

## Horizons K8 School Kindergarten Enrichment

### Mission Statement

*We create a joyful, dynamic community of lifelong learners who explore new ideas and interests together. We build social skills and facilitate learning using children's natural curiosity, imagination, and thinking skills.*

Kindergarten Enrichment classrooms are inclusive, caring communities which complement the Horizons Kindergarten program.

Kindergarten Enrichment supports the concept of educating the whole child through play. Through the medium of play, children use their newly gained skills and resources to construct an understanding of the world around them. The expansion of social-emotional skills and creativity builds a foundation that is key to educational success.

### Goals

Our program emphasizes:

- a love of learning
- development of a solid foundation for success in learning throughout life
- creating a community that values positive regard for self and others
- building social skills and healthy friendships
- experiencing the joy of shared accomplishments through learning to work cooperatively with others
- appreciating diverse opinions and ideas
- building skills and confidence in creative expression
- exploring a wide variety of materials in the creative arts, including visual arts, dramatics, movement, music and writing
- opportunities for imaginative play, storytelling and many literacy-based activities
- experiencing the pleasure and appreciation of children's literature

### Licensure

Kindergarten Enrichment is regulated by the State of Colorado Department of Human Services, Division of Child Care for school age licensed care. These requirements ensure minimum health and safety requirements. Kindergarten Enrichment meets and exceeds these minimum requirements to provide a high-quality early childhood program for your child.

We support families by providing an exemplary child care program which enriches each child's experience in school. You are welcome to observe the program and share your concerns or ideas with us. For additional information regarding licensing, or if you have concerns about a child care facility, please consult: Colorado Department of Human Services Division of Child Care, 1575 Sherman Street, Denver, CO 80203, (303) 866-5958.

### Enrollment/Registration Information

To Enroll: Please visit [www.horizonsk8school.org/programs/kindergarten-enrichment](http://www.horizonsk8school.org/programs/kindergarten-enrichment) for registration information and to complete the registration online. Registration forms are also available from the Horizons front desk.

Your child is not officially registered until you have submitted all forms to the Horizons Kindergarten Enrichment program.

Kindergarten Enrichment is offered Monday-Thursday 12:00-3:30pm. Parents may enroll their child for 2, 3 or 4 days per week.

**Eligibility:** Children attending Horizons K8 Kindergarten are eligible for the Kindergarten Enrichment Program. We are licensed to accept children 5 - 7 years of age.

Your child must be enrolled in the Horizons Kindergarten program before the KE registration can be processed.

We reserve the right to evaluate the program's ability to meet the needs of the child. We encourage all families to participate in Kindergarten Enrichment. All children are conditionally accepted based on the eligibility criteria.

We do reserve the right to enroll based on the following criteria:

- Children are able to function appropriately in both small and large group activities.
- Children are able to function in a manner which does not endanger themselves or others.
- Children can function effectively in a play-based program which encourages social skills and independent behaviors.
- Families are able to pay monthly child care fees in a timely manner.

**Behavior Expectations:** For the safety of all, children in this program will demonstrate the following behaviors:

- Respect for self and others
- Appropriate verbal and physical conduct
- Social cooperation
- Safety for self, others and the physical environment

In order to promote a safe, stimulating environment for all children and staff, guidelines include Kindergarten Enrichment behavioral expectations. Staff will model and maintain clear, reasonable limits for behavior. Staff will use a positive guidance approach for building empathy and self regulation skills. Our goal is that children will be guided to recognize and identify their feelings, think through decisions and take responsibility for their actions. Failure to abide by these behavioral expectations may result in a child being removed from the Kindergarten Enrichment Program.

**Special Needs:** Kindergarten Enrichment is an inclusive fee-based program. We welcome all children. We will work closely with the family and the school to meet the needs of children with special needs. Prior to a child's attendance, a consultation with parents, the Kindergarten Enrichment staff will be scheduled to: 1) learn more about the child, 2) share information about the KE Program, and 3) determine with the parents how we can best meet the child's needs within the context of the KE program. Please note that Kindergarten Enrichment is a licensed child care program which focuses on enrichment. We do not provide special education services or address mandated IEP academic goals and objectives.

### **Program Dates and Times**

**Program Dates:** Kindergarten Enrichment runs from August-May and is consistent with the Horizons K8 school calendar. Kindergarten Enrichment is in session every Monday-Thursday that Horizons K8 Kindergarten is in session.

**Program Hours:** Kindergarten Enrichment runs 12:00-3:30pm Monday-Thursday.

**Days Open/Closed:** When kindergarten is not in session, Kindergarten Enrichment is not in session.

**Snow Policy:** When the school is closed, Kindergarten Enrichment is closed. For information, please listen to a local TV station or radio station, call BVSD at (720) 561-5051 or visit the BVSD website ([www.bvsd.org](http://www.bvsd.org)) for more information about school closures.

