

## Horizons K-8 School

### Parent Handbook

#### AfterCare Program

AfterCare is a **drop-in** after school program for Horizons' students, kindergarten through grade 8. Although most students who attend AfterCare do so on a regular basis, it is also a safe and fun place that welcomes all Horizons' students whenever a need arises. AfterCare does charge for services, however we are always willing to work out a payment schedule for families if needed.

#### **Mission**

The mission of our AfterCare program is to provide a safe and caring environment for students to enjoy themselves and build community through various choice-based activities, projects and play. It is also a place in support of schoolwork, in which homework that would otherwise be done at home can be completed or started. Finally, it is an enrichment program that enhances social skills, encourages friendships, and supports student-directed learning, choice and exploration.

#### **Objectives**

AfterCare includes opportunities that are both core (developing specific skills and abilities) and extracurricular (enrichment activities). Core opportunities involve inside and outside play-based skills. Enrichment opportunities enhance students' interests, skills or abilities outside of regular curriculum offerings.

#### **Provide a safe Environment for Kids**

- After School Care providers will be properly trained and prepared for possible emergency situations according to state regulations
- Guidelines, rules and procedures will be posted and communication maintained between home and family
- Kids will at all times be under adult supervision
- Attendance procedures and sign-in/out logs will be maintained every day

#### **Provide Enrichment Opportunities**

- Provide enrichment opportunities that enhance student skills in art, crafts, construction and movement
- Offer a variety of opportunities that develop multiple skills, including social/emotional skills, cooperation skills and community building

#### **Provide School Support**

- Provide homework support for students each day
- Offer interactive activities/games that will develop basic learning skills

## Core Programs

### Active Recreation

- Basic instruction in rules and procedures for cooperative games and activities
- Concepts such as sportsmanship, sharing, teamwork and cooperative action/support
- Outdoor play and exploration with nature such as sand & rock construction/deconstruction and imaginative play integrating rocks, trees, plants, sand, picnic tables and/or garden
- Outdoor play on and with climbing structures, swings, Gaga Ball, outer fields, tetherball, basketball and more
- Indoor play and exploration in the gym with scooters, jump-ropes, a variety of balls, building buckets and more

### Technology

Computer Lab access allows students to exercise computing skills, including word processing, internet research, typing practice, interactive educational technology tools and games.

### Arts & Crafts

Art materials available each day include: watercolors, markers, color pencils, coloring pages, pencils, glue, scissors, craft sticks, beading supplies and more.

*Special Arts & Crafts may include Clay Creations with kiln-firing clay, Model Magic, Sculpty, Fuse-Beads, sewing and more. These are mostly offered on Fridays and Adventure Days in which longer days allow for the completion of larger projects.*

### Homework

It is the student's responsibility to let staff know when they have homework and any support needed. Unless directed by parents, AfterCare staff will always give students the opportunity to choose to do homework or otherwise. AfterCare can provide Chromebooks, writing/drawing supplies for students who choose to do homework as well as any support within our ability and availability.

### Movies

Fridays and Adventure Days we usually will offer a movie option after lunch. We show G and PG movies. Please let us know your preference for your child's exposure in the space provided with registration.

### Adventure Days

Adventure Days are full-days of AfterCare offered during both fall and spring conferences. Adventure Days are often theme-based, offering a variety of games, art projects and activities. A walking field trip to the East Boulder Community Center for a swim is usually planned for one day of each session.

Because these are long days, we also usually will have a movie option after lunch. We always have outside and/or gym options throughout most the day so that students who stay the entire day have opportunities to run and play between (and instead of) seated activities.

Adventure Days run 8:30-5:30 pm. Students may join us before and after conferences either day, however if we are on a field trip, parents must arrange for pick-up and/or drop off at our location.

### **Music and Other Classes/Activities**

After school band, orchestra and/or choir are not part of the AfterCare program, however students may attend AfterCare before or after music instruction or classes such as those offered by Lifelong Learning during regular AfterCare hours. This also pertains to soccer and/or other sports programs offered after school apart from AfterCare, but on school grounds. (Please email Jeanne with details as they arise or change.)

