

# HORIZONS

CHRISTIAN ACADEMY

INFANT | TODDLER | PRESCHOOL | AFTERSCHOOL | SUMMER

## PARENT GUIDE

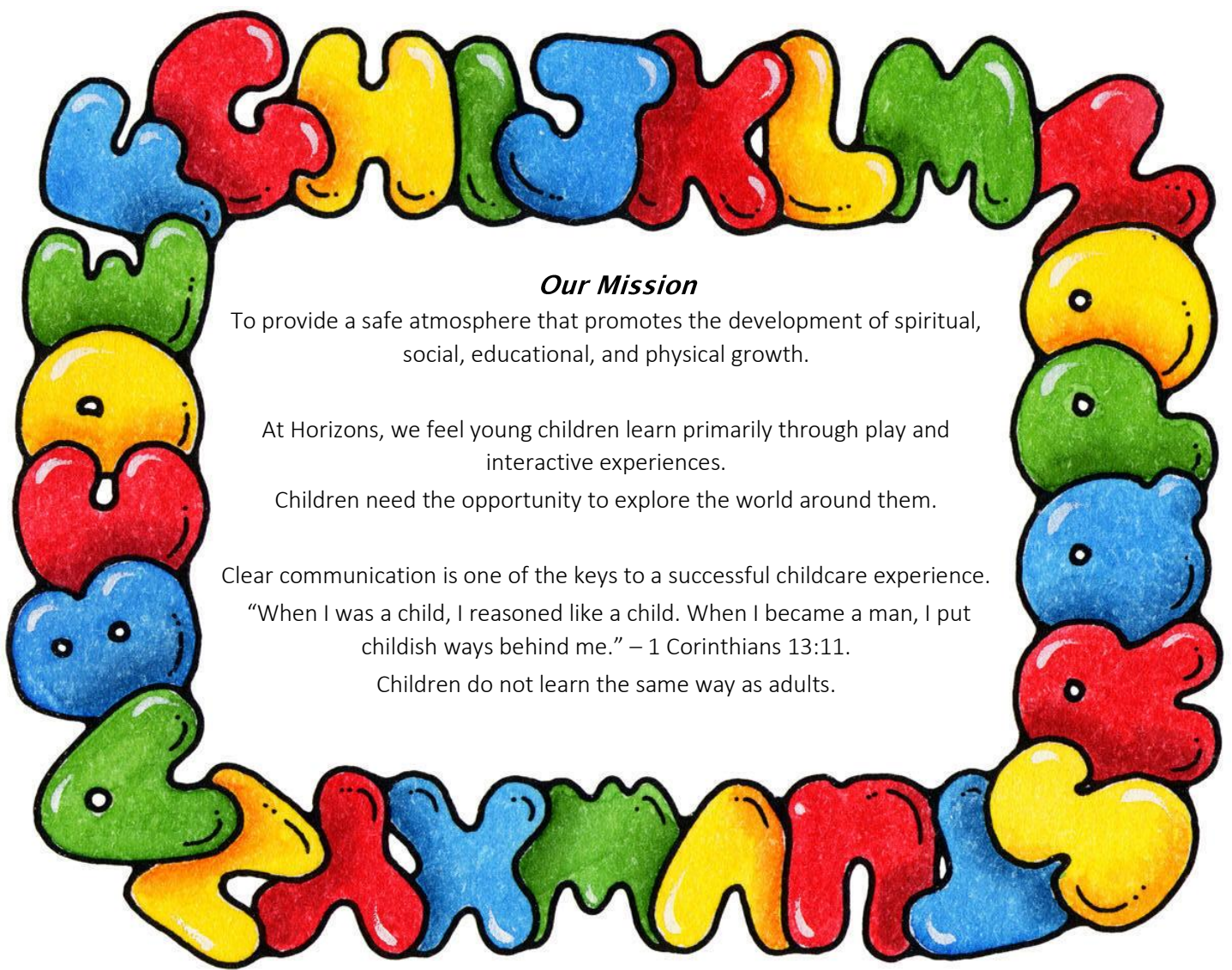


# Table of Contents

Our Mission .....	2
<b>Infant and Toddler Program</b> .....	<b>3</b>
Our Beliefs .....	3
Developmental Goals.....	3
Developmental Milestones.....	3
Infant Program Overview.....	4
“All About Me” Board .....	4
Toddler Program Overview.....	4
Toddler Program Goals .....	4
Toddler Instructional Opportunities .....	4
<b>Preschool Program</b> .....	<b>5</b>
Our Beliefs .....	5
Preschool Instructional Opportunities.....	5
Goals of the Preschool Program.....	6
<b>Extended Care Programs</b> .....	<b>7</b>
Afterschool Program Overview .....	7
Summer Program Overview .....	7
<b>POLICIES OF HORIZONS</b> .....	<b>8</b>
Waiting List.....	8
Enrollment .....	8
Instructional Time .....	8
Holiday Care .....	8
Drop Off and Pick Up (All Programs) .....	8
Late Charge.....	8
Tuition Express Draft Payment Plan .....	9
Insufficient Funds.....	9
Delinquent Accounts.....	9
Program Withdrawal.....	9
Rights of Parents to Free and Full Access to Their Child .....	9
Account for All Children.....	9
Confidentiality of Records .....	10
Nondiscrimination.....	10
Contacting Us .....	10
Home/School Communication .....	10
Scheduled Conferences .....	<b>Error! Bookmark not defined.</b>
Emergency Communication .....	10
Nutrition .....	10
Infant Feeding .....	11
Breakfast.....	11
Snacks/Lunch.....	11
Cups .....	12
Physical Activity.....	12
Rest Time.....	12
Toys .....	12
Infant and Toddler Supplies.....	13
Book Bags .....	13
Dress .....	13
Pull-Ups.....	13
Field Trips .....	13
Transportation.....	13
Parties/Holidays/Birthdays .....	14
Parent Volunteers .....	14
Health and Safety.....	14
Medication.....	14
Amber Necklaces.....	15
Earrings (Infants/Toddlers) .....	15
Immunizations.....	15
Accidents/Injuries.....	15
Illness .....	15
Emergency Medical Plan.....	15
Emergency Evacuation.....	15
Emergency Plan.....	15
Inclement Weather .....	16
Biting Policy .....	16
Discipline.....	16
Bullying and Disrespectful/Disruptive Behavior .....	17
Child Abuse and Neglect .....	17