**Outdoor Play:** Children will spend some time outside every day, weather permitting. Children should be properly dressed for the weather, i.e. hats, mittens, and warm coats when it is cold and boots and snow pants for snowy weather. In excessively hot weather, children will be provided with shaded play areas and/or they will be permitted to stay indoors. Water will be available to children at all times. In excessively cold weather (<20 degrees) children will have indoor recess.

**Attendance:** Please notify your school if your child will be absent. Kindergarten Enrichment does not refund fees for unused days.

### **Fees, Registration and Billing Information**

Kindergarten Enrichment is fee-based and operates on tuition paid by parents. The cost of the program is based on the number of days that a child attends. For parent's convenience, the tuition is broken down into nine equal payments regardless of the number of days the program operates in any given month.

### **Registration and Payment Policies:**

#### **Registration:**

Registration for the following fall will become available online beginning in March each year. Registration materials are available from the Horizons K8 front desk or on our website.

**Payments:**

- Monthly email reminders are sent from the Kindergarten Enrichment program.
- Monthly payments are due to the Kindergarten Enrichment program by the 5th of each month.
- The following payment methods are accepted: Monthly Electronic Funds Transfer, Visa or MasterCard, checks and money orders. Checks and money orders should be made payable to Horizons K8 School and submitted to the Horizons Kindergarten Enrichment program, 4545 Sioux Drive, Boulder, CO 80303. Please indicate the child's name on your check.
- Cash is not accepted.
- A \$25 charge will be assessed for returned checks or credit card denials

**Past Due Accounts:**

- If payment is not received by 3:00 pm on the 15th, a \$25 late fee will be assessed.
- If an account is past due, it is the parent's responsibility to contact the KE program to make payment or set up an approved payment plan no later than the 25th of the month.
- Accounts that become 60 days past due will result in the child being terminated from the KE program.
- KE must receive payment in full to re-enroll.

**Refunds:**

- KE does not issue refunds or credits for school closings, days off, sick days, or family vacation days.
- No refunds will be given for early withdrawal unless the family has prepaid for the entire year.

**Tuition and Fees:**

- The program Fee Schedule can be found on the Horizons K8 School website.
- For multiple children in the same family, the registration fee remains the same.
- Kindergarten Enrichment tuition includes all supplies.
- Tuition is based on the number of days school is in session divided by 9 months (September–May). This allows parents to pay in nine equal payments.

**Financial Assistance:** If you are seeking financial assistance, please read the [KE Financial Assistance Information](#). In order to be considered for funding, parents are required to:

Apply to the Colorado Child Care Assistance Program (CCAP). For information about eligibility, Boulder County residents please call 303-441-1000. Broomfield City and County residents, please call 720-887-2275.

If you have been denied CCAP, but have extenuating circumstances, you may contact the KE program and submit your "denial letter" for further consideration.

**Child Care Tax Credit:** The KE program is licensed through the State of Colorado Department of Human Services Division of Child Care. Therefore, we qualify for child care reimbursement tax credit. Parents needing tax ID information and receipts should make a request via email to the Kindergarten Enrichment program.

**Program Withdrawal:** If you will be withdrawing your child, the Kindergarten Enrichment program must be notified at least 2 weeks in advance. No refunds will be issued with the exception of families that have prepaid the entire year's fee. You are responsible for any unpaid fees at the time of withdrawal.

**Change of Schedule:** The Kindergarten Enrichment program must be notified if you are requesting a schedule change.

**Program Policies and Operating Procedures**

**Adult/Child Ratio:** Children are under the supervision of Kindergarten Enrichment staff at all times throughout the Kindergarten Enrichment day. Kindergarten Enrichment meets the minimum rules and regulations for adult/child ratio, maintaining a 1:15 ratio.

**Staff:** A Kindergarten Enrichment teacher, who meets Colorado State Program Director qualifications, will oversee the classroom. A Para-educator, who meets Colorado State Program Leader qualifications, will be assigned to assist the teacher when the classroom enrollment exceeds 15. All staff is screened using Colorado Bureau of Investigation (CBI) fingerprint checks, Central Registry (federal background) checks, personal interviews, and reference

checks. Kindergarten Enrichment teachers and para-educators have First Aid, CPR, and Universal Precautions training. Staff members receive a minimum of 15 additional hours of professional training per year.

**Sign-in/Sign-out:** Under state licensing requirements, for your child's protection, a parent, guardian, or designee should sign a child in and out of Kindergarten Enrichment each day. A waiver has been provided in your paperwork to allow staff to sign your child in and out of the program. This is for your child's safety.

**Tracking System Policy:** KE has a system for tracking all children. Children are officially signed in and out of the program. Children remain under direct supervision of adults at all times. A system is in place for tracking children who leave the room to use the bathroom. If a child were not to return within a few minutes, a staff member would go to the bathroom to check on the child. The children are not out of direct visual supervision of adults at any time.