### **How AfterCare Works:**

**Where:** AfterCare meets in the cafeteria each school day once students are dismissed. Occasionally, the cafeteria will be needed for a special event; in this case, we usually meet in the Art Room. (Students will be notified by an All-Call and/or staff who will meet them at the cafeteria entrance to direct them to our meeting place.)

**When:** Monday through Thursday AfterCare runs 3:30-5:30 pm. On Fridays, AfterCare is 12:45 to 5:30 pm. Students may be picked up any time before or at 5:30 pm.

**How:** Students coming from Kindergarten Enrichment will be walked to the cafeteria by Enrichment staff. Students grades 1 - 8 usually walk to AfterCare on their own. For the first few visits some students might prefer to walk to the cafeteria with their teacher or a classmate, but once they've joined us a few times, students usually feel comfortable coming to AfterCare on their own. Once in the cafeteria, kids must put their belongings either in a cubby or a basket, check in with staff, then make a choice of activity.

**NOTE:** *It is not recommended that valuables be brought to school. AfterCare is not responsible for any misplaced, missing or damaged items.*

***\*Students who are outside waiting for parents late for pick-up are sent to AfterCare by the teacher on duty once duty is completed (usually 15 -20 minutes after dismissal. Parents will be charged accordingly.)***

**What:** Most **Mondays - Thursdays** we start inside the cafeteria with a choice of eating snack (packed from home)\*, games and activities such as Legos, Magna-Tiles, games, coloring pages, drawing materials and more. After signing kids in, one staff member sets up a copy of the Sign-In/Out sheet at the entrance, next to the walkie-talkie while the other stays in the cafeteria and interacts with the kids.

\*Children can eat at any time while at AfterCare. Please be sure to pack extra snack just in case!

Next, weather permitting, we offer an outdoor play option. Usually most the students want to go outside while a third may wish to stay inside either working on homework or other activities.

At 4:30-4:45 we offer Computer Lab. Most are eager to get on a computer - however, often we will offer an outside (or other) option until the second staff person leaves at 4:45-5:00. This is when all remaining students come into the lab and stay there until pick-up at or by 5:30.

On **Fridays**, we start with lunch. Some kids will bring money for **Pizza Fridays** while most bring a packed lunch.\* (*Note: Students & parents are solely responsible for any money brought to AfterCare.*) Once several students have finished eating, we offer an outside option. We also usually have 3 staff members on Fridays and so once more have finished eating we usually offer choices for outside, gym or the Art Room.

Because Fridays are a longer day, we also usually offer a movie option around 2:00 pm in the Art Room so that kids may continue with whatever creative activity with which they are engaged (fuse-beads, painting, collage, drawing...) and/or enjoy some down time watching a movie.\*\*

Around 4:00, Computer Lab becomes an option. Kids may move from each option throughout the day (staff informs movement of students via walkie-talkies). As students are picked up and numbers go down, one staff leaves and the options are reduced accordingly.

\*Children can eat at any time while at AfterCare. Please be sure to pack extra snack just in case!

\*\**Fridays offer activities not offered Mondays-Thursdays: Movies, fuse-beads and twice yearly Clay Creations! (Creating with clay is not set for any specific dates at this time.)*

**Pick-Up:** Parents (and/or approved adults/older siblings) may enter the building after hours through the front entrance. Please call us on the walkie-talkie located just inside, next to the Sign-In/Out pages. *Directions for how to use the walkie-talkie are nearby if needed (on a clipboard or the bulletin board).*

Please simply identify yourself and say who you are there to pick-up ("This is Jeanne for Zak.") We will respond, then send your child to you. The inner doors will be locked and so you must wait for your child to let you in. **Please be sure to sign your child out and note the time.**

**Walkie-talkie notes:** *Must be on channel 1HO8. Volume must be on and up! Press and hold side button while speaking. Speak loud and clear! If ever the w-t is acting up, please check the channel and volume, then if needed, turn off then on again.*

## Electronics, cell phones, skates & Etc.

Student cell phones are only allowed in AfterCare with specific usage, as agreed by staff and parents, on a day-to-day basis (for example, for parent communication). Electronic games or devices are not allowed for AfterCare use, but may be kept with student belongings at own risk. Riding skateboards, scooters, skates and such are not allowed during AfterCare due to safety and liability concerns. (And we thank parents for your ongoing support!)

