

### **Welcome to Horizon:**

Horizon is a 501(c)(3) non-profit organization that serves the community by providing high quality, licensed childcare. Horizon is licensed by the State of Washington and meets the quality standards as defined by the National Association for the Education of Young Children (NAEYC.)

### **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

In our effort to learn about and respectfully acknowledge differences amongst our children, staff, parents and community, Horizon strives to foster the highest levels of multi-cultural understanding through ongoing education. A major component of our efforts is taking a pro-active approach to incorporating anti-bias theory and practices in support of respecting and embracing differences and acting against bias and unfairness. Anti-bias teaching requires critical thinking and problem solving by both children and adults. Our overarching goal is to create a climate of positive self and group identity development, through which every child will achieve their fullest potential.

### **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 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.

### **Non-Discriminatory Policy:**

No family will be discriminated against on the basis of sex, sexual orientation, gender identity, economic status, political ideology, race, color, religion, national origin, age, income level, Vietnam era or disabled veteran status, marital status, ancestry, military status, genetic information or the presence of any physical, mental or sensory disability or any other basis protected by federal, state or local law. All families will be admitted so long as there is space available.

American with Disabilities Act (ADA). Horizon complies with the guidelines for the federal Americans with Disabilities Act and makes every reasonable effort to accommodate persons with disabilities. Upon notice of an applicant diagnosed with a medical or developmental condition or disability Horizon will conduct an individualized assessment of the child's needs and the program's ability to make the necessary modifications. A medical or developmental condition or disability that requires Horizon to

fundamentally alter its program or that presents a direct threat to the enrolling child or other children may impact the admission decision. If an enrolling family fails to disclose medical or developmental conditions that impact the provision of child care, Horizon will be unable to conduct an individualized assessment and will proceed with enrollment and application of policies and procedures to address conduct and care of attending children, assuming there is no need for accommodation.

Please help provide Horizon staff with all important information about your child's individual needs. Such information will be treated with care and used only for the purpose of providing appropriate care to your child. Examples of accommodations that Horizon may not be able to provide includes very small group or one-on-one care for your child or any circumstance that creates a direct threat of harm to your child or other children, such as biting or other violent conduct. Keep in mind that Horizon staff are not special education teachers but can be helpful in developing positive strategies for children who have a disability and/or exhibit challenging behaviors.

### **RIGHTS AND RESPONSIBILITIES:**

Children and staff at Horizon have the right to a safe, nurturing, respectful environment. They have the right to personal opinions, beliefs and the ability to express their ideas. Children and staff have the responsibility to create an atmosphere of respect and safety for all by following the community guidelines as established and communicating with others when issues arise.

### **EXPECTATIONS OF PARENTS/GUARDIANS:**

Horizon School is licensed by the Department of Children, Youth, and Families (DCYF). Many of the policies in this handbook are licensing requirements and are not negotiable. Failure to comply with licensing rules and/Horizon policies and procedures may result in termination of your child(ren)'s enrollment.

In order for Horizon to stay in compliance with licensing rules and so that Horizon can provide appropriate care for your child(ren), here are some key expectations:

- Parents/guardians must sign-in/out their child(ren) using the Brightwheel application
- Parents/ guardians are expected to inform Horizon of all mental, behavioral and health concerns.
- Parents/guardians are expected to participate in setting behavior modifications goals
- Parents/guardians are expected to pick up their children within one hour if they have been called to do so for behavior or illness.
- Parents/guardians are expected to notify Horizon of absences or late arrivals.
- Parents/guardians are expected to pick up on time.
- Parents/ guardians are expected to pay tuition and fees by the 1<sup>st</sup> of each month.
- Parents/guardians are expected to conduct themselves in a kind, courteous, and respectful manner.

Communication is extremely important at Horizon School. Horizon uses multiple forms of communication through the Brightwheel application, email, phone and in person.

Horizon keeps an open-door policy and families are invited to observe our classrooms. If you would like to observe your child's classroom, please contact the teacher directly 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 visitors 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.

### **Enrollment Procedures:**

1. Complete the enrollment packet, which includes all the necessary forms including the immunization form required by Washington State. No child will be allowed to start until all sections of the enrollment packet have been completed, submitted, and reviewed by Horizon (min. of 2 business days for review).
2. Pay the annual, non-refundable registration \$250.00
3. Access Brightwheel once you receive invite from Horizon via email.