Updated 08/22/2019

Thank you for giving Horizons Christian Academy the opportunity to be an integral part in your child's early development. We intend to provide a safe and nurturing environment designed specifically for the needs of young children while developing the framework for academic excellence. A period of adjustment is expected for every new child. We will work with you and your child to make this a positive experience. We recommend that you give your child at least one month to adjust.



### ***Our Mission***

To provide a safe atmosphere that promotes the development of spiritual, social, educational, and physical growth.

At Horizons, we feel young children learn primarily through play and interactive experiences.

Children need the opportunity to explore the world around them.

Clear communication is one of the keys to a successful childcare experience.

“When I was a child, I reasoned like a child. When I became a man, I put childish ways behind me.” – 1 Corinthians 13:11.

Children do not learn the same way as adults.

**Horizons Christian Academy**

729 Village Drive  
Chester, SC 29706

803-377-7000

office@horizonscdc.com | www.horizonscdc.com

DSS License #18163

# Infant and Toddler Program

## ***Our Beliefs***

- Nurturing is important. Hugs, love, and personal attention are a vital part of our Infant-Toddler Program. There's no such thing as too much love, too many hugs, or too many giggles.
- As infants grow into toddlers, it is important to create strong bonds with families and caregivers.
- Children need a place of love, growth, exploration, discovery, learning, and security.
- A nurturing and stimulating environment will give your child a safe, secured feeling and assist in the transition of physical separation from you during the day.
- Children need opportunities to express themselves through movement and a variety of physical activities.
- Activities should be designed to assist children in achieving developmental milestones while allowing them to have fun at the same time.
- Infants and toddlers alike are active participants in discovering the world around them by looking, listening, communicating, moving, exploring, and problem-solving.
- Children are never too young to begin learning and discovering Biblical truths.



## ***Developmental Goals***

### **Infants**

- Increase awareness of environment
- Provide feeling of security
- Stimulate language development
- Encourage cognitive development
- Promote physical development
- Develop positive self-esteem

### **Toddlers**

- Encourage and promote positive self-image
- Language development
- Promote creativity
- Increase attention span
- Encourage healthy toilet training
- Promote physical development

## ***Developmental Milestones***

### **Infants**

- See objects and follow motions
- Show emotions
- Lift head, rollover, sit-up, stand/walk with help
- Emerging language development
- Beginning to eat baby food
- Teeth emerge
- Interact with familiar adults

### **Toddlers**

- Fine Motor Skills – self-feeding and coloring
- Gross Motor Skills – running, dancing, kicking
- Form phrases and use small sentences
- Identify names with people and objects
- Recognize other people have feelings
- Use body to express emotions
- Social skills

## ***Infant Program Overview***

Here at Horizons, we strive to accommodate each individual infant's schedule, growth, and development. We want to give them the same safe, warm environment that they are accustomed to being in at home. Loving caregivers partner with you as a parent to focus on the individual needs of your infant and develop individualized feeding, playing, and sleeping schedules to reinforce your existing schedule. You can be assured that your child is being loved, hugged, and nurtured from the very beginning as caregivers hold, rock, sing to, smile at, giggle with, tickle, mimic verbal and facial expression, and encourage the development of a positive self-image. Language, cognitive, social, emotional, and spiritual and physical development begins to occur even at this young age. We support your infant in growing at their own pace in these areas.

### ***"All About Me" Form*** (Infants)

'All About Me' forms allow you to record your child's feeding habits, sleeping habits, routines, or special circumstances. This form allows all staff and parents to be aware of each child's needs.

## ***Toddler Program Overview***

Toddlers are always on the move, excited to be exploring the world around them. As a continuation of our infant program, we respond to your child's growing energy and curiosity with fun, hands-on learning activities and creative playtimes that encourage exploration while introducing structure and consistency. Your toddler will enjoy a playful environment specially designed to promote learning experiences in a way that makes learning fun. Interactive learning centers, brain-based learning opportunities, and caring teachers come together to build a solid learning foundation for your child.

### ***Toddler Program Goals***

**Reading** – to teach letters, sounds, rhymes, and other beginning reading strategies by incorporating them into stories, nursery rhymes, finger plays, and songs.

**Writing** – prewriting skills begin in the infant stage of development, but the toddler program takes a more active approach in developing fine (small) and gross (large) motor skills that lay the foundation for future writing skills.

**Math** – to develop basic math concepts using manipulatives (objects) and hands-on activities.

**Art** – to encourage self-expression using a variety of mediums and support creativity through free exploration of art materials.

**Science** – to encourage explorations of nature, seasons, animals, and the world around them.

**Music** – to develop oral language through songs and incorporate dance and movement.

**Social Development** – to foster self-confidence and positive attitudes during center activities, games, etc. and incorporate Biblical teachings into activities, stories, songs, prayer, and dance.