## Billing and Fees

Invoices are sent out during the first week after the end of each month (or as close as possible) via email. The AfterCare Coordinator will email you with details. Please check your SPAM if you do not see an invoice by the middle of the month following AfterCare use.

(Please email [jeanne.kipke@bvsd.org](mailto:jeanne.kipke@bvsd.org) if you do not receive an invoice or if you have not received any AfterCare emails, sent approximately once monthly.)

### Fees:

- Individual students: **\$9 per hour** ("Regular Rate")
  - Siblings (15% off of the full hourly rate): **\$7.65/per hour/per child** ("Sibling Rate")
- \*Note: When only one sibling is present, regular rates will apply.*

Charges are calculated by rounding to the nearest quarter hour (15-minute intervals). **Minimum charges are for 15-minutes (.25 hours).**

*(For example, parents who pick up children at approximately 8 minutes after dismissal will be charged for .25 hours.*

*With fewer than 8 minutes, no charges are incurred.)*

**Please be sure to sign your child/children out by writing in the time of pick-up and your signature on the Sign-In/Out Sheet located at the entrance. This is vital for accuracy with billing!**

Parent/Guardian information on income and/or government aid may be requested in order to qualify for discounts (CCAP).

- *Free Lunch Family Rate: 70% reduction: \$2.70/per hour/per child.*
- *Reduced Lunch Family Rate: 50% reduction: \$4.50/per hour/per child.*

**\*Additional Late Fee of \$20 may apply when parents do not arrive by 5:30PM.\***

### Invoices can be paid 3 ways:

- A check made out to Horizons K-8 School and mailed or dropped off in the Main Office (Please note **AfterCare** on memo line.) Please also note child's name if surname is different from parent's.
- Cash in a sealed envelope labeled "**AfterCare**" and child's name.

- Online through RevTrak [Click here for LINK](#) (Please remember to add 3.49% of the total to cover service fees charged to Horizons with every online payment.)

## **Enrollment**

School age children are permitted to attend the AfterCare program. Registration forms are available on our website or by request. Each child must have a complete file prior to participating. The file consists of:

1. Completed AfterCare Registration Form
2. Medical Authorization for the current school year
3. Off-site Permissions for emergencies or local field trips
4. Activity and movie permissions
5. Current record of Immunization

We take your child's safety very seriously. Please complete a registration form before your child attends our program. On your child's registration form, please include any person you authorize to pick your child up from AfterCare, and any special diet or health instructions that may come up. Hard copies of registration forms may be returned to Horizons' Main Office, faxed, scanned and emailed, or mailed by postal service **ATTN: AfterCare**.

## **Contact Us**

### **Staff:**

**Jeanne Kipke** (AfterCare Coordinator): Jeanne retired from teaching after 20 years with the district (18 years and counting at Horizons). Jeanne taught Kindergarten and grades 1 and 2 in various configurations here at Horizons and is delighted to stay connected with so many former students as well as continue to meet more!

