

HORIZONS

CHRISTIAN ACADEMY

INFANT | TODDLER | PRESCHOOL | AFTERSCHOOL | SUMMER

PARENT GUIDE



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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.

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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, secure 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
- 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 expressions, and encourage the development of a positive self-image. Language, cognitive, social, emotional, spiritual, and physical development begin to occur even at this young age. We support your infants 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

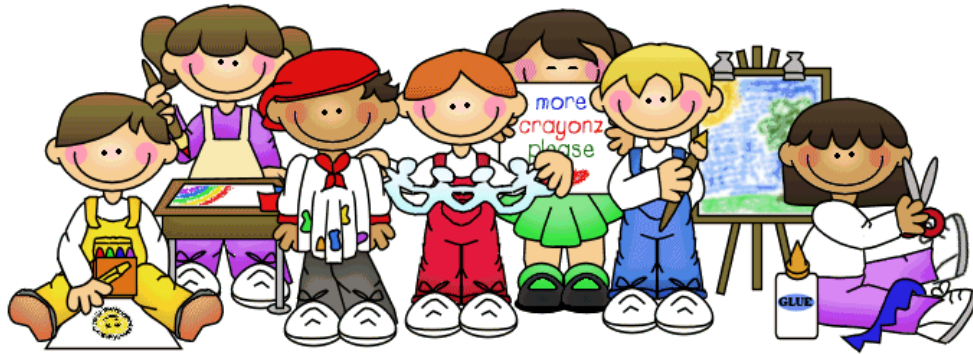
- Concepts integrated into a theme or unit
- Daily Bible story-time and prayer
- Active play that fosters exploration and investigation
- Music and movement are incorporated throughout the day
- Reading aloud daily
- Books with repetitive texts for shared reading with the children
- Centers that include: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

School Age Programs

Horizons School Age Programs have various options for students of Chester County schools.

Afterschool and Summer Care is available for children in K5 through 6th grade(or 12 years of age).

Childcare during holidays, breaks and teacher workdays are provided with sufficient enrollment & adequate staffing.



School Age 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 Elementary & ATL students from school to the program. Horizons currently provides transportation from LMS however the 2023 fall year will be the last year for LMS pickup.
3. Providing a staff: student ratio no greater than 1:23
4. Providing homework assistance as staffing and facility needs allow.
5. Providing an affordable program

Program Highlights

- Homework Assistance as staff and facility needs allow.
- Devotions
- Snacks
- Recreation and Games
- Centers and Group Activities
- 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
- Read-Aloud's and Individual Reading Time
- Literacy and Math Review

*Breakfast, lunch, and snack are provided each day. Some field trips require a lunch (in a paper bag) to be brought from home or money for lunch. 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 or refrigerate items 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 48 hours or 2 business days 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: \$80

Infant and Toddler Full-Day enrollment is from 7:15am-4:00pm.

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

Preschool Full-Day enrollment is from 7:15am-4:00pm.

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, Break Care and **Summer** enrollment is from 7:15am-4:00pm or 7:15am-6:00pm based on current enrollment status. (Ex: If your child is enrolled in 4:00 care for the year they also will be 4:00 care for breaks)

While we try to accommodate families in any way we can, transferring programs is not always guaranteed. If you plan to transfer or make a change, please confirm in the office to ensure your child will still be able to attend. (Ex #1: switching from one school to another (CP, LES, ATL), Ex #2: Children leaving K4 and entering afterschool.) Some of our bus pickups are fuller than others causing a limited number of pickups from certain schools.

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 \$100 for 4:00 pick-up and \$120 for 6:00 pick-up, the daily rate is \$35. 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 \$35.

ATL Breaks: Care may be provided during ATL interim breaks. Break care will be offered on a case-by-case basis based on staffing and program availability. Forms are sent home for families to register for care during ATL breaks. The weekly rate for ATL breaks is \$105 for 4:00 pick-up and \$125 for 6:00 pick-up, the daily rate is \$35. 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.