### ***Toddler Instructional Opportunities***

- Concepts integrated into a theme or unit
- Daily Bible story-time and prayer
- Active play that fosters exploration and investigation
- Music and movement are incorporated throughout the day
- Reading aloud daily
- Books with repetitive texts for shared reading with the children
- Centers that include:
  - Blocks
  - Manipulatives
  - Home-living/Dramatic Play
  - Books/Literacy
  - Art

# Preschool Program

## ***Our Beliefs***

- Children learn best through active play in a hands-on environment.
- Children need to explore, investigate, and experiment with materials to deepen their understanding.
- Children learn through repetition and linking new information to what they already know.
- Children need adult demonstration, modeling, and support as they acquire new concepts.
- Children need opportunities to express themselves through movement and a variety of physical activities
- Children develop social skills and increase their self-confidence as they work together in groups.
- Children develop positive attitudes and learn to make responsible choices as they observe adults displaying these behaviors.
- Children can apply Biblical truths to every-day situations.

The learning objectives for Horizons Preschool Program have been set knowing that each child's developmental timetable is different. We intend to balance child-initiated and teacher-directed activities. Our curriculum is teacher-developed using *Creative Curriculum for Preschool*, as well as many academic resources. Our curriculum also incorporates preschool standards, developmental stages of children, and assessment tools. If at any point there is an indication/suspicion that your child may have developmental delays, Horizons will inform the child's family and help them make contact with Baby Net for assessment and assistance.



## ***Preschool Instructional Opportunities***

- Concepts integrated into a theme or study
- Daily Bible story-time and prayer
- Large group, small group, individual instruction
- Active play that fosters exploration and investigation
- Hands-on activities using manipulatives (objects)
- Music and movement are incorporated throughout the day
- Reading aloud daily
- Books with repetitive texts for shared reading with the children
- Centers that include:
  - Blocks
  - Home-living
  - Math
  - Books
  - Puzzles
  - Art
  - Science/Sensory
  - Manipulatives
  - Listening
  - Writing
  - Technology (K3 & K4)

## ***Goals of the Preschool Program***

### **Reading**

- To teach letters, sounds, rhymes, and other beginning reading strategies by incorporating them into stories, nursery rhymes, finger plays, and songs
- To develop reading comprehension by encouraging students to make predictions, make personal connections, and ask questions

### **Writing**

- To model letter formations and support fine-motor development
- To promote written expression through children's drawings and oral stories

### **Math**

- To develop basic math concepts using manipulatives (objects) and hands-on activities
- To develop number recognition and rote counting

### **Art**

- To encourage self-expression using a variety of mediums
- To support creativity through free exploration of art materials

### **Science**

- To encourage explorations of nature, seasons, and animals
- To promote investigations of the properties of objects
- To develop concepts about health and our basic needs

### **Music**

- To develop oral language through songs
- To incorporate movement with singing

### **Social Development**

- To encourage sharing and group skills through teacher modeling
- To foster self-confidence and positive attitudes during center activities, games, etc.
- To incorporate Biblical teachings into activities
- To teach the Bible through stories, songs, and prayer

# Extended Care Programs

*Horizons Extended Care Programs have various options for students of Chester County schools.*

*Afterschool and Summer Care is available for children in K5 through 6<sup>th</sup> grade.*

*Childcare during holidays and teacher workdays is provided with sufficient enrollment.*



## ***Afterschool Program Overview***

The purpose of this program is to provide care between the end of school each day and the time parents return home from work. Our goal is to demonstrate the love of Christ to children while:

1. Providing a safe, well-supervised program for students from the end of the school day until 6:00pm.
2. Providing safe transportation for our Chester Park, Lewisville & ATL students from school to the program.
3. Providing a staff: student ratio no greater than 1:23
4. Providing homework assistance
5. Providing an affordable program

### **Program Highlights**

- Homework Assistance
- Devotions
- Snacks
- Recreation and Games
- Centers and Group Activities
- Computers
- Recess

## ***Summer Program Overview***

The purpose of this program is to assist working parents by providing a safe Christian environment during the summer break. Our goal is to demonstrate the love of Christ to children while:

1. Providing a safe, well-supervised program for children from 7:15am-6:00pm
2. Providing safe transportation to and from outings
3. Providing a staff: student ratio no greater than 1:23
4. Providing engaging activities that also encourage physical, mental, social, and spiritual growth
5. Providing an affordable program

### **Program Highlights**

- Devotions
- Engaging Activities and Projects
- Lunch and Snacks
- Recreation
- Weekly Field Trips
- Swimming at the City Pool
- Read-Alouds and Individual Reading Time
- Literacy and Math Review

*Horizons Participates in Chester School District's Read, Feed, Succeed Program. Breakfast, lunch and snack are provided each day. Some field trips require a lunch (in a paper bag) to be brought from home. Space is provided on our student information sheets for you to list any food allergies or foods that you wish to be avoided. **We cannot heat lunches brought to the program.***



# POLICIES OF HORIZONS

## ***Waiting List***

A payment of \$25 will put your child on our waiting list. This fee will be applied to the registration fee upon enrollment or is refunded if your child is unable to get a spot. Failure to pay the registration fee within 24 hours of being notified of an opening will result in a child's spot being forfeited to the next child on the waiting list.

## ***Enrollment***

Each program has an annual registration fee. **CURRENT** and NEW families must register annually for all programs.

- Infant/Toddler: \$120
- Preschool: \$100
- Afterschool: \$100
- Summer: \$75

## ***Instructional Time***

**Infant and Toddler** enrollment is from 7:15am-6:00pm.

**Preschool Full-Day** enrollment is from 7:15am-2:45pm.

**Preschool Extended-Day** enrollment is from 7:15am-6:00pm.

**Afterschool** enrollment is from the end of the school day (including early release days) until 6:00pm.

**Holiday Care** and **Summer** enrollment is from 7:15am-6:00pm.

Sample daily schedules for each program are located at the back of the handbook.