### **Enrollment:**

Horizon School begins registration for the Fall programming the January of the previous program year. Families presently enrolled in Horizon are given the opportunity to register one week prior to public registration, giving them 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 enrollments.

Any change of programs or schedule requires written notice on the 15th of the month with changes effective on the 1st of the following month.

All information given in our enrollment and registration packet is kept strictly confidential. Information in your child's file will not be shared with anyone other than program staff, Washington State Child Care Licensor from the Department of Children Youth and Families (DCYF). We do not give out phone numbers or contact information to other parents, staff or other individual without specific consent. Prior to releasing information, we will determine if the reason to release information is valid, utilizing legal counsel as needed. We will obtain informed, written authorization, will give a copy of the signed authorization to the parent or legal guardian, and will maintain a copy in the child's file. Horizon has the right to terminate care following conduct by children or parents that is contrary to the policies and expectations contained in this handbook and distributed to all families upon enrollment. Reason for termination include but are not limited to the following:

1. Non-payment of tuition fees by due dates. (If this happens future enrollment will not be allowed.)
2. If a child's needs/behaviors cannot be reasonably accommodated in a group care setting.
3. Physical or emotional problems, which require supervision beyond our normal teacher/child ratio.
4. False information or not fully disclosing important information regarding your child (i.e. health issues, developmental issues, emotional or behavioral concerns, IEP's, etc.).
5. Failure by the parent/guardian or child to comply with the policies and procedures established by Horizon

6.Failure by the parent/guardian to pick up their child(ren) when called for behavior or illness.

7.Disrespectful or bullying language or behavior of parents toward staff, other parents or kids.

### **Waiting List:**

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

### **TUITION**

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 hard copy in the administrative office. If at any time, you need to develop a payment plan or schedule, please contact the administrative office immediately.

Tuition is evaluated annually. All fees and polices are subject to change without notice. Whenever possible, 30 days written notice is given for tuition increases.

Horizon's Tax ID # 94-3046018

Tuition is due on the 1st of each month. If payment is not received by the 1st of the month, a \$25.00 late fee will be charged to your account. If fees are not paid in full by the 10th of the month, your child's enrollment will be suspended beginning the 15th and your child will not be permitted to attend. There is a \$25.00 NSF fee for checks that do not clear. Failure to pay in full by the end of the month may result in termination of enrollment.

All payments made with credit cards are responsible to pay the credit card fees. ACH or check payments will not have fees.

In the event there is an overdue balance on my account, and it has been sent to a collection agency, all court costs, collection fees, interest fees and filing fees will be paid by the parent or legal guardian.

**The schedule 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.**

### **Late Pick-Up Fee:**

You will be charged \$15.00 for the first ten (10) minutes, and \$1.00 per minute for each additional minute if you pick up your child later than the time your child's program is scheduled to end (unless previously arranged) This fee must be paid at the time of pick-up or will be added to your childcare account. You will be asked to sign a late pick-up form.

In the event that staff is unable to reach parents/guardians, emergency contacts or other authorized pick-up people, and the child is still at the school by 6:30pm our staff is instructed to call Child Protective Services who may take the child until the parent/guardian is located.

### **Schedule Changes:**

All schedule requests must be made in writing to the Horizon administrative office. Request 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.

Horizon will assess a charge of \$25.00 processing fee for more than two changes in a year.

A 30-day notice is required if you withdraw your child from programming at any time during the school year. You will be responsible for tuition until then.

### **Authorized Pick Up:**

In the interest of making sure your child is picked up only by authorized individuals and to ensure Horizon has accurate emergency contact information, Parents/guardians are required by licensing to provide the name and phone number of at least two other people who are authorized to pick up your child or be contacted in case of an emergency. If attempts to contact parents/guardians and emergency contacts fail to reach anyone, 911 may be called and your child's enrollment will be suspended until accurate and reliable contact information is given to Horizon.

### **Curriculum:**

Horizon follows Creative Curriculum by Teaching Strategies. All teachers and staff are trained in this curriculum. Teachers will cover an in-depth look at the curriculum within their own classroom for parents during meet and greet and conferences. Students will rotate into different theme-based rooms to explore, play and learn throughout the day. Horizon offers an art class 30mins a day for each class along with a gross motor curriculum.