**Please email Jeanne with any questions: [jeanne.kipke@bvsd.org](mailto:jeanne.kipke@bvsd.org)**

*(Please note: Jeanne will share her cell phone number with parents after registration for emergency contact only.)*

### **Office:**

Mon. - Fri. 8:30AM-4:00PM  
Horizons Office 720-561-3600

### **Program Address**

HORIZONS K-8 SCHOOL  
4545 Sioux Drive  
Boulder, CO 80303 (ATTN: AfterCare)

## Calendar & Schedule

### 2017 - 2018 CALENDAR

**August 16:** Grade 5-8 (1:00-3:30) - AFTERCARE BEGINS

**August 17:** Grades K-8 First day

**September 4:** Labor Day – NO SCHOOL & NO AFTERCARE

**Oct. 25 - 27:** Fall Conferences – Adventure Days (8:30AM-5:30 PM)

**November 10:** Veterans Day – NO SCHOOL & NO AFTERCARE

**November 20 - 24:** Thanksgiving Holiday Break – NO SCHOOL & NO AFTERCARE

**Dec 25 - Jan 8:** Winter Break/Teacher Planning – NO SCHOOL & NO AFTERCARE

**January 15:** Martin Luther King Jr. Day – NO SCHOOL & NO AFTERCARE

**February 14 - 16:** Grade 7/8 Conferences - Possible Adventure Days (8:30-5:30 PM)

**February 19:** President's Day – NO SCHOOL & NO AFTERCARE

**March 21-23:** All School Conferences – Adventure Days (8:30AM-5:30 PM)

**March 26-30:** Spring Break – NO SCHOOL & NO AFTERCARE

**May 24:** Last day of school for all students – AFTERCARE 12:45 - 5:30 PM

### Regular Program Hours

Day of Week	K-Enrichment	AfterCare
<b>Monday</b>	12:00PM-3:30 PM	3:30PM-5:30 PM
<b>Tuesday</b>	12:00PM-3:30 PM	3:30PM-5:30 PM
<b>Wednesday</b>	12:00PM-3:30 PM	3:30PM-5:30 PM
<b>Thursday</b>	12:00PM-3:30 PM	3:30PM-5:30 PM
<b>Friday</b>	NONE	12:45PM-5:30 PM
<b>Adventure Days</b>	NONE	8:30AM-5:30 PM

**PLEASE NOTE:** AfterCare begins when school ends at 3:30PM Monday-Thursday. Fridays it begins at 12:45PM. Children are expected to arrive promptly after dismissal. Adventure Day is a full day of care that begins at 8:30AM. Children may be picked up at any time before the end time at 5:30PM.

## Additional Important Information

### Children's Belongings

#### **Meals and Snacks**

Children will be provided time(s) to eat/drink individual snacks brought to the AfterCare Program each day. Meals and Snacks will not be provided to children by the AfterCare Program. It is up to parents to provide a healthy snack for their child and a lunch on Fridays since BVSD lunch is not served on Fridays. Children will have access to water fountains during attendance.

#### **Medications**

Staff may apply topical preparations (sunscreen, ointments, bug spray, etc.) as well as over-the-counter medications with written consent from a parent/guardian. An additional written order(s) from a practitioner/prescriptive authority is required to apply topical substances to open wounds or broken skin, and/or for medications that require a prescription. Children may carry their own inhaler or EPI-PEN if written parental consent and authorization of the prescribing practitioner is provided. AfterCare Staff will not administer medication without proper paperwork on file. Approved medications will be locked on site in the health room, and emergency medication will be kept out of reach of children.

#### **Sunscreen**

Sunscreen is not regularly provided for children. Individual children may provide their own sunscreen in a container labeled with their first and last name. Application of sunscreen prior to outdoor activities will be supervised by staff; unless parents/guardians provide notice they have applied sunscreen themselves.

#### **Valuables**

Valuables and money should not be brought to the AfterCare Program. AfterCare personnel are not responsible for misplaced or missing items.  
(Money for Pizza Fridays is the sole responsibility of the parent or student.)

