



POLICY AND PROCEDURE HANDBOOK

ENROLLMENT CHANGES

Each child has a file at New Horizons (your enrollment packet). You must inform the Director of ANY changes to your file (ie: phone numbers, address, emergency contacts).

The Director will inform all parents in writing of any changes to the centers policies and procedures. You will sign and date an Amended Form.

ATTENDANCE AND SCHOOL HOURS

New Horizons School is open from 7:00am-6:00pm. If your child is not picked up by 6:00pm, there will be \$1.00/minute late fee, and is to be paid to the closing teacher.

DROP-OFF TIME

Your child may be dropped off between the hours of 7:00am and 9:00am. However, classes begin at 8:30am. Children will not be admitted after 9:00am.

TUITION

Tuition is due on the 1st of each month; a late fee of \$15.00 will be assessed after the 5th day. If you choose to pay bi-monthly, then ½ of the tuition is due on the 1st and the 15th of every month; a late fee will be assessed after the 3rd day. If you choose to pay weekly, payment is due every Monday; a late fee will be assessed on the 2nd day (Wednesdays). New Horizons School is a private school; Full tuition is due each and every month regardless of school closures.

3 DAY A WEEK STUDENTS

If your child attends NHS 3 days a week, the days that you pick will be the days that your child will attend school. There is no changing of days after school begins, and there are no makeup days; Full time students cannot make up a sick day on Saturday, so 3 day a week students cannot make up a sick day on another day.

RELEASE OF CHILDREN

Your child will be released to only those sighted on your emergency card. You must notify the office when your child will be picked up by someone other than those persons. All persons will need to show proper identification.

BREAKFAST, LUNCH, AND SNACK

A breakfast/morning snack, between 8:30 & 9:00, is provided at New Horizons School. If your child requires earlier breakfast, you may bring it and have them eat it at an appropriate table. Breakfast eating is over at 8:00am.

A nutritious lunch is provided to every student at New Horizons School. Menus will be provided to every student at the beginning of each month. Please send a lunch with your child if he/she does not like what is on the menu.

A nutritious snack is provided to all extended care students.

PARENT NOTIFICATION

Parents will be notified by individual notes for the following:

Discipline Referral, Tuition Balance, Class Field Trip, in class communicable diseases (i.e.: chicken pox, head lice, croup)

Parents will be notified by notes on the door for the following:

Tuition is Due, Class Field Trips, Whole School Communicable diseases

All school calendars are placed in front foyer for important dates for the entire school. Two year olds thru Pre-Kinder will provide individual calendars with important dates and times pertaining to their individual classrooms.

Parents will be notified by telephone for the following:

Emergency situations, Child's illness, missing items that are needed for the day, behavior problems that are out of control,

VISITING

Visiting your child's school is encouraged. Please let your teacher or the office know when you are planning on visiting, and please check in at the office, so we know who is in our center.

PARENT PARTICIPATION

Parent participation is always welcome, as research has shown that parent involvement is vital to children's development.

Please let the office and your teacher know if you will participate in any activity (ie: field trips, classroom parties, bike rodeo).

DRIVEWAY AND PARKING LOT

When dropping off your child, please use the right-hand side to park. Leave the left-hand side of the driveway open so cars can drive through. Parents may always park in any of our parking lots.

CLASSROOM BOOK ORDERS

When your child's teacher sends home individual book order forms, please make your checks payable to the book company, not New Horizons.

FIELD TRIPS AND DUES

Academic classrooms go on 1-2 field trips a month. All field trip money is to be paid to the teacher; checks need to be written to the appropriate teacher, not New Horizons.

A student may be held back from a field trip due to behavior; you are not responsible to pay for missed field trips.

TRANSPORTATION

New Horizons transports afterschool children from Wetmore Elementary only.

New Horizons transports children 3 years of age and up for 1-2 field trips a month. New Horizons follows the height regulations for a child to be in a booster seat. New Horizons will provide the booster seats if your child requires one, however, you may supply your own if you would like.

There are always 2 adults in the school van. Only 13 children are allowed to ride in the van. Under no circumstance will a child be allowed to ride in the front seat.

The school van is equipped with seat belts, for each child, a fire extinguisher, first aid kit, emergency cards for children in the van, and medical release forms for each child in the van. The teacher, in the van, is required to have a current roll sheet for that day of transportation; and the office has a copy of that roll sheet.