## ***Holiday Care***

**Preschool:** Horizons does offer care for preschoolers during Easter & Christmas Break. If your child needs care this week, we will continue your scheduled draft. If your child does not need care, your scheduled draft will be adjusted accordingly.

**Afterschool:** Holiday Care for Christmas and Easter Break is not included in the afterschool tuition as not all families need care during these times. However, Horizons does offer care during these times for families who need it. The weekly rate for Holiday Care for Afterschool students is \$95; the daily rate is \$30. Forms will be sent home to register your child. Your scheduled draft will be adjusted according to which option your child needs for Holiday care. For single workdays that Horizons is open for care, the daily rate is \$30.

**ATL Breaks:** Care is provided during ATL interim breaks. Forms are sent home for families to register for care during ATL breaks. The weekly rate for ATL breaks is \$95, the daily rate is \$30. Families needing care during the summer break will need to enroll in our summer program. Daily rates are not offered for summer weeks of care.

## ***Drop Off and Pick Up (All Programs)***

Children may arrive as early as 7:15am. ALL children must be walked in by an adult. Children are not allowed to enter the building alone. We have a new state-of-the-art security system that uses the ProCare attendance tracker. Only parents and authorized people will have their fingerprints scanned to sign their children in and gain access to the school. Make sure to clock your child in each day so your child does not get locked out of the system. Do not open the door for people. The office can assist people that do not have fingerprint access.

**Drop Off Time:** In order to avoid class disruptions and to help your child acclimate to a routine, please have your child here no later than 8:30 am each day. We understand that there are a few exceptions, but we ask that you limit your late drop offs.

## ***Late Charge***

Preschool Full-Day students who are not picked up by **3:00pm** will be charged **\$12 daily**.

All other children not picked up by **6:00pm** will be charged **\$5 for every 15 minutes late**.

### ***Tuition Express Draft Payment Plan***

1. Horizons drafts payments every other Friday for the upcoming two weeks of care. We have included the payment draft dates on our yearly calendar. The calendar is located on our website. Contact our office with questions about our draft plan or payment dates.
2. New families will need to complete an authorization form for recurring payments to be drafted. Copies of this form are in the office.
3. All payments must be drafted.
4. Drafts can be taken from bank checking or savings accounts.
5. Money (cash or checks) is only handled in the office for special occasions such as field trips, yearbooks, etc.

### ***Insufficient Funds***

A \$15 fee will be charged to your account for any payments that are returned due to insufficient funds.

### ***Delinquent Accounts***

It is the desire of Horizons and the Board to help parents remain current with their tuition payments and to help parents avoid accumulating overdue balances beyond their ability to pay.

We have created an early intervention policy with the following steps to help our families remain current:

1. When the first draft payment is missed, parents will be notified that immediate arrangements must be made to make the missed payment.
2. If another draft payment is missed, parents will be notified in writing that payment must be made in order for their child to remain enrolled in the program. If payment is not made according to the arrangements, the child will be withdrawn from the program by the specified date in the letter.
3. Parents who are having financial issues should contact the Horizons office before tuition payments are due to receive consideration for written payment arrangements.

Additional information concerning tuition payments is available in the Horizons office.

### ***Program Withdrawal***

All withdrawals must be officially conducted through the office. You will be charged tuition until withdrawal procedures are completed.

### ***Rights of Parents to Free and Full Access to Their Child***

The center shall permit the parent free and full access to his or her child without prior notice unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

### ***Release of Children***

Children will only be released to a parent or approved *adult*. Only persons who have been authorized by a parent and listed on the student information sheet can pick up a child. Picture ID may be checked prior to the release of a child. If the teacher does not recognize the person picking up the child, he/she will be sent to the office where the identity of the person will be confirmed before releasing the child in their custody. Please remember: This is for your child's safety. In the case of non-custodial attempts to pick up a child or a parent who appears incapable of taking the child home safely, the primary caregiver or another authorized individual will be contacted to come pick up the child.

### ***Account for All Children***

Destination sheets will be provided by office personnel to staff and teachers. The sheets categorize the children by class. Upon arrival of each child, staff members will document the time on the destination sheet. As children are escorted to the playground, restroom, cafeteria, or other areas within the facility, the destination sheet will accompany the children and will be logged accordingly.

## ***Confidentiality of Records***

Children's records are open only to the particular child's teacher, the director(s) or administrative staff, authorized employees of the Department of Social Services, and the child's parent or legal guardian. All records will be secured in the Horizons office. Photographs and other identifying information are only used with written consent from a child's parent.

## ***Nondiscrimination***

Horizons does not discriminate against students or employees based on race, sex, or socio-economic standing. Employees, however, must demonstrate a real and personal relationship with Jesus Christ.

## ***Contacting Us***

Our office hours are 8:30am–4:00pm Monday–Friday. Summer office hours are subject to change. Teachers and staff members do not use their cell phones with them in the classroom during work hours. If you would like to contact your child's teacher, please call the office (803-377-7000) and we will either transfer you to the classroom phone or take a message. If you do leave a message on a teacher's phone, know that they will respond on their breaks.

## ***Home/School Communication***

We believe that communication between staff and families is extremely important. In an effort to communicate consistently, we have developed communication tools for each program:

**Infant and Toddler:** Daily reports that keep the parents updated on diaper changes, sleeping habits, feeding and fluids, mood, needed supplies, and other notes. A periodic program-wide newsletter will be sent home as well.

**Preschool:** Daily communication folder (PATCH: Parent and Teacher Communication Holder), monthly class newsletters, and periodic program-wide newsletters. Details are provided about large group time, small group experiences and centers. Teachers also include ideas on how to extend the learning at home.