### **Conferences:**

Horizon will schedule conferences before the new school year begins, mid-year and end of year. Conferences are by appointment only. 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 shares.

Conferences at Horizon are a time for learning about families and children as well as a time to share information about the child's development process.

### **Toys:**

Children are discouraged from bringing any toys from home. In the event they do bring toys from home, Horizon cannot accept responsibility for those items. Toy weapons of any kind are prohibited.

### **Birthdays:**

Horizon is excited to help your student celebrate their birthday. Families are welcome to provide a nut free treat for their special day. Please do not send balloons or gifts to school.

### **Clothing:**

Accidents can happen for various reasons. For the comfort and health of your child, Horizon requires all children have a complete change of clothing at the center at all times. This includes pants, shirts, socks and t-shirts.

We take the children outside regardless of weather, so it is important that they are dressed appropriately for weather conditions. In our attempt to help keep children healthy, during cold weather, children are required to wear a coat to be able to play outside. All items belonging to your child must be permanently

marked with their name. For the safety of your child, we recommend that you label all belongings on the inside.

Horizon is not responsible for lost or stolen items.

Horizon keeps a small supply of extra clothing for emergencies. If your child is sent home in these items, please wash them and return them as quickly as possible so they are available if needed again. The Health Department will not allow us to rinse out soiled clothing (fear of cross-contamination), so you will receive soiled clothing in a plastic bag.

Remember, children will be exposed to active outside activities as well as particularly messy art activities inside. It is important that they come dressed in play clothes. Also, please be sure your child is wearing "active" shoes such as sneakers or other shoes they can run, jump and play in. Flip-flops are not allowed.

### **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.

The handicap parking spaces are reserved for person with valid parking permit only. There is NO parking allowed in the striped area of our driveway. These must remain clear in the case of emergency.

### **Lunch/Snack:**

Horizon is a **NUT FREE AND PEANUT FREE ZONE** please make sure you do not send nuts to school.

Please provide a nutritious lunch and one AM snack for your child. Afternoon snack will be provided. Horizon recommends packing extra snacks or food for children who stay the entire day as students tend to get hungry towards the end of the day. Lunches will not be refrigerated, using an insulated lunch box with ice packs to help keep food cool till lunch is important. Please make sure all lunch boxes, ice packs and water bottles are labeled with your child's name. 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 grain along with fruit and vegetables.

Horizon asks that you do not send candy, soda, juices or gum in lunch boxes.

Please indicate on allergy forms of any food allergies or intolerances.

### **Nap Time:**

If your child is enrolled in the full day preschool program, there will be a nap/rest 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.

Parents provide nap materials

- Crib size sheet
- Small pillow (not required)

- Blanket
- Stuffed animal (not required)

All materials should be sent to school in a reusable or cloth bag. Make sure all items are labeled. Nap materials will be sent home at the end of the week to be laundered.

Horizon ensures that each nap cot is properly sanitized after each use.

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

Children are not forced to nap but asked to take a rest time and work on keeping a quiet body while others rest.

### **Medical Management:**

Written parental consent is required to administer any medication. All medication must be in its original container and properly labeled with the child's name; date prescription was filled or medication's expiration date; and legible instructions for administration such as manufacturer's instructions or prescription label. Parent/Guardians must complete proper medication paperwork, including required signatures from a licensed medical professional, if required, to accompany any medications to be given at the center. Any medication for your child should be given only to Horizon Administration. Children may not carry medication in their backpacks or self-administer medicine.

**NON-PRESCRIPTION MEDICATION:** The following medication may be given with written parental consent, only at the dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication:

- Antihistamines
- Non aspirin fever reducers/pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching
- Sunscreen
- Cough Drops

A physician's written authorization is required for non-prescription medication that: 1) is not included in the above list; 2) is to be taken differently than indicated on the manufacturer's label; or 3) lacks labeled instructions. Parents must fill out a medication administration form and specify the day(s) that the medication is to be received. Medications that need to be administered on a long-term basis will need to have a health care plan completed (see program manager for details).

All unused medication will be returned to parents or will be disposed of properly.

### **Illness and Accidents**

The goal of our illness policy is to prevent the spread of communicable disease among children and staff and to make sure each child gets the care they need. These guidelines are consistent with the King

County Department of Public Health's Child Daycare Health Handbook. We ask you adhere to the following guidelines.