WATER ACTIVITIES

During the summer months there are scheduled water play days and sprinkler play for 2 year olds and up. Your classroom teacher will provide the specific day and what you need to bring.

PICTURES

Individual pictures will be taken at New Horizons in October. Siblings may be photographed together. Spring pictures will be taken in April.

DRESS CODE

Please dress your child appropriately for school. No halter tops. No strapless shirts. Wear appropriate shoes for child's play; no flip flops, this is a safety issue.

INCLEMENT WEATHER

If the school needs to close, due to severe weather, the Director will contact the news and radio stations. **If North East ISD is closed, then New Horizons will be closed.**

TOO SICK FOR SCHOOL

If your child is sick, please keep him/her home. If your child is running a temperature of 100 degrees or higher, we will contact you to pick him/her up, and your child may not return to school until he/she is fever free (without fever reducing medicine) for 24 hours. If your child requires a doctor visit, due to illness, you must bring a release form from the doctor stating when your child may return to school. If your child is throwing-up or has diarrhea, the Director or Assistant will call for you to come and get your child.

MEDICAL EMERGENCIES

In the case of a medical emergency with your child, the Director or Asst. Director will call 9-1-1 first, and then you, the parent. The Director or Asst. Director will immediately take your child to the specified Hospital on your emergency card.

IMMUNIZATION REQUIRMENTS

New Horizons follows the immunization requirements specified by the Texas Department of Health and Safety. Each child will need a copy of their current, up-to-date shot record in their file. When your child receives immunizations, please bring a new copy to the office. Children must have a copy of their completed immunization record by the date of their admission.

Children who attend public school and have their records on file at that school, we will need a signed statement from the parent that the child's immunization record is current and on file at their school that he/she attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement.

TUBERCULEN TESTING REQUIRMENTS

Tuberculin testing is not required in Bexar County at this time. However, if and when there is a change you will be notified by which the test will become effective.

VISION AND HEARING SCREENING

Vision and hearing screening is mandatory for ages 4 year old and up. You may provide your child's screening results signed by your physician.

Children who attend public school may have a signed statement that their results are on file at the school he/she attends.

MEDICATION POLICY

All medication to be given at school must be in the original prescription container. All medication must be signed-in on the medication clipboard, located by the front desk. The Director or Asst. Director will administer all medication. The times of administering medications are 9:00am, 12:00pm, and 3:00pm; any other times you, the parent, will need to come and administer the medications. All medications **MUST** be taken home every day. If your child's age group is not specified on the medicine container, we cannot administer the medicine, unless a doctor's note is with it.

TOYS AND PLAYTHINGS

Toys and playthings are not to be brought to school, unless previous permission is obtained from the teacher, for a special project or show & tell. Often times they are misplaced or broken and it causes hard feelings among the children. These items are also a distraction and an interruption to the classroom setting. Electronic games or other devices are not permitted at New Horizons School.

DISCIPLINE

All staff and parents are required to sign the discipline form.
New Horizons follows time-out procedures according to child's age.
Parents will be contacted by the Director or Asst. Director if behavior problems continue.

ENROLLMENT TERMINATION

A student at New Horizons must follow all school rules. If continued disciplinary actions do not help and disruption of class continues, then enrollment can be terminated if the following conditions are persistent:

- 1) Disrespectful behavior (including peers, adults, and school property)
- 2) Aggressive behavior (including hitting, biting, and unwanted harm to others)

New Horizons School is a safe learning environment. If the safety of our children is threatened, then necessary actions will be taken.

QUESTIONS, CONCERNS, & COMMENTS

Questions pertaining to your child's class need to be brought to the specific teachers. The Director will answer any question or concerns pertaining to the school and/or unresolved issues with parents/teachers.

Please contact the Director at the school office, #494-7022, for any questions pertaining to the school procedures.

CHILD CARE LICENSING

Licensing #337-3399

Web: <http://www.dfps.state.tx.us/>

Minimum Standards are for your review in the office, you can also find the standards on the web.

A current inspection is always posted in the front foyer of the school.

NEW HORIZONS SCHOOL HANDBOOK OF POLICIES AND PROCEDURES ACKNOWLEDGEMENT

I, _____, have read and reviewed the New Horizons Handbook of Policies and Procedures in full. I am in agreement and have acknowledged and will follow all policies and procedures.

Parent Signature

Date

New Horizons Day School
3700 Ridge Country
San Antonio, Texas 78247

TEL : (210) 494-7022
FAX : (210) 494-7022