

# Horizons K-8 School

## Parent Handbook

### AfterCare Program

#### Mission

The mission of our AfterCare program is to provide a safe and caring environment for students to enjoy themselves, learn new skills and build community together. It is also a place for support for school, including a time when homework that would otherwise be done at home can be completed or started. Finally, it is an enrichment program designed to enhance skills, talents, crafts or hobbies that are extensions to the regular school curriculum.

#### Objectives

AfterCare programs will include opportunities and classes that are both core (developing specific skills and abilities) and extracurricular (enrichment activities). Core programs will be chosen and designed to involve inside and outside play-based skills. Enrichment programs will enhance students' interests, skills or abilities outside of regular curriculum offerings.

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

- AfterCare 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.

#### **2. Provide Daily Enrichment Programs**

- Provide daily enrichment programs that are designed to enhance student skills in art, crafts, physical exercise, music appreciation, etc.
- Offer a variety of programs to develop multiple skills, including social/emotional skills, cooperation skills and community building.

#### **3. Provide School Support**

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

The main location of the AfterCare program is the Cafeteria. We may also use other rooms throughout the school including: the Computer Lab, the Hub, the Art Room, the Gymnasium, and the 2 Kindergarten classrooms on the South Hall. If the program is in another part of the school, or outside, someone will always leave a note for parents stating where the program is. Children who arrive late to the AfterCare Program should organize a rendezvous to join the group in advance, or a parent/guardian may call the staff person on duty that day to locate the group.

## **Contact Us**

Our staff members:

**Jeanne Kipke**, AfterCare Coordinator: Jeanne is a former Kindergarten and grade 1/2 teacher here at Horizons. Along with coordinating the AfterCare Program, she will also be subbing for teachers and other staff this year.

**Jenny Green** is Horizons' Special Ed Para. She will also be working with Jeanne, providing AfterCare for our Horizons' students.

Mon. - Fri. 8:30AM-4:00PM

Horizons Office 720-561-3600

Mon. - Friday. 3:45PM-5:30PM

Jeanne Kipke [jeanne.kipke@bvsd.org](mailto:jeanne.kipke@bvsd.org)

### **Program Address**

HORIZONS K-8 SCHOOL

4545 Sioux Drive

Boulder, CO 80303

## **Calendar & Schedule**

### **2016-2017 YEARLY CALENDAR**

**August 17:** Grade 5-8 (1:00-3:30) - AFTERCARE BEGINS

**August 18:** Grades K-8 start

**September 5:** Labor Day – NO SCHOOL & NO AFTERCARE

**Oct. 19-Oct. 21:** Fall Conferences – Adventure Days (8:30AM-5:30PM)

**November 11:** Veterans Day – NO SCHOOL & NO AFTERCARE

**November 21-25:** Thanksgiving Holiday Break – NO SCHOOL & NO AFTERCARE

**Dec 19-Jan 3:** Winter Break/Teacher Planning – NO SCHOOL & NO AFTERCARE

**January 16:** Martin Luther King Jr. Day – NO SCHOOL & NO AFTERCARE

**February 20:** President's Day – NO SCHOOL & NO AFTERCARE

**March 22-24:** All School Conferences – Adventure Days (8:30AM-5:30PM)

**March 27-31:** Spring Break – NO SCHOOL & NO AFTERCARE

**May 26:** Last day of school for all students – NO AFTERCARE

**Regular Program Hours**

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

**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, or a half day of care from . Children may be picked up at any time before the end time at 5:30PM.

**Programs**

Active Recreation

Basic instruction in rules and procedures for cooperative game play and athletic game participation. Examples include versions of football, basketball, soccer, volleyball, tag games, etc. In addition to learning how to play games and sports, students will learn important concepts such as sportsmanship, sharing, teamwork and cooperative action/support.

Technology Skills

The class will allow for students to exercise their computing skills, including word processing, internet research, typing practice, or interactive educational technology tools/games.

Homework Help

Assistance and support is provided for students with homework

Movies and Television

Occasionally we will watch movies in our program. Parents have the right to choose what level of exposure they will allow for their child, if any. We will show G and PG movies. Please let us know your preference for your child’s exposure.

**Extracurricular Programs**

Adventure Days

Adventure Days are days of all-day childcare at school. These are offered for enrolled students during Horizons K-8 conference days and teacher work days. Adventure Days are billed in full and half day sessions as well as hourly. Costs, updates and reminders about Adventure Days will be included in the Skylines newsletter.

#### Arts and Crafts

Students are encouraged to be creative in many modes of arts and crafts. Providers will model activities in drawing, playing with clay, painting, etc. General instruction on a predetermined art concept will be given at the beginning of each class after which kids will be released to simply be creative.

#### Cooking

Students will have the opportunity to learn to cook simple, healthy food items. In addition to learning how to cook, kids will learn the basics of kitchen safety.

#### Story Time

Depending on the age of the group, this class will involve reading comprehension. For the older students, read alouds will enable themed discussions, drawing or coloring in response to a story, or drama activities.

#### Indoor Activities

Team-based games, board games and various other indoor games will provide skill building in listening, cooperation, group functioning and rule-following.

#### Outdoor Activities

Outdoor activities include outdoor recreation, such as sports previously mentioned, and play structure playtime.

#### Field Trips

Local Field Trips sometimes may be offered during the program day. These are completely optional for enrolled children, and will require a signed field trip form that is specific to the date and itinerary of the planned event. Staff is responsible to ensure forms are collected, and to maintain program procedures before, during, and after the field trip.

## **Billing and Fees**

Billing is done at the end of each month (or as close as possible) via email. The cost is \$9 per hour for AfterCare, \$70 for a full day of Adventure Day and hourly for a half day of Adventure Day. Sibling discount is 15% off of full hourly rate(\$7.65/per hour/per child). Please contact us for additional details as needed. 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 Rates of \$20 per hour may apply when parents do not arrive by 5:30PM.**

Bills can be paid 2 ways:

- A check made out to Horizons K-8 School and mailed or dropped off in the Main Office.
- Cash in a sealed, labeled envelope please.

## **Pick Up**

After 4:00PM, all unmonitored doors to the school will be locked. Parents will use a two-way radio 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 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. Children must be signed out of our program. At arrival, 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. **If a situation arises where unauthorized individuals whom attempt to retrieve a child arises, Parent/guardians, emergency contacts, and/or proper authorities may be reached to ensure the safety of the child and AfterCare program as a while.** In the case of an emergencies, please notify staff if you are going to be late by calling ahead.

## **Late Pick-Up**

Children are expected to be signed out and picked up by 5:30PM. If there is no prior arrangement 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.* **Additional Late Rates of \$20 per hour may apply when parents do not arrive by 5:30PM.**

## **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 (and coolers if necessary).

## **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 and money should not be brought to the AfterCare Program.

## **Hygiene, Sanitation, Safety**

### **Communicable Illness**

If a child exhibits signs of severe or communicable illness, said child will be provided a bed/mat and blanket 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 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 a 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 After Care 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 is requesting termination of services, an email or letter in text or writing must be supplied and 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

## **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.**