**Afterschool:** Periodic program-wide newsletters are sent home.

**Program-Wide:** FACEBOOK and Horizons Website are additional communication avenues. And, this year, we added **Ready Rosie** as an online tool for families to enjoy and practice skills with their children as a hands-on extension of the learning.

## ***REMIND Communication***

Parents can sign up through REMIND to get text messages directly from Horizons. These text messages are one way to receive updates and are intended to broadcast center-wide and program information quickly to parents regarding closures, emergencies, etc. Join REMIND by following these links:

- **Infants and Toddlers:** <https://www.remind.com/join/hcait>
- **Preschool:** <https://www.remind.com/join/hcapk>
- **Afterschool:** <https://www.remind.com/join/hcaas>
- **Summer (Preschool Age):** <https://www.remind.com/join/hcapksum>
- **Summer (School Age):** <https://www.remind.com/join/hcasummer>

Notify the office of any changes to your child's personal information (insurance, employment, address, or phone number)

## ***Scheduled Conferences***

There will be one scheduled conference during the school year for children in infants through K4. The K4 class will have two scheduled conferences during the school year. If you would like to talk to your child's teacher other than during a scheduled conference, please make an appointment before or after preschool hours.

## ***Nutrition***

Horizons follows the childcare nutrition guidelines recommend by the USDA for all the foods we serve.

Our policy includes the following:

- Breakfast, lunch, and snack are served daily.
- Sugar sweetened beverages are not served, and juice is limited to once per day
- 1% milk is served to children ages two to twelve.
- 2% milk is served to children under the age of two.
- Menus are posted throughout the building and are also available on our website.
- Snack and meal times are planned so no child will go more than four hours without being offered food.
- Fruit is served daily.
- Vegetables are offered once a day. (not including white potatoes)
- One whole grain food is offered daily.
- High fat meals are served no more than twice a week and fried (or pre-fried) vegetables are served no more than one time a week.
- Sweet food items will be limited to no more than twice a week.

### ***Infant Feeding***

- All bottles, sippy cups, baby food, and snacks must be labeled with your child's full name and date. Baby food and snacks must also be labeled with the food's name (ex: carrots, pears, etc.). Breast milk and formula must be dated, and ounces of milk should also be recorded on the bottles. **Breast milk must be labeled to indicate that it is breast milk.**
- Formula and juice must be brought to school 'ready to feed and prepared for individual use.'
- Baby food must be labeled and dated once it has been opened.
- We do not microwave breast milk or formula. Employees wear gloves when giving breast milk to a child as it is categorized as 'bodily fluids.' Bottles are warmed in a warmer.
- If a bottle is not finished within an hour we must discard it.
- All unused bottles must be sent home at the end of the day. Opened baby food must also be sent home at the end of the day.
- Please note that on daily reports, the time recorded for when a child had a bottle is the time the feeding *ended*.
- We do not feed infants snacks or lunch from the Horizons menu. You are responsible to send all food for your child.

### ***Breakfast***

- Beginning August 2019, Horizons will be providing each child breakfast.
- However, if your child arrives between 7:15 am-8:00 am they may eat the breakfast they bring.
- Breakfast served by Horizons will start at 8:30 am; personal breakfast will not be served after 8:00 am.

### ***Snacks/Lunch*** (Toddlers through Afterschool)

- Parents will be responsible for sending all food for children in the infant program.
- A balanced lunch will be served to children attending Toddler and Preschool Programs at no additional charge. We strongly encourage all children to eat the nutritional lunches provided. Snacks that meet the USDA Childcare Food Guidelines are also served daily.
- Do not send snacks for your child to eat with their school-provided lunch. Bringing lunchboxes full of treats can cause several problems: 1) the table is overcrowded with lunchboxes and trays, 2) it is time-consuming and confusing for teachers, because they must open every lunchbox to determine which has snacks and which has a full lunch, and 3) most importantly, your child may fill up on the junk food and not eat the nutritious lunches we provide. **Therefore, if your child brings a lunch box, we will not serve them a school plate.**
- We **cannot heat lunches** brought to the program for K2 and up.
- Please note any food allergies your child has on your information sheet.
- Menus are posted in the hallway, on the Horizons' website, and sent home.

## ***Cups***

- Toddlers should bring a **labeled sippy cup** to school. Horizons serves 2% milk and 100% juice. If your child cannot drink juice or milk, please let us know.
- ***Do not need send a cup to preschool with your preschool child.*** We will provide your child with milk, 100% juice, or water at snack and as your child may become thirsty. **Preschool children are not allowed to have sippy cups.**

## ***Physical Activity***

Horizons recognizes that the physical development of children is important to their health. Therefore, along with annual training on promotion of children's movement and physical activity (required for staff), our policy for physical activity also includes the following:

- Children are encouraged to be physically active indoors and outdoors at appropriate times.
- Children are provided 90 minutes of daily outdoor active play. If weather limits outdoor play, indoor play will increase to equal the same allotted time as outdoor play.
- Play materials and equipment are provided for children to promote physical activity.
- Media (TV, video, DVD) viewing and computer uses are not permitted for children two years of age and younger.
- Limited electronic/screen time for school-aged children.
- Children must be well enough to participate in all activities, including outdoor and physical activities.

## ***Rest Time***

Children will have the opportunity to rest each day. **All blankets MUST fit into a 1.5 or 2-gal Ziploc bag.** For hygiene purposes, crib sheets and blankets will be sent home each Friday to wash; cribs and cots are cleaned by the staff.

