:30am - 9:00am
Summer Camp Groups Begin	9:00am - 12:00pm
Lunch	12:00pm - 1:00pm
Afternoon Lesson Plans	1:00pm - 5:00pm
Horizon Closes	5:00pm
Friday Horizon Closes	3:00pm

Summer camp hours vary, please check the school calendar and summer camp newsletters for dates for this special program. All scheduled sessions/extra care hours must be PAID for even if a child is absent. **No refunds or credits** will be given **except** in case of illness or accident resulting in more than 2 consecutive weeks of absence. For absence more than two consecutive weeks, tuition will be credited if the request is made in writing and accompanied by a note from the child's physician. Tuition credit **cannot** be given for family vacations that do not coincide with the Horizon School calendar.

**No tuition refunds will be given for days Horizon School is closed for circumstances beyond our control. If Horizon School will be closed, we will notify families via Brightwheel.**

## **SIGNING IN AND OUT**

In accordance with the Washington Administrative codes (WAC 110-300-0455), when entering Horizon, please make sure you sign your child in/out when dropping off and picking up your child.

### **Brightwheel Sign-In/Sign-Out Policy**

To ensure accurate attendance and the safety of all students, Horizon School utilizes Brightwheel's secure sign-in/sign-out system.

- Each family will be assigned a unique Brightwheel code for signing their child in and out each day.
- **Only authorized adults** may enter the code. Under no circumstances should students input codes on behalf of adults.
- Families are responsible for keeping their code confidential and secure.

## **LATE EXTENDED CARE HOURS**

Late Extended Care Hours are available from 3:00 PM to 5:30 PM. The current tuition rates are located on the current tuition scale.

## **SCHEDULING EXTENDED CARE HOURS**

Extended care must be pre-arranged at the time of enrollment or with, at a minimum 3-day notice. You may change your extended care options but please be advised excessive changes may warrant the schedule change fee. No unscheduled extended care will be provided. Rare emergency situations must be cleared by the Director.

## **EARLY DROP OFF POLICY**

Horizon School begins accepting children at 8:00am. If a parent arrives with their child before the beginning of their session, they must remain with that child until the program begins. This will ensure that Horizon stays in compliance with ratio guidelines from the Washington State Department of Child Youth and Family Services.

## **LATE PICK-UP POLICY**

If a child is picked up later than their scheduled time, the following procedures will be followed:

- 1<sup>st</sup> occurrence: Verbal notification of late pick-up policy
- 2<sup>nd</sup> occurrence: Written notification of late pick-up policy
- 3<sup>rd</sup> occurrence: \$10 fee for late pick up and \$1 per minute that the parent is late. The Horizon clock will be used for this calculation. We will start billing 5 minutes after the scheduled pick-up time.

## **LATE DROP OFF POLICY**

In order maintain the integrity of our program and importance of all parts of the daily routine, the following late drop-off policy will be implemented:

- 1<sup>st</sup> occurrence: verbal notification of late drop off policy
- 2<sup>nd</sup> occurrence: written notification of late drop off policy
- 3<sup>rd</sup> occurrence: child will not be accepted at Horizon for the remainder of that day's session

In rare cases of important appointments or unavoidable situations, late drop-off can be cleared with the Director. Horizon teaching staff set aside a time each day for welcoming children and easing their transition into classroom activities. It is not possible for staff to leave scheduled classroom activities to greet children and ease separation after this time. Late drop-off is very disruptive to the child, the class and often has adverse effects on program quality for all involved. Please make every effort to comply with this request.

## RELEASE OF CHILDREN FROM PROGRAM

To maintain a safe and secure environment for all children, Horizon School follows strict protocols during daily dismissal and emergency situations.

### Daily Pick-Up Procedures

- Horizon staff will escort each child from the classroom at pick-up time.
- After signing out, **parents must supervise their child** until the child is either safely secured in a vehicle or has left the premises.
- Children must walk while on school grounds. Running is not permitted, as it poses a safety hazard.

### Authorized Pick-Up Requirements

- Children may only be released to a parent/guardian or an individual listed on the Brightwheel approved pick-up list.
- Parents must inform staff ahead of time if someone from the approved pick-up list will be arriving.
- Staff will verify the individual's identity through **valid photo identification** before releasing the child.

### Alternate Pick-Up Protocol

- If a parent sends someone not listed in Brightwheel:
  - A written note indicating the individual's name is required, or
  - At minimum, a phone notification to the office must be provided in advance.

### Emergency Release Procedures

- In case of illness, inclement weather, or other emergencies, staff will contact the child's parent/guardian for immediate pickup.
- If the parent/guardian cannot be reached, staff will contact the designated emergency contact listed in Brightwheel, as provided during registration.

## INCLEMENT WEATHER

Horizon School will follow closures that are determined by the Shoreline Public School District.