Chester Co Break Weeks: Care may be provided during CCSD breaks. Break care will be offered on a case by a case basis based on staffing and program availability. Forms are sent home for families to register for care during CCSD breaks. The weekly rate for CCSD breaks is \$105 for 4:00 pick-up and \$125 for 6:00 pick-up, the daily rate is \$35. 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 not arrive before 7:15am. ALL children must be walked in by an adult. Children are not allowed to enter the building alone. We have a security system that uses the ProCare attendance tracker to properly check children in and out. Only parents and authorized people will have their fingerprints scanned or code issued 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: To avoid class disruptions and help your child acclimate to a routine, please have your child here by 8:30am, but no later than, 9:00am each day. Continuous late arrivals without both notification and documentation will result in a \$15 fee, per late arrival, added to your account. Please use the REMIND app or call the office to notify us of your child's late arrival.

Drop Off and Pick Up Procedures: Parents with multiple children should drop off their oldest child first and then drop off the younger child. Picking up children should be the reverse. Pick up the younger child first and then pick up the older child. Do not enter the classroom. Please drop off all children at their classroom door. Do not allow other children, including siblings, to enter any classroom other than their own. We ask that you limit the amount of time you are in the building. This helps us maintain our safety and sanitation procedures.

Late Charge

Infant/Toddler Full-Day students who are not picked up by **4:00pm** will be charged **\$15 daily**.

Preschool Full-Day students who are not picked up by **4:00pm** will be charged **\$15 daily**.

All other children not picked up by **6:00pm** will be charged **\$5 for every 5 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, or you can obtain another copy from the office. 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.
6. Effective October 1st, 2021, households requesting to split tuition drafts between two accounts will forgo the multi child discount.
7. Horizons is not responsible, nor do we guarantee any request made to alter a draft date.

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.

Tuition Charges: Options to Save

In addition to various enrollment options that offer tuition savings, Horizons offers the following options for tuition savings throughout the year. These options will be sent out ahead of time. We must plan for staffing, etc. therefore; parents must return forms by the deadline to ensure care for those weeks.

1. Christmas week: Horizons is closed, and no tuition is charged.
2. Christmas second week: Families can opt out of care for this week and tuition will not be charged.
3. Easter week: Families can opt out of care for this week and tuition will not be charged.
4. Floating vacation week (between Memorial Day and mid-August): Families can opt out of care for one week and tuition will not be charged. Must notify the office in advance.
5. ATL families who opt out of care for the 'three-week' breaks at the end of each nine weeks are not charged tuition.
6. Families are not required to keep their child enrolled year-round. They can select summer care only or school-year care only. There is a registration fee for both options.

Tuition rates are charged weekly and do not correlate to days opened or closed. Ex: Holiday closings do not alter the tuition weekly rates. Additionally, tuition is not reimbursed for inclement weather, natural disasters, child absences for illness or other reasons, and short-term closings due to unforeseen situations such as pandemics, power outages, etc.

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-Tracking

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 specific 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–5:00pm 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. The Remind App and e-mail (office@horizonscdc.com) are both effective methods to communicate with your child’s teacher or office staff. Teachers will not respond to any communication made through their personal devices. If the office is unable to answer your call, please leave a message and your call will be returned ASAP.

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 in addition to a periodic program wide newsletter.

Infant and Toddler: Daily reports are used to keep parents updated on diaper changes, sleeping habits, feeding, mood, needed supplies, and other notes.

Preschool: Daily communication folder (PATCH: Parent and Teacher Communication Holder), and monthly class 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.

Program-Wide: FACEBOOK, Remind, and **Horizons Website** are additional communication avenues.

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:** <https://www.remind.com/join/hcait>
- **Toddlers:** <https://www.remind.com/join/hcatodd>
- **Preschool:** <https://www.remind.com/join/hcapk>
- **Afterschool CP/LES:** <https://www.remind.com/join/cp-les>
- **Afterschool ATL:** <https://www.remind.com/join/atlcharter>

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

Scheduled Conferences

If you would like to talk to your child’s teacher more in-depth, please make an appointment before or after school 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 mealtimes are planned so no child will go more than four hours without being offered food.
- Fruit is served daily.
- High fat meals are served no more than twice a week and fried (or pre-fried) vegetables are served no more than once 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.' (No glass bottles)
- Baby food must be labeled and dated once it has been opened.
- We do not microwave breast milk, formula, or any foods. 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 for sending **all** food for your child.