**Infants:** Infants are given the opportunity to rest as need arises. Horizons will provide cribs for infants. Parents are asked to send 2 crib sheets per week. Your child may have his/her special blanket to soothe them to sleep if that is part of their routine. However, once your child is in the crib, only a thin receiving blanket is allowed. This blanket must be tucked around the end of the crib mattress for safety. Once children go to sleep, they must be transferred to their crib. Bibs and pacifier clips must be removed while sleeping.

**Toddlers:** Toddlers have naptime after lunch. Horizons will provide cots for children in the toddler program. Parents are asked to send 2 crib sheets per week. You may send a small blanket with your child.

**Preschool:** Preschool has a consistent, scheduled naptime after lunch. Horizons will provide cots for children in the preschool program. Parents are asked to send 1 crib sheet per week. You may send a **small** blanket with your child. Pillows are not to be sent with your child.

## ***Toys***

Horizons has outdoor, rainy day, and classroom toys: therefore, **your child does not need to bring toys to Horizons.** Please leave toys at home. Toys can get lost, broken, and can be disruptive, especially during group time. If your child has a comfort item (ex: blanket, stuffed doll/animal), they may have them during rest time only. Toys brought to school will stay in their book bags. Horizons is not responsible for lost or damaged items that were brought from home.

## ***Infant and Toddler Supplies***

- Parents are asked to send an initial supply of **labeled** necessary items for their infant or toddler (a pack of diapers/pull-ups, a box of wipes, diaper rash ointment, etc.) and replenish as needed.
- A labeled pacifier to be left at school should be sent as well. **Children may not sleep with a pacifier that has an attachment.**
- Parents are asked to send in extra clothes, food (label with child's name and name of food), bibs and burp rags (infants).
- A list of necessary supplies will be provided, and teachers will communicate to parents when supplies need to be replenished. When the extra supply of wipes and diapers get low, we will record on the daily report that we need you to send more. **You will be called to bring more clothes to school if your child runs out.**
- Please send a diaper bag with your child to school. These will be hung outside of the classroom.

## ***Book Bags*** (Preschool)

Preschool children DO NOT need to bring a book bag to school unless one is necessary for other purposes. Rolling book bags are not permitted. The \$20 supply fee covers the cost of an embroidered canvas bag, the accompanying PATCH notebook – a ½ inch 3-ring binder, and a water bottle. All children in preschool will use these canvas bags, notebooks, and water bottles.

## ***Dress***

Please dress your child comfortably. Suitable clothing is essential for your child to feel completely free and happy. We recommend light comfortable clothes, **closed shoes that they can run and jump in**, and clothes they can get messy in. Children will have the opportunity to choose activities. If children must worry about dirty clothes, it will interfere with full participation in many of the creative experiences we set up such as finger-painting, shaving-cream exploration, writing with markers, climbing, painting, science activities, etc. Children will be sitting on the floor, playing outdoors, and participating in many expressive activities. Parents are required to keep a shirt, shorts, long pants, socks and 2 pair of underwear in a Ziploc bag labeled with the child's name at Horizons. Please put your child's initials on the tags. If your child is potty training, please send extra changes of clothes.

Note: Infants and Toddlers need shoes once they begin walking.

## ***Pull-Ups*** (Preschool)

Children MUST wear underwear or pull-ups in preschool classrooms if they are still in the process of potty-training. Diapers and pampers cannot be worn. Two-year olds **do not** have to be fully potty-trained when they enroll in the program. We work alongside parents to support children in a positive potty-training experience. If your child is potty training, please send **extra changes** of clothes.

## ***Field Trips***

**Preschool:** With written consent from the parent, children are occasionally transported off site on the school bus for learning experiences. During field trips, the destination sheets will be used as a checklist to account for the children as they load and unload at every location. Transportation placement of children in the vehicle shall be in accordance with all applicable state and federal laws. Children who arrive after their class has left for a field trip cannot stay at the center. Smoking is not allowed in the presence of the children.

## ***Transportation***

**Afterschool:** Students will be picked up from Chester Park, CMS, Lewisville Elementary, LMS, or the Academy of Teaching and Learning using our school buses. Our written transportation policy, student emergency information, names of

children transported, and a first aid kit will be located on our bus. Children will be supervised as they are loaded and unloaded using safe crossways and the checklist will be used to account for children at every location.

**Summer:** School-age students will be transported to and from field trips using our school bus. Our written transportation policy, student emergency information, school contact information, names of children transported, and a first aid kit will be located on our bus. Children will be supervised as they are loaded and unloaded using safe crossways and the checklist will be used to account for children at every location.

### ***Parties/Holidays/Birthdays***

Teachers will communicate with parents for items needed for special events, celebrations, and holidays. You may send snacks and goodie bags to celebrate your child's special day. Parents are always welcome to stay and enjoy the celebration. Birthday invitations can be sent to school to be passed out after class **only** if there are enough invitations for **each** child to receive one.

### ***Parent Volunteers***

Parent Volunteers are asked to help on occasion. Inform your child's teacher if you can volunteer.

### ***Health and Safety***

We do not provide care for mildly ill children. Students who become ill during the day will be evaluated by staff. Students with a fever over 101, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If a child has been ill with any of these symptoms the parent needs to keep them home until these symptoms have subsided for 24 hours. Your child must be fever free (without medication) for 24 hours before returning to school. If they have had an elevated temperature the previous day, please check their temperature in the morning before school and keep them home if a low-grade fever is present. Children exhibiting any illness listed on the childcare exclusion list shall not be permitted to return until appropriate documentation is obtained. ***A copy of the childcare exclusion list is available from the office and on the school's website.***

In addition to CPR and First Aid training, all paid staff complete a criminal background check. The office phone will be answered during all operating hours. Cellular phones will be used when traveling. Contact information sheets for children will be on file in the office and on the bus.