- If the school must close during the hours of operation because of snow or storm the administration will notify parents via Brightwheel Messages.
- In some cases, electrical failures can cause the Horizon School phone system to fail. In this event, staff will use their cell phones to make calls to parents.
- If weather conditions prevent a parent from reaching the school to recover a child, Horizon School in conjunction with the parents will attempt to reach the child's emergency contacts for pick up.

## PARENT/FAMILY PARTICIPATION

All families are encouraged to contribute to Horizon School in some way each year. Various participation options include helping in the classroom, sharing talents, donating to the auction, joining a committee, etc. Ideas for parent/family participation will be posted on the Family Board in the entrance.

Although volunteers of Horizon are not paid, we consider every volunteer an extension of our staff. Volunteers have the opportunity to share the challenge and delight of helping children learn together in class and on field trips. We also need our volunteers to share in the responsibility we all have as caretakers of children in abiding by the highest standards of care and behavior modeling when with the students. Volunteers must follow the same guidelines in interaction with the children, as the staff are required. Prior to participating in programming, volunteers will be asked to sign a formal agreement that outlines expectations.

## PARKING

Please park in the designated parking spaces at the front of the building, the upper parking lot near the Sport's Court, or the side angled parking on the north side of our building when dropping off or picking up your child. If possible, please avoid using the upper parking lot as it is usually reserved for church visitors. There is **NO PARKING ALLOWED** in the striped areas of our driveway. These must remain clear to maintain a steady flow of traffic and for emergency vehicles.

## LUNCH/SNACK

Please pack a nutritious lunch and one snack for your child, if they are enrolled in a full day program. Insulated lunch boxes and frozen packs help keep lunch foods cold until lunchtime. Frozen packs or "blue ice" must be included in your child's lunch container. Lunch will not be refrigerated. If your child likes a hot lunch, a thermos can be used to keep items warm.

All lunches need to be complete and child appropriate size. Please make sure your child has a main dish (protein), a bread or cereal product, and fruits or veggies.

**Please note, Horizon School is a Nut and Peanut Free Zone!**

## **NAPPING/SLEEPING/RESTING**

If your child is enrolled in the full day Preschool program, there will be a nap/rest/quiet time incorporated after the scheduled lunch time. Horizon staff respect and accommodate each child's need to sleep or rest when tired and encourage a consistent nap schedule. Staff use specific strategies at nap time:

- Create a daily nap routine
- Begin the next part of the daily routine in such a way that the children are free to join as they gradually wake and feel ready
- Provide comfort and contact as needed
- Help children settle down to nap or rest
- Provide quiet alternatives for non-sleepers
- Provide for children various styles of settling down and waking up

Parents should provide napping materials which may include blanket, pillow, favorite quiet animal. If possible, a crib sized sheet to cover the nap cots. These items should be brought to school in a cloth bag and returned home each week to be laundered. The Horizon staff will ensure that each nap cot is properly sanitized after each use. Staff also arrange each cot in such a manner that there are free and direct means of egress.

Parent communication and information concerning sleeping rituals and schedules are important to Horizon staff. Please provide any pertinent information to the Horizon staff. It is important to remember that regardless of parent requests, sleep will never be withheld from children who appear tired or who ask for a nap.

## **WHAT TO BRING TO SCHOOL**

Please be sure your child has the following items for school:

- A complete change of clothing in a bag labeled with the child's name. Children should wear clothing that can get messy while they play.
- Children who attend full day Preschool should bring a cloth nap bag containing a pillow, blanket, and possibly a favorite stuffed animal. All items should be labeled with the child's name. Nap bags should be taken home weekly for laundering.
- Outerwear appropriate for weather including boots, hats, mittens, jackets, etc. Unless the weather is pouring rain or unduly cold, windy, or otherwise dangerous, children play outside every day.
- Please keep toys and items from home at home. If a child is bringing an item for sharing, it must stay in his/her cubby until sharing time. We work to ensure that toys are sanitized regularly- if items are brought from home, we cannot assure sanitation.

## **CHILD ABSENCE**

If your child will be absent, please call the main office at (206) 546-0133. If leaving a message, please give the following information: the child's name, date, and reason for absence.

- If absence is due to illness, please let us know your child's main symptoms (fever, runny nose, diarrhea, etc.). Be as specific as possible. The office staff will inform your child's teacher. **Remember to keep your child home if they are sick.**
- If your child will be absent from the program but is not sick, please call the number above to advise us of the absence. This information is greatly appreciated.

## **MEDICAL POLICIES AND PROCEDURES**

Parents/Guardians are expected to keep sick children at home (signs of illness, listed below). If your child is not well enough to participate in the daily routine or play outside, your child should not come to school. Horizon School does not have sufficient staff to provide individualized attention to one child indoors or outdoors. It would not be possible to monitor the rest of the children simultaneously and safely.