You must keep home any child with the following symptoms:

- Diarrhea, more than one loose stool per day.
- Vomiting, twice or more in the past 24 hours.
- Rash, any not associated with heat or allergic reactions to medicine.
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus.
- Appearance/behavior, unusually tired, pale, lack of appetite, difficult to wake, confused, irritable.
- Sore throat, especially with fever or swollen glands.
- Head lice, nits or scabies.

Each child will be observed upon arrival for any signs of illness. Children are not allowed to remain at school if any of the above occurs or if they have a fever of 100 degrees or more. Licensing requires that your child be free of symptoms and/or fever for 24 hours before returning to Horizon. If a child becomes ill while at school, they will be isolated from the rest of the group until picked up. Please arrange for prompt pick up of your child so as not to jeopardize their health or the health of the other children and staff.

Another way we try to stop the spread of illness is by requiring that staff and children wash their hands upon arrival at school, before eating, before participating in food activities, and after toileting.

**Major injury:**

In the event of a major injury, Horizon staff will administer first aid and fill out a report for the parent. If medical attention is needed, the parent and the child's physician will be notified and consulted for proper actions to take. If necessary, we will contact 911 and first aid will be administered until medical help arrives. The child will then be transported to the nearest hospital unless other arrangements have been made.

**Information Regarding Child Abuse:**

Horizon staff is given specific training about the detection and reporting of child abuse or neglect. Our staff is aware of signs of abuse, neglect or developmentally inappropriate behavior and is required by law to report suspected cases immediately. Referrals to CPS are made without conferring with parents.

**Statement for Prevention of Abuse:**

All staff receives this information upon hire.

At Horizon we take the job of caring for the children in our programs very seriously. It is our responsibility to make sure that each child in our care is provided an enriching, nurturing and safe environment. As such, the prevention of the mistreatment or abuse of a child is of the utmost importance. We have developed the following guidelines to ensure each child is safe and protected while in our care.

All staff is carefully screened upon hire and background checks are conducted.



Staff must read and understand the Child Protective Services guide to being a mandatory reporter of child abuse/neglect or suspected child abuse/neglect. Details of this classification of Mandatory Reporter are outlined in the handout that staff are required to review upon hire.

Along with each staff's responsibility to report suspected cases of abuse, it is also extremely important that staff is aware of their own actions in caring for the children in the program that can put the child or the staff at risk. Please review the following guidelines about child contact and general protocol at the Horizon:

he environment and operating procedures at each of our centers is designed for maximum visibility and safety to ensure that physical and/or sexual abuse does not occur.

- Verbally or emotionally abusing or punishing children as a form of discipline is not allowed at any time.
- All program rules and boundaries must be followed at all times by everyone at the school including staff, children, parents, and volunteers/visitors.
- If a staff is in a situation that requires one on one attention, the staff and child should be able to be observed by other staff or adults. Helping children change soiled clothing must be done with the door ajar and an additional staff nearby. Staff should never leave a volunteer, visitor or parent/caregiver alone with any children.
- Children are not to sit on the lap of a staff. The children should be told in a caring way that they can sit on their own, fostering independence, never rejected, or ridiculed. In addition, although affection and warmth toward the children is encouraged, tickling, embracing hugs (an arm around the shoulders is okay), or rough-housing with the children is prohibited so that children can feel comfortable and staff minimize the chance of injury/risk or misinterpretation by someone observing the interaction.
- Children should not be carried by a staff unless they are ill and unable to walk.
- Any information of abuse or suspected abuse by families (parents, grandparents and other extended family) or child to child must be documented fully and communicated to the Executive Director immediately. The program manager will determine the best course of action and will advise the staff of the next step (i.e. make a report to CPS). Our licensor will be informed of any reports made to CPS.
- At the first reasonable cause to believe that an employee, school staff or volunteer abused a child, his or her conduct should be reported immediately. Appropriate actions will be taken regarding the employee or volunteer including suspension or termination.
- Under no circumstances are staff permitted to question the children's' initial statement or personally investigate the incident. Staff should not engage in any further discussion or questioning of the incident with the children involved. This will prevent staff from inadvertently influencing or contaminating the investigation. Let the experts do their job.
- Staff should always err on the side of caution. If staff hear or observe anything that is uncomfortable or doesn't seem right, bring it to the attention of the administrator.