### Pick Up

After 4:00PM, all unmonitored doors to the school will be locked. Parents will use a two-way radio (walkie-talkie) at the entrance to the school to announce their arrival to the AfterCare staff. **Children may not leave the program without the presence of a parent/guardian or other individual(s) with written documentation to pick up a child. There is a space on the registration form to fill this information in. A note from a parent/guardian or a personal phone call/text can be accepted in special cases, such as children leaving with friends.**

When filling out registration forms, please include anyone that may pick your child up on your registration form. Any unrecognized persons will be asked for photo identification to verify identity (If requested by parents). Children must be signed out of



our program. The parent/guardian will be asked to write the time and sign or initial next to the child's name on the Sign-In/Sign-Out form located in the front entrance.

If a situation arises where unauthorized individuals attempt to retrieve a child, Parent/guardians, emergency contacts, and/or proper authorities may be reached to ensure the safety of the child and the AfterCare program as a whole. In the case of an emergency, please notify staff if you are going to be late by calling/texting ahead.

### **Late Pick-Up**

Children are expected to be signed out and picked up by 5:30 PM. If there is no prior arrangement with staff and a child is still present after 5:30PM, Parent/Guardians will be contacted. If Parent/Guardians cannot be reached, Emergency contacts listed on the Child's registration form will be contacted next. *In the case that no listed contact has been reached by 6:00PM, local police will be contacted to request any additional services to the child before Staff may leave for the day.* **An additional late fee of \$20 may apply when parents do not arrive by 5:30PM.**

## **Hygiene, Sanitation, Safety**

### **Communicable Illness**

If a child exhibits signs of severe or communicable illness, said child will be provided a mat to lie upon within hearing of a staff person. Parent/guardian(s) will be notified, and a doctor or medical facility will be consulted as needed.

When children have been diagnosed with a communicable illness, the center must immediately notify the local state or department of health, all staff members, and all parents/guardians of children in care. Confidentiality will be maintained.

### **Toilet Facilities**

Boys and Girls will have access to separate, clearly identified toilet facilities with toilets separated by partitions. A non-gender specific restroom is also available for individual student use.

A minimum of 1 toilet / 30 children AND 1 sink / 30 children will be available.

### **Injury/Illness/Accident**

If a child sustains an injury/illness/accident while at the AfterCare Program, First Aid and/or other medical care may be provided when necessary. Parent/guardians will be notified by letter home with the child, or an email. Follow-up by phone or email may be necessary to keep track of the child's status.

### **Discipline**

AfterCare providers will provide clear agreements, developed in conjunction with students, for behaviors and norms. Redirection and problem solving processes will follow school-based programs/language, such as NonViolent Communication, Giraffe Talk and Horizons K-8 Communication Agreements. AfterCare providers commit to staying in clear and open communication with families to help solve problems and reinforce respect for rules. AfterCare staff will communicate with parents when a disciplinary action is taken. Rules will be reviewed with students once they begin

attendance. A discipline letter/email will be sent home if misbehavior occurs in the AfterCare program. The first offense will result in a warning letter, while the second, third, and fourth offense will involve a program director. Offenses can result in a suspension from the program. Repeat offenses may result in expulsion from the program.

Horizons Enrichment and AfterCare programs do not view as positive, acceptable discipline any action administered in a fashion, which may cause any child to suffer physical or emotional damage. Disciplinary acts which cause pain, such as hitting, shaking, cursing, threatening, prolonged isolation, denial of meals, and derogatory remarks about the child or his or her family or other acts of substantially the same nature or which have substantially the same effect are not acceptable and any time.

### **Termination of Enrollment**

If a child is no longer able to be served at the AfterCare Program, staff must inform parent/guardian(s) via email or letter home. If a parent no longer requires services any outstanding balance must be paid in full.

### **To File A Complaint**

#### **To Report a Complaint about After Care or Enrichment Contact:**

The Colorado Department of Health and Human Services  
Division of Childcare  
1575 Sherman Street  
Denver, Colorado 80203  
Or Call: (303) 866-5958 or 1-800-799-5876

Thank you for reading this!

**Registration packets are available in the front entrance, near the walkie-talkie. Please fill out and return to the front desk to be placed in Jeanne's mailbox, or deliver in person before or during AfterCare hours.**

**Thanks again!**