### ***Medication***

**Medications should be dispensed at home.** The following (few) exceptions will be dispensed at Horizons: allergic reaction or asthma medication (epi pen/inhaler), teething medication for infants/toddlers, and some maintenance medication. Please ask for a "Permission to Administer Medication" form if your child will need to be given medication while attending the program. The child's first and last name should be on all medications. Individual medication sheets which include the name of the medication, quantity to be given and the time the medication is to be given must be filled out **daily**. Information will be logged immediately following the administration of the medication, and a copy will be provided to the child's parent or guardian. If there is an error in administering the medication, parents/guardians will be notified immediately, and it will be documented in writing. Special medical procedures such as glucose monitoring or nebulizers must have a written, signed and dated parental consent as well as a copy of the instructions. Remember that annual "Ointment/Cream" and "Sunscreen" forms must be kept on file. We must have a parent signature to dispense these medications and this form will allow us to do that.

Medications must be kept out of the reach of *all* children in our programs. So, we must keep these items in a locked cabinet. **Medications cannot be kept in diaper bags or book bags.** **Infant/Toddler medications are locked in their classrooms. All other medication is locked in the office.** All ointments, sunscreen, chapstick, etc is considered medication as well. Therefore, they cannot be kept in bookbags, diaper bags, etc.

## ***Amber Necklaces***

We cannot allow amber or other forms of beaded necklaces and bracelets to be worn . While we respect your efforts to help your baby naturally get relief, there are several reasons we can no longer allow these:

- 1) This is considered a choking hazard in the event they are pulled by other children
- 2) Although we know the oils and other ingredients are natural they are absorbed through the bloodstream and are extracted from plants and trees, in which, we may not always know if other children are allergic or may have an allergic reaction to
- 3) Since they are absorbed in their bloodstream this may not be a choice of all children in the room who may be playing with or near your child.

For these reasons, if your child is sent to school wearing one, please understand we will put them in their bags for you to get when you pick up your child.

## ***Earrings (Infants/Toddlers)***

If your child has earrings please ensure that the backs screw on, firmly. This prevents the backs falling off and being ingested by the child or other children and reduces the risk of the earrings being pulled out.

## ***Immunizations***

It is the responsibility of the parent to obtain necessary immunizations and physical examinations for their child prior to attendance and update these records as needed. Immunization records must be on SC DHEC form 2740. Shot records should have an **expiration date** if your child is under three years of age.

## ***Accidents/Injuries***

The staff will assess the need and, if necessary, implement treatment. The staff will fill out a report and the parents or the authorized adult picking up the child will be notified the day of the incident. Parents will be notified immediately if injuries are serious or require medical attention.

## ***Illness***

Children showing signs of illness will be separated from the group, yet supervised, and parents will be expected to pick up the child as soon as possible. Parents will be notified if their child has been exposed to a contagious condition.

## ***Emergency Medical Plan***

In the case of a medical emergency in which emergency care and treatment is warranted, the following steps will be followed:

- 911 and the parent/guardian will immediately be called. If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- Emergency information for the child will be taken with the child to the Chester MUSC emergency room until the parent/guardian arrives.
- A staff member will accompany the child and remain with the child until a parent arrives.

## ***Emergency Evacuation***

In the event of a fire, natural disaster or other threatening situation, students will be transported by bus to Orrs Baptist Church. Parents will be notified by cell phone when children have safely arrived. Children will be released from this location following normal dismissal procedures.

## ***Emergency Plan***

Horizons has developed an extensive emergency plan in the event of any medical emergencies, evacuation emergencies, or major disasters. This plan is kept in the main office. Parents are welcome to review this plan.



## ***Inclement Weather***

In case of inclement weather and possible school cancellations, please check our Facebook page, watch for texts from REMIND or call Horizons (803-377-7000) for automated closings on our voicemail. *Horizons does not reimburse or transfer tuition for inclement weather or disaster closings.*

## ***Biting Policy***

We wish that biting never happened – but it does. Biting is a natural developmental stage that many children go through. It is usually temporary. Children bite for many reasons. A child might be overly tired or frustrated. Their skills are limited at younger ages and actions can be impulsive. Biting sometimes occurs for no apparent reason. Be assured that teachers always maintain close supervision of the children.

### **Steps if a child is bitten:**

- The bitten child will be comforted.
- The wound of the bitten child will be examined and cleaned with soap and water and ice will be applied.
- Teachers will talk to the biter and remove the biter from the situation.
- Teachers will monitor the biter more closely.
- Confidentiality of all children involved will be maintained.

### **Repeated Biting:**

- Parents will be informed of procedures that will be implemented to stop the biting.
- Teachers will work with parents to develop a strategy to change the behavior.
- Teachers will reinforce appropriate behaviors, watch for patterns (such as: Does it happen during transitions? Center time? etc.) then make adjustments. Adjustments could be room arrangements, routines, or activities. Teachers will demonstrate different, positive ways for children to express their needs.
- If a biter has an occurrence more than two times in one day, the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If biting continues, a meeting will be held with his/her parents.
- If it is determined in the best interest of the child, the center, and the other children, the child may be withdrawn from the program. Parents will receive written communication and a conference before this action is taken.

## ***Discipline***

Discipline will be handled on an individual basis using compassion and Christian principles. “Discipline is not something you do to children, it is something you develop within them.” – Becky Bailey, Conscious Discipline

The following guidelines will apply:

1. redirection
2. individual thinking time
3. conversation with parents

No corporal punishment will be used.

When adults ***interact*** with children, they play and converse with them as partners. However, when adults ***manage*** children, they pass out instructions and warnings. While prevention of a problem is an efficient short-term approach to discipline, encouraging children to solve problems for themselves helps them to develop conflict resolution skills. Teachers acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits that are set and teacher expectations respect the ages and abilities of the children. Horizons uses a positive approach to discipline and practices the following discipline and behavior management techniques.