### **Concussion Injuries:**

Washington State law requires all recreation and sports organizations and schools to notify parents about the dangers of concussions and the importance of removing a child from play if they are suspected of a head injury.

Horizon offers outdoor and active play; we offer the following information:

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. Concussions can range from mild to severe and can disrupt the way the brain normally works. They can occur in any organized or unorganized sport or activity and can result from a fall or from players colliding with each other, the ground, or with obstacles.

Continuing to play with a concussion or symptoms of head injury leaves the child or adolescent especially vulnerable to greater injury and even death. Therefore, it is important that a youth that is suspected of sustaining a concussion or head injury in a sport or recreational activity be removed from play immediately. The youth should not return to play until he or she has been evaluated by a licensed health care provider and has received written clearance to return to play.

#### **Injuries Involving the Head and Face:**

In all cases where a child's face or head is involved in some kind of injury/accident the parent/guardian is called as soon as it is possible or 911 depending on the severity of the head/face injury.

Whenever there is a head/face injury, to avoid risk of further aggravating a possible concussion, whether observed or told by the child or other children about a head injury, staff will:

- Remove the child from play to a quiet location; administer appropriate First Aid, look for signs of possible concussion as listed on the Center for Disease Control's Signs and Symptoms of a Concussion information sheet, and document in a factual manner on the Head Injury – Report to Parent/Guardian form.
- A staff will have the child sit quietly for 15 minutes and check again for signs of possible concussion before the child returns to any activity.
- If the injury does not require calling 911, immediately call the parent/guardian letting them know what happened (we do not share the names of any other children if involved in the incident), what we observed from the Center for Disease Control's Signs and Symptoms of a Concussion information sheet, what symptoms the child is reporting, and if any First Aid was administered.
- Staff cannot determine whether there is a concussion or not; staff are not medical professionals.
- Ask the parent/guardian if they will be picking up or leaving their child at Horizon
- If the parent/guardian chooses to leave the child at Horizon a staff will contact them, and/or 911, depending on severity if:
- A staff notices any changes in the child's symptoms,
- The parent/guardian want to allow their child to return to active play. If not staff will engage the child in other, non-active play activities such as puzzles, board games, etc.

### **Safety and Security:**

Horizon staffs ensure that all children are properly supervised at all times. This includes times when children may be in transition from one activity to another, outside, traveling on a field trip, in a public place or in the school. Children are never out of sight and/or auditory range of staff. Walkie-talkies are used to supplement staff communication. Key code access is required to enter the building. Key code is not to be shared with anyone outside of your authorized pick-up list.

### **Emergency/Disaster Policy:**

Emergency/Disaster drills take place at least once a month and are recorded on the Emergency/Disaster Drill Log. An evacuation plan is posted in the center. Out-of-state contacts are included in each child's enrollment form and are important for our staff to know in the event of a major emergency. Our Facebook page will also have updated information as it becomes available, or access to the internet becomes available. Talk with the Executive Director about where to be reunited with your child after an emergency occurs. Lastly, we ask that you do NOT call the school immediately unless absolutely necessary so that phone lines can be used for outbound calls to emergency services or to other staff members. For more information, our entire Disaster Policy is available at the check in desk for families to review.

### **Emergency Information:**

It is very important that you inform Horizon about changes in address and telephone numbers for yourself and your designated emergency contacts. Keeping the information current will ensure staff will be able to reach you in the event of an emergency.

### **LOCKDOWN/SHELTER-IN-PLACE**

In the event that an unsafe situation occurs on or near the premises of the school Horizon follows the guidance of law enforcement officials to institute a lockdown of the facility. In the event that children are outside on the playground when an unsafe situation occurs, we will bring all children inside immediately and lock the doors. A shelter-in-place is sometimes advised in which we keep all children on-site and lock the doors. Shelter-in-place also applies to weather related emergencies. A full lockdown means that in addition, we will turn off the lights, pull down shades or curtains to shield windows and keep the children sitting in a group together with staff until notified by police that it is safe and the situation is no longer a threat. Staff may not be able to answer calls to the center during this time, as phone lines may be needed for emergency purposes. Parents will be notified if a lockdown occurs.