**Drop-off/Pick-up:** Kindergarten Enrichment pick-up times coincide with Horizons K8 School's end time, 3:30pm. If the designated adult picking up your child is late, the child will be escorted to the AfterCare program. If the child is not picked up from AfterCare, Social Services will be called to pick up the child.

**Extra Activities/Field Trips:** Parents will authorize local field trips to Burke Pond, the Meadows Shopping Center and Keewaydin Meadows Park on the Kindergarten Enrichment enrollment forms. All trips are within walking distance, and students will be within direct visual supervision of adults at all times

**Lunch/Snack:** Lunch may be purchased through the school lunch program or brought from home. Free and Reduced Lunch applications are available. Snacks should be brought from home to be eaten during the KE program.

**TV/Video Viewing:** Limited G-rated educational video viewing may occur in the program. Please notify the Kindergarten Enrichment teacher if you have questions or concerns about videos. Alternate activities will be provided for children not watching videos.

**Children's Personal Belongings and Money:** Children are provided with a cubby for their jackets and backpacks to be stored while they are in the program. Children are not permitted to bring costly items or money to the program. To reduce the number of lost items, the program strongly recommends that parents label all clothing, boots, gloves, books etc.

**Visitor Policy:** All visitors are required to sign in and sign out at the school office and show I.D.

**Volunteers:** Volunteers must be at least 16 years of age and must pass a BVSD background check. All volunteers are trained and supervised by the Kindergarten Enrichment staff. Volunteers are given a copy of staff policies and procedures.

**Communication:** The Kindergarten Enrichment teacher will communicate regularly with the parent/guardian.

**Illness and Medication:** Kindergarten Enrichment teachers and para-educators are trained in CPR, First Aid, and Universal Precautions as per state licensing requirements. The school health aide and/or school nurse will handle any health concerns and administration of medications. Kindergarten Enrichment teachers are equipped with first aid supplies for walking field trips. All staff are required to follow the BVSD rules for illness and disease prevention. Please review the medication dispensing procedures with your child's kindergarten registration paperwork. All medication must be taken to the school health room to be stored and administered by the school health aide and/or school nurse. Please do not send medications into school in the child's lunch box or backpack. Horizons K8 adheres to the Nurse Practice Act (section 12-38-132, CRS).

**Sunscreen:** With written permission for the KE staff to apply it, parents may provide KE with sunscreen for their child. Sunscreen must be labeled with the child's name and handed to the KE teacher.

**Child Abuse Reporting:** We are REQUIRED by law to report to Boulder County Department of Social Services any suspected abuse. We are REQUIRED to report directly to Child Protection Services and are guaranteed confidentiality. Reports are kept in strict confidentiality as per state law.

All licensed facilities make every effort possible to provide a safe and healthy environment for children. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The 24/7 telephone number to report child abuse in your county is:

Boulder County Department of Social Services: (303) 441-1000

Broomfield County Department of Social Services: (720) 887-2271

**First Aid and Emergency Procedures:** Horizons Kindergarten Enrichment will maintain at least one staff per 30 students who is certified in CPR and first aid. For your child's sake, it is imperative that you completely fill in all blanks on your child's Emergency Card. In the event of an emergency involving your child, every effort will be made to contact you or your designated emergency contact person. We will follow instructions as given on the Emergency Card.

If your child becomes ill, we will contact you. If your child has a contagious illness, the Colorado Department of Social Services requires that parents pick up the child as soon as possible. We will contact you if we suspect that your child may have a contagious illness.

#### **Life Threatening Emergencies**

- Staff will stay with injured child.
- 911 will be called immediately.
- Other children will be directed to stay clear and will be removed from the area.
- Life threatening situations will be treated as per First Aid/CPR training.
- Parents or the emergency contacts on the Emergency Card will be notified.
- Written reports as follow-up will be submitted as required.
- In the event of a hospital transport and whenever possible, the teacher will meet the parents and child at the hospital.

#### **Fire Emergencies**

- Evacuation routes are posted at each site.
- Licensing requires regular fire drills.
- A written log of drills is available for inspection.
- Phone numbers of emergency and fire departments are posted by the telephone.

**Tornado, Hail and Weather Related Emergencies:** If severe weather threatens, students will stay indoors in one place. Staff and students will move to a designated safe place within the building.

In case of a tornado:

- Students are gathered together and attendance is taken;
- Students are lined up against the wall on knees with heads down and hands over back of the neck;
- Staff and students wait out the tornado. Only after the tornado threat has passed, will children will be released to parents who have come to pick up their child.
- A written log of drills is available for inspection.

**Lost Child:** In the unlikely event of a lost child, the Kindergarten Enrichment staff will keep all children in a safe place, send an adult to search for the child, notify the school office, notify the parent, call the police and report the incident to the Colorado Department of Human Services (CDHS).

#### **Strangers:**

- Children will NEVER be released to UNAUTHORIZED persons!
- Picture identification will be required by anyone unknown to staff when picking up a child from the program

#### **Equal Educational Opportunities Statement**

The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, age, disability or religion.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1982.