We do...

- Set up the classroom environment to prevent problems and redirect children to acceptable activities.
- Communicate using positive statements in a calm, quiet manner.
- Communicate with children on their level.

- Apply rules consistently and model appropriate behavior.
- Give children opportunities to make choices, solve problems, talk problems out, and think of solutions.
- Encourage children and praise positive behavior.
- Set limits for children and explain unacceptable behavior.
- Listen to children and respect their needs, desires, and feelings.

We do NOT...

- Inflict corporal punishment on a child.
- Use any strategy that belittles, threatens, or intimidates a child.
- Use food as punishment.
- Use physical activity as punishment.
- Compare children, embarrass a child, or belittle a child's family or ethnic groups.
- Leave a child without supervision.

There are occasions where our best efforts are not successful in resolving an issue. If this occurs, we will contact you and ask for help. Usually, parents will offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent-teacher conference will be necessary. Any discussions with staff will be strictly confidential. If it is determined that our program cannot accommodate the needs of a child, he/she will be asked to withdraw from the program. When a child exhibits extreme behaviors, a parent conference will be held, and appropriate measures will be taken. If a child's needs and behaviors are beyond the scope of what can be addressed at Horizons, enrollment may be terminated.

### ***Bullying and Disrespectful/Disruptive Behavior***

All children have a right to learn in a safe environment. Every child/adult should feel physically and emotionally safe and secure. A climate that is conducive to learning and free of disruptive behavior will be provided for each child. Therefore, Horizons acknowledges that bullying, disrespect, and behavior that disrupts the learning environment are not tolerated at our program.

#### **Bullying Examples (Repeated Occurrences):**

- Pushing
- Shoving
- Hitting
- Kicking
- Name-calling, Teasing, Making Fun
- Intimidating
- Spitting/Biting
- Exclusion

#### **Disrespectful/Disruptive Examples:**

- Aggressive Language
- Yelling at Adults
- Argumentative
- Leaving or Refusal to Join the Group
- Refusal to do What Teachers Ask
- Destruction of Property

Logical consequences (using logical outcomes to misbehavior), individual thinking time (time-out), and group conflict resolution strategies are all part of our program. Horizons has begun to implement Conscious Discipline in our Preschool Program and plans to take this concept to all areas of care. You can research more about Becky Bailey and Conscious Discipline on the internet.

### ***Child Abuse and Neglect***

If Horizons' staff assumes or perceives anything to be questionable or if there is any kind of child abuse or neglect committed on any child in our care, we will immediately contact Child Protective Services and the Police Department.

## Sample Schedules

<b>Toddler Schedule (Flexible)</b>	
7:30	Arrival/Free Play/Diapers/Bathroom
8:35	Morning Snack
8:50	Devotion and Worship
9:05	Diaper Check
9:20	Free Exploration/Center Activities
10:15	Outside Time
10:45	Music and Movement
11:00	Lunch
11:25	Diapers/Bathroom
11:45	Nap/Rest Time
1:45	Diapers/Bathroom
2:00	Snack
2:15	Outside Time
2:45	Music and Movement
3:15	Activity/Craft Time
4:00	Diapers/Bathroom
4:20	Free Exploration/Center Activities
5:00	Merge with Infants in Infant Room

<b>K2 Class Schedule</b>	
7:30	Arrival/Table Activities
8:20	Devotion/Read Aloud
8:30	Bathroom/Hands/Snack
8:50	Large Group
9:00	Recess
9:30	Large Group
9:40	Center Activities
10:40	Music and Movement
10:50	Read Aloud/Large Group
11:00	Wash Hands/Lunch Prep
11:10	Lunch
11:30	Recess
12:00	Restroom/Transition to Cots
12:15	Rest Time
2:15	Wake Up/Transition
2:30	Goodbye Circle/Review
2:45	Transition to Extended Care

<b>Extended Care Schedule (Preschool)</b>	
2:45	Transition from Preschool (wash hands/snack/restroom)
3:00	Recess
3:45	Large Group Time
4:00	Center Activities
4:50	Restroom
5:00	Outside Time
5:30	Classroom/Social Hall Free Time

<b>K3 Class Schedule</b>	
7:30	Arrival/Find & Write Names
8:25	Clean Up/Pledges/Prayer
8:35	Devotion
8:45	Bathroom/Hands/Snack
9:10	Recess
9:40	Large Group
9:50	Center Activities
10:45	Music and Movement
10:55	Read Aloud/Large Group
11:05	Lunch Prep/Bathroom/Hands
11:15	Lunch
11:35	Recess
12:00	Rest Time
2:15	Wake Up/Transitions
2:30	Goodbye Circle/Review
2:45	Transition to Extended Care

<b>K4 Class Schedule</b>	
7:30	Arrival/Find and Write Names
8:20	Large Group
8:45	Music and Movement
8:55	Bathroom and Snack
9:15	Recess
9:45	Large Group
9:55	Center Activities
10:55	Large Group
11:10	Lunch Prep/Wash Hands
11:20	Lunch
11:40	Recess
12:10	Large Group
12:20	Small Group/Centers
1:05	Restroom/Transition to Cots
1:15	Rest Time
2:15	Wake Up/Transitions
2:20	Snack
2:30	Goodbye Circle/Review Dismissal
2:45	Transition to Extended Care

<b>After-school Schedule (School Age)</b>	
2:20	Pick Up from Chester Park & LES
3:15	Restroom/Wash Hands
3:30	Snack Time
3:40	Centers & Choice Activities while students rotate to Homework Room
4:30	Restroom
4:45	Outside Time
5:30	Classroom/Social Hall Free Time