If a child becomes ill while at Horizon School (for example, with a fever, cold, flu, stomachache, etc.) the following steps will be taken:

- A Parent/guardian will be called and asked to pick up the child. If a parent/guardian cannot be reached, the person(s) designated on the Brightwheel Approved Pick-up completed at the time of enrollment will be contacted.

- The child will be isolated in the room and monitored by staff until a parent or other designated individual arrives.

Children should **NOT** come to school if they have any of the following symptoms:

- Fever (*over 100.4*)
- Diarrhea
- Vomiting
- Discharges of the eyes or ears
- Heavy nasal discharges
- Persistent cough
- Unidentified rash

## For Non-Contagious Illnesses

Children who develop these symptoms while at Horizon will be isolated under the supervision of a staff member. The parents will be notified to pick up the child as soon as possible. Children must be free of symptoms and fever-free without medication for 24 hours before returning to the school. A child may return after being on antibiotics for 24 hours. Staff will discuss with parents/ guardians any reasonable restriction of children's activities due to illness/injury.

## For Contagious Illnesses

If your child has been diagnosed as having a contagious disease or illness, please notify Horizon immediately. Children with contagious illnesses should be kept at home until a doctor verifies that the period of contagion is past. Staff post notices about contagious illnesses in highly visible places throughout the school. Other families and staff appreciate your providing this information.

## MEDICATION

### Prescription Medication

Any prescription medication to be administered to a child while in our care must be accompanied by written approval of a physician (prescription label is accepted as physician approval) along with written parental consent using the "Medication Information and Treatment Authorization (Form B)" form. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled or medication's expiration date and legible instructions for administration such as manufacturer's instructions or prescription label. Additionally, please inform us of all medications the child takes while **not** in our care. In cases of emergency, this may be necessary information for first responders and medical staff.

### Medications for Chronic Conditions

For chronic conditions (such as asthma, seizures, diabetes): An individual care plan must be provided that lists symptoms or conditions under which the medication will be given. **Staff administering medications will document the time, date and dosage of the medication given.**

### Non-Prescription Medication

The following medication can be given with written parental consent, only at the dose, duration and method of administration specified on the manufacturer's label, if medication has not expired, and if it is in its original container:

1. Antihistamine
2. Non-aspirin fever reducer/pain reliever
3. Anti-itching ointment or lotion intended specifically to relieve itching
4. Decongestant
5. Sunscreen
6. Non-narcotic cough suppressant
7. Hand sanitizer

A physician's written authorization is required for non-prescription medication that is not included in the above list, medication that is to be taken differently than indicated on the manufacturer's label or medication that lacks labeled instructions. Parents must fill out the "Medication Information and Treatment Authorization (Form B)" form and sign it for each medication that is to be received. **All unused medication will be returned to parents or disposed of properly.**

## LICE

A child who exhibits symptoms of head lice (pediculosis) or nits will be excluded from the school until:

1. The child has received the appropriate treatment (prescribed shampoo)
2. There are no lice or nits on the child's head or hair
3. The child receives clearance through the school office to return to class.

## ALLERGIES

On the Brightwheel there is a section in which you should list any allergies your child may have. As children are enrolled this information is compiled and posted so that all staff are aware of allergy issues and unsafe conditions for individual children. If you have more information on your child's allergies or conditions, please communicate this to the head teacher and the Director. We will ask you to complete an Allergy Action Plan for your child to be filed in the office in the case of severe allergies which require the use of an Epi-Pen. Like other prescription medications, Epi-Pens must come with the original updated prescription. At Horizon we strive to be proactive in all matters, but health, safety and well-being is of most importance.

## INJURIES

The safety of the children is important to us at Horizon School. All staff are required to be certified in Child CPR and Basic First Aid. If a child suffers an injury while at Horizon, the staff member present at the scene will complete an accident report as required by the Washington State Department of Early learning. The child's parent/guardian will sign the accident report when they pick up their child. (The parent keeps the original and the copy is filed in the Horizon School child file). Parents will be contacted immediately in the event of a head injury. In case of a serious injury, 911 will be dispatched immediately.

Each classroom has a first-aid kit and emergency guidelines as required by Washington State. Staff apply the appropriate treatment procedures until a parent/guardian or, if appropriate, a medical assistance team, arrives.

## SEPARATION ANXIETY

It is very common for young children to be anxious when separated from parents. Children need to be assured that separation will result in a reunion. **Please, say good-bye to your child when you leave** and if necessary, reassure them of your return. Each child is unique - the school will work to ease separation anxiety issues based on individual child and family needs. The Horizon staff are eager to find strategies that will assist in a smooth transition from home to school for you and your child.

Parental and family input is extremely helpful and welcomed. Feel free to call the office to check on your child after a difficult separation. Parents are welcome to stay as long as they wish at any time.