Breakfast

- Preschool/School Age children are not allowed to bring breakfast into the classrooms upon arrival.
- Horizons provides each child breakfast, excluding infants.
- Breakfast served by Horizons will start at 8:15 and end at 8:45 (Based on specific classroom, please refer to your child's daily classroom schedule)

Snacks/Lunch (Toddlers through School Age)

- 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 lunches provided.
- DSS guidelines require us to give the children one serving of 100% juice and a serving of milk daily. If your child cannot have milk or juice a doctor's note must be on file in the office.
- 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 lunches we provide. **Therefore, if your child brings a lunch box, we will assume it is their lunch and not serve them a school plate.**
- We prefer children not bring sodas.
- We do not heat or refrigerate lunches.
- 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.
- Toddlers' meals: We understand at this age children may not have or be willing to try specific foods. Your toddler may bring lunch. All lunches served on the Horizons menu will be served to its entirety unless a child has an allergy, and a note is on file in the office.

Cups

- Toddlers should bring a **labeled** (with first and last name) **sippy cup** to school. Horizons serves 2% milk and 100% juice. Per DSS policy we must serve milk and juice once per day, if your child cannot drink juice or milk, please provide a doctor's note to the office.
- Parents **do not** need to send a cup to preschool with your preschool child. We will provide your child with 2% milk, 100% juice, or water for snack and as your child may become thirsty. **Preschool children are not allowed to have sippy cups.**

Pacifiers

- Pacifiers are allowed in our Infant and Toddler program. Pacifiers brought to school should be labeled with the child's first and last name and are to be kept at school. As toddler's grow, staff will start to prepare them for K2 by limiting pacifier use during the day. If necessary, pacifiers are permitted in K2, but only at nap time, and only for the first part of the school year as they adjust. Pacifiers are not allowed in the K3 and K4 classrooms.

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 usage is 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 and stuffed animals 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. 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 gets 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. Diaper bags left at Horizons cannot have any sort of medication, ointments, cremes, etc., in them.
- If your child does not bring necessary items to refill items sent home, parents will be called to bring items during the school day.

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 \$25 supply fee covers the cost of an embroidered canvas bag, the accompanying PATCH notebook – a ½ inch 3-ring binder. All children in preschool will use these canvas bags, notebooks.

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 toed 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 several extra changes of clothes. If your child has an accident and they do not have a spare set of clothes here, you will be contacted to bring them clothes.

****Note:** On days that swimsuits are necessary girls must have a one-piece or full body coverage boys must wear a shirt.

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

Diapering and Potty Training (Preschool)

Diapers and pampers are only to be wore by Infants and Toddlers (please do not send toddlers in pull ups. At this time, we do not have access to a restroom in that classroom and wearing pull ups causes the changing process to be more difficult). In K2 children can wear pull-ups or underwear. Two-year old's **do not** have to be fully potty-trained when they enroll in the program. If they are still in the process of potty-training. We work alongside parents to support children in a positive potty-training experience. All children in K3 should be fully potty trained and wearing underwear. If Horizons sees fit due to varying circumstances or delays a K3 child who requires extra time to be potty trained could be allowed up to one month to be fully potty trained. K4 must be fully potty trained and wearing underwear.

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, vaping, dipping, cursing, and alcohol consumption is not allowed in the presence of the children.

K2 Children must have a chaperone while on all field trips.

Transportation

Afterschool: Students will be picked up from Chester Park, 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.

******* Starting in August of 2024 we will no longer be picking up children from Lewisville Middle School. Care for children up to 6th grade or 12 years old will still be offered if transportation is provided by families.*******

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 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. We have a P.A.T program (Parents appreciating Teachers) currently facilitated by one of our parents. This is where each month this parent will partner with other parents to create a special themed appreciation for staff. You can watch the Remind app for more information on how to partner with other parents to support the staff.