### **Staff:**

Our staff and teachers are typically university or college educated, have an early childhood or child development background and are experienced in working with children. They are provided with in-service workshops and training, including 1st Aid/CPR certification. All staff members meet the licensing requirements of the State of Washington, Department of Children, Youth, and Families (DCYF). Most important, they share a love for children and are dedicated to providing high quality care for your child. All staff receives STARS/MERIT (the State of Washington registry system) certification which includes 20 hours specific training plus at least 10 hours of continuing education each year.

### **Alcohol/Tobacco/Cannabis Use and Prohibition of Illegal Drugs:**

The usage or distribution of all alcohol, tobacco, cannabis, and illegal drugs is prohibited. If parent/guardian is impaired or suspected to be due to drugs 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, DCYF Licensing and an incident report will be written.

#### **Inclement Weather:**

Horizon School follows 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 ASAP.

#### **Behavior Management and Discipline:**

Horizon encourages families to share information with us that may affect your child's behavior. We are committed to working as a team with the best interest of your child. Horizon does not tolerate or condone corporal punishment by anyone (including family members), conflicting harm, physical pain, biting, shaking, spanking, hitting, kicking, or any other measures. We do not allow verbal abuse which includes but not limited to yelling, shouting, name calling, shaming or making derogatory remarks about a child or their family. We do not use language that threatens, humiliates or frightens a child. Horizon believes in redirection, talking with a child on their level, giving space when needed and gentle reminders to help assist the student in making good choices. We encourage our students to use their voice, talk through emotions and work on problem solving with peers.

#### **Grievance Procedures:**

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

At any point a meeting with the Executive Director can be arranged, with the goal being for all parties to express their perspectives and come to a workable solution that is centered on the well-being of our students.

For further resources, discussion and or clarification parents or staff may contact the Horizon Board of Directors.

#### **Field Trips:**

Families will be notified about upcoming field trips by their student's teacher with ample notice. All field trips are done via walking, public transportation or by personal vehicles operated by staff or parents. All staff and parents volunteering to drive must meet volunteer guidelines.

Field trip t-shirts must be worn on every field trip, stay with their assigned staff member and parent volunteer.

Horizon believes that field trips and site education is an important part of development. Having hands on, real-life experiences are important and vital to children's full understanding of the curriculum and an extension of the classroom.

Teachers and staff will provide families with expectations, driving directions and a packet which will include the names and emergency information for children assigned to your car.

### **Car Seat/ Booster Seat:**

Washington State Law requires that children ages 2-4 years must ride in a car seat with a harness.

- 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.

### **Volunteer Drivers:**

Horizon depends on parent volunteer drivers for these field trips. To drive on a class trip, every parent must complete a criminal background check, have proof of a 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.

### **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 multiple fundraisers throughout the year, becoming a snack parent, room parent or just coming to partake in a special event in your child's class. Horizon is happy to have you join us and be part of our community.

### **Hours of operation/ Important Contact Information**

Horizon is located at 1512 NW 195<sup>th</sup> St, Shoreline Wa 98177

Phone 206 546 0133

Hours of operation are:

8am-5:30pm

School Hours: 8:30am-3:00pm- If your child is not enrolled in aftercare, pick up is at 3:00pm

Half day School Hours 8:30-12pm

Summer Hours 8:30am-5pm Monday-Thursday 8:30am-3pm Friday

Executive Director: Brenna McGinnis

[bmcginnis@thehorizonschool.org](mailto:bmcginnis@thehorizonschool.org)

Executive Assistant: Britt Helstand

[bhelstad@thehorizonschool.org](mailto:bhelstad@thehorizonschool.org)

### **Liability:**

Horizon makes every reasonable effort to provide a safe environment. However, there are inherent risks associated with participation in program activities including physical injury, and/or other consequences. Horizon assumes no responsibility or liability for injuries and/or illnesses of your child. Employees, and volunteers are held harmless from any and all liability or claims which may arise out of your child's participation in programming.

Horizon staff and board make no warranty and can accept no responsibility or liability for the actions of any of its employees, agents or other related individuals outside of the regular hours of operation of the centers or when, in the case of employees or agents, they are not actively and exclusively working for Horizon.

\*Horizon has the right to update policies and procedures at any time. Families will be notified and issues an updated copy of the handbook when/if changes are made.