## SANITATION

### Hand Washing

Staff use the following hand washing procedures:

- Wash hands with soap and running water for 20 seconds
- Dry hands on paper towel
- Dispose of paper towel without using it on any other body part or on the surface of any play items or equipment

Hand washing procedures are used at times of food preparation, toileting, staff to child contact, and other times when sanitation is deemed appropriate for the health and safety of children, staff, or visitors. All staff, visitors, parents, family members, and students are asked to wash hands when entering the school or interacting with children and materials.

### Food Preparation and Clean Up

Staff store food in clean and closed containers at room temperature or in the refrigerator, as appropriate. Food that has been served but not eaten is discarded. Staff are responsible for sanitizing all dishes, food preparation, and meal surfaces. Staff follow hand washing procedures before and after food preparation and after food clean up.

### TOILETING

If a child requires assistance in using the toilet, staff dispose of any paper used. In the event a child soils his/her

clothes, staff promptly assist the child in changing into dry clothes. Soiled clothes are bagged, named, and dated and sent home with parent/guardian for laundering. Staff follow hand washing procedures after assisting children with toileting or changing clothes.

### **Other Safety and Sanitation Procedures**

Staff use latex gloves and follow standard precautions when handling any bodily fluid. All staff are required to take a class and annual follow up on procedures and information regarding Blood Borne Pathogens. Records of staff completion are kept on file in the main office. COVID-19 cleaning, and sanitizing procedures are followed.

### **BATHROOM POLICY**

During school hours of operation there is to be only one child at a time (boys or girls) in the bathroom unless an adult is present to supervise in the bathroom.

### **STORAGE OF CHILDREN'S PERSONAL BELONGINGS/CUBBIES**

Outside of the classrooms there are child sized cubbies. Every child will be assigned a cubby exclusively for his/her personal belongings. These cubbies will be labeled with the child's name and photo.

**\*PLEASE BE SURE TO CLEARLY LABEL EACH AND EVERY ITEM THAT IS BROUGHT INTO THE SCHOOL. STAFF ARE NOT RESPONSIBLE FOR ITEMS THAT HAVE NOT BEEN CLEARLY MARKED.**

### **LOST AND FOUND**

To help recover misplaced belongings and keep our shared spaces tidy, Horizon School maintains a Lost and Found system.

- A Lost and Found basket is located near the main front entrance.
- Families are encouraged to check the basket regularly for missing items.
- When the basket accumulates a large number of items, Horizon Staff will place articles on a designated table for easier visibility and claim.
- Unclaimed items will be donated seasonally—typically in winter, mid-winter, and spring break.

We appreciate your help in promptly identifying and retrieving personal belongings to support a neat and organized school environment.

### **FIRE DRILLS, EARTHQUAKE DRILLS, AND EVACUATION**

Staff conduct a fire drill with children once per month and at least one emergency drill during each of the four seasons. Staff conduct Earthquake drills at least once per year. A log of both fire and emergency drills is kept above the parent table.

\*All emergency and evacuation plans are posted in highly visible areas in every classroom. Staff are informed of duties and responsibilities if an emergency occurs. Emergency procedures are reviewed with staff at least twice per year.

### **EVACUATION/DISASTER PLANS**

The Horizon School, in cooperation with the Shoreline Fire Department and the City of Shoreline, has a detailed evacuation plan in the event of a situation that may require evacuation of the building.

\*Please check in the main office if you would like a copy of this plan. It is continuously updated and revised to be proactive when dealing with the safety of all children and staff.

## **BOARD OF DIRECTORS**

Horizon School is a non-profit corporation. The Board of Directors is composed of volunteer parents and community members. This group meets monthly with the administrative staff to assume difficult decision-making tasks related to tuition, policy & procedure, making business & financial decisions, and working to meet the requirements of government agencies. The Board and Administration also work together with leaders of Richmond Beach Congregational Church to ensure a smooth working relationship. Horizon School is regulated by the Washington State Department of Early Learning, the Superintendent of Public Instruction, and various other local, county, state, and federal agencies dealing with business, safety, nutrition, and fire regulations. Parents interested in applying for a position on the Board of Directors should contact the Director or current Board members. The Board can be reached via email at [Board@TheHorizonSchool.org](mailto:Board@TheHorizonSchool.org).

### **Horizon is located at:**

1512 NW 195th St, Shoreline Wa 98177

### **Office:**

Hours: 8:00pm - 4:00pm

Email: [info@thehorizonschool.org](mailto:info@thehorizonschool.org)

Phone Number: (206) 546 0133

### **Director:**

Padma Prasad ~ [pprasad@thehorizonschool.org](mailto:pprasad@thehorizonschool.org)

### **Office Manager:**

Skylar Micone ~ [smicone@thehorizonschool.org](mailto:smicone@thehorizonschool.org)