Health and Safety

We do not provide care for mildly ill children. Any child who appears mildly ill can be sent home at the discretion of Horizons Administration. Children who become ill during the day will be evaluated by staff and sent home at Horizons' discretion. Children with an average temperature of 100.4 or higher (temps will be taken 3 times by different staff and averaged together) will be sent home. We ask you pick up your child within an hour of contact. Your child must be fever free (without medication) for 24 hours (from the time of departure) before returning to school.

Children who become ill with severe headache, persistent nausea, vomiting, multiple diarrheas, or other acute symptoms will be sent home. We ask you pick up your child within an hour of contact. Parents will need to keep the child home until symptoms have subsided for 24 hours.

Any child or member of the household that are positive for Covid-19 or any other communicable illnesses must contact the office within 24 hours of diagnosis. This information keeps our other children and staff safe and healthy so we can continue to operate normally. 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 exclusion list is available from the office and on the school's website.*

Infant and Toddler's may be assessed by staff separately as we understand at these ages other varying factors such as teething could occur to cause some of these symptoms.

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 certain 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. Medications must be in the original, labeled container with child protective caps. 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. We must have a parent signature to dispense these medications and a medication form.

Discontinued and expired medications will not be used and will be sent home or disposed of properly.

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, hand sanitizer, cough drops, Chapstick, etc. is considered medication as well. Therefore, they cannot be kept in bookbags, diaper bags, etc.

Sunscreen Policy

Sunscreen **MUST** be applied to child(ren) before they arrive each day, when necessary. Horizons will reapply sunscreen later in the day as needed. Infants and Toddlers are required to supply their own sunscreen to be kept, labeled, in the classroom. Preschool and school age children will be supplied with *Equate Kids Sunscreen* unless there is a documented medical reason for another sunscreen to be used. Horizons will be supplying sunscreen for preschool and school age children and a one-time \$10 fee will be added to your account. Horizons will reapply sunscreen to child(ren) as needed.

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, please do not send your child to school wearing these necklaces or other jewelry.

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. If backs fall off while a child is at Horizons, we will take the earrings out and put them in their bag.

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 two years of age. After being contacted and given necessary time, your child may be unenrolled if proper immunizations haven't been completed or we haven't received updated immunization records.

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 within an hour. Children not picked up within the hour will be required to be kept at home an extra day. Parents will be notified if their child has been exposed to a contagious condition.

Release of Liability

Horizons understands that, statistically, Covid-19 numbers seem to be declining. However, Horizons also understands that we must still be cautious. Horizons will continue to diligently sanitize the facility and materials and wash hands frequently. By sending your child(ren) to Horizons Christian Academy you understand the potential risks and waive your right take any legal action against Horizons Christian Academy from liability of any and all claims resulting in illness or bodily injury while your child is under the care of Horizons Christian Academy.

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 teachers always maintain close supervision of the children. Any child who bites and any who are bitten will receive a bite report. **Parents of a biter will be expected to sign a copy of the report and it will be kept in the child's file.**

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 or reward.
- 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. It is our number one priority to maintain the safety of all children in our care. Any child displaying unsafe behavior/actions (such as running away from staff) will immediately require an action plan. If improvements are not made swiftly parents may be asked to start the unenrollment process.

Bullying Examples (Repeated Occurrences):

- Pushing
- Shoving
- Hitting
- Kicking
- Name-calling, Teasing, Making Fun
- Intimidating
- Spitting/Biting
- Exclusion
- Refusal to do What Teachers Ask
- Destruction of Property

Disrespectful/Disruptive Examples:

- Aggressive Language
- Yelling at Adults
- Argumentative
- Leaving or Refusal to Join the Group

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. For safety reasons, if children have patterns of unsafe, disrespectful, or disruptive behaviors, staff and administration reserve the right to not allow children to participate in off sight trips. If this happens children will need to stay home during these days.

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, we will immediately contact Child Protective Services and the Police Department.