

# New Horizons



Preschool  
Anchorage, Alaska

# Handbook

## 2018-19 School Year



**New Horizons Preschool**  
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IRS ID # 920 - 06 - 0033

## Preschool Staff for the 2018-19 School Year

### Administration

Director	Judith Goodrum
Office Staff:	Sarah Hepler and Gail Skurla
Support Staff	Paula Carpenter

### Teaching Staff

<b>Ducklings</b> (Young 3's) <b>T/Th 9:15-11:15</b>	Vicki Novak Gail Skurla Jennifer Caynor - TA	<b>Teddy Bears</b> (Older 3's) <b>T/Th 9:00-11:30</b>	Sarah Hepler Shawna Leonard Heather Short Eileen Rehder - TA
<b>Rainbows</b> (4's) M/W/F <b>9:00-11:30 or 12:30-3:00</b>	Lucia Ayer Gail Skurla Stephanie Thomas Camille Rzeszut – TA	<b>Penguins</b> (5's) <b>M-Th 12:45-3:15</b>	Christine Jenkins Vicki Novak Jocelyn Smith Bridget McBride – TA

Our staff members are all experienced early-childhood educators and are trained in CPR/First Aid. Our teachers have varied and extensive backgrounds, including elementary education, special education, science education, communication, fine arts and creative dramatics. The staff participates in continuing-education programs, remaining alert to the ever-changing needs of today's families.

New Horizons is an outreach of St. John United Methodist Church. We serve families of the church and from throughout the community. We celebrate Christian holidays; however, our doors are always open to families of all beliefs.

The New Horizons Parent Advisory Council serves as a liaison between NHPS and the preschool and church communities. The Council assists with fundraising activities and meets a minimum of four times each year.

## Learning Through Play at New Horizons Preschool

At New Horizons Preschool, we believe children learn best through play. It has been said that “play is the work of children.” Parents are sometimes not fully aware of all the learning and growth that is taking place, because our curriculum does not focus on paper and pencil worksheet activities. The following lists will give you an idea of some of the many kinds of learning and skills that your child is developing.

### Children are developing:

large and small muscle coordination  
eye-hand coordination  
spatial awareness  
observation skills  
sensory awareness using all 5 senses  
a positive self-image  
freedom to work creatively with materials  
enjoyment of music, poems and stories  
an ever-expanding vocabulary  
appropriate interactions with peers

### Children are learning how to:

think and process information  
transfer learning to new situations  
listen attentively  
follow single and multiple directions  
express thoughts and feelings verbally  
respond to and ask questions  
describe objects and events  
use rhyming words  
discuss in group situation

In addition, children are learning many other things; counting, one-to-one correspondence, ordering items by size, patterning, sequencing and classification. These more academic-sounding objectives are usually accomplished with activities and experiences, rather than with paper and pencil.

**Learning is fun at New Horizons! Thank you for the privilege of working and playing with your child.**

## Non-Discrimination Policies

Fundamental to our mission of creating the ideal environment for the healthy development of the child is our obligation to honor the diversity of our employees and the families we serve. We expect and require the cooperation of all employees to treat one another and the families we serve with respect, and to maintain a discrimination and harassment-free atmosphere. If there is a finding of non-compliance with these Non-Discrimination Policies, appropriate disciplinary action, ranging from counseling to termination, will be taken promptly.

## Non-Discrimination Policy Statement

New Horizons Preschool serves all individuals who are eligible for its programs in a nondiscriminatory manner, without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, disability or age.

## Special Days for Families at NHPS

Each year we have a number of special events at New Horizons that provide wonderful “Kodak Moments.” Please keep the following dates in mind for the 2017-18 school year. Parents/Guardians are welcome and encouraged to attend.

Saturday, Sept. 22	NHPS Open House and St. John Health Fair – Family Fun for all
Tuesday, Dec. 18	Christmas Program for Teddy Bears (3s) & Penguins (5’s)
Wednesday, Dec. 19	Christmas Programs for Rainbows (4’s)
Thursday, Dec. 20	Christmas Programs for Ducklings
Friday, March 1	Rainbows (4’s) Alaska Unit Potlatch and Performance
Thursday, May 9	Penguins (5’s) Mothers’ Tea
Friday, May 10	Rainbows (4’s) Art Show

## Enrollment

NHPS has the following age guidelines for each class: Ducklings must turn age 3 by Jan. 15, 2019. Teddy Bears must be age 3 by June 1, 2018. Rainbows must be age 4 by Sept. 1, 2018. Penguins must be age 5 by Dec. 1, 2018. *NHPS does not discriminate on the basis of sex, marital status, pregnancy, parenthood, race, religion, color, national origin or physical handicap according to AS 18.80.230 and AMC 5.20.50. Children with special needs will be accommodated when we can meet their needs with reasonable effort.*

We expect that some of our Ducklings will still be in pull-ups or training pants, but all children enrolled in our programs for older preschoolers (Teddy Bears, Rainbows and Penguins) must have independent toilet skills; wearing pull-ups is not considered potty-trained. Exceptions are made for children with special needs. Our staff provides assistance to younger preschoolers when needed, but it is very helpful if clothing is child-friendly. (*Hint: Jeans with snaps and girls’ tights are often difficult for young preschoolers to manage.*) We expect occasional “accidents” and have substitute clothing available in the preschool office for children to borrow as needed. Please make time for your child to go potty before arriving at school each day.

Class sizes: Ducklings have 20 students with 2 teachers, 1 teacher’s assistant and 2 parent helpers per class. Teddy Bears and Rainbows have 33 students with 3 teachers, 1 teacher’s assistant and 3 parent helpers per class. Penguins have 30 students with 3 teachers, 1 teacher’s assistant and 2 parent helpers per class.

For the 2019-20 school year, returning preschool families and St. John members may register in late January. Open registration for the community at large will begin Feb. 1, 2019.

## Medical Records

In accordance with the State of Alaska and the Municipality of Anchorage, NHPS needs a copy of each child's **complete record of immunizations** (month, day and year) and a **current physical**. If your child has had the chicken pox, please have your pediatrician's office note the month and year of illness on the shot records. The chicken pox immunization (varicella) is required by the State for children in pre-elementary programs who have not had chicken pox. Please be sure to bring your child's immunization record and physical no later than the first day of school (no shots, no school). Another option is to call your pediatrician's office and ask them to fax it to us (**344-4322**). *Immunization exemption forms are accepted; however, medical forms must be signed by a physician and religious forms must be notarized.*

**IMPORTANT: Please be sure to note any allergies or medical conditions on the 2-sided Disaster Release Information Card in the enrollment folder.**

## Tuition Payment Schedule for 2018-19

Tuition for the 9-month school year is due by the 10<sup>th</sup> of each month from September through May. Checks may be made out to NHPS or New Horizons Preschool. Visa & MasterCard are also accepted (\$5 transaction fee) – obtain a CC Authorization Form in our office.

<u>Program</u>	<u>Monthly Tuition Payment</u>	<u>Annual Tuition</u>
Ducklings	\$165	\$1485
Teddy Bears	\$160	\$1440
Rainbows	\$180	\$1620
Penguins	\$250	\$2250

Our tuition is calculated on an annual basis and divided by nine months for your convenience. You will be expected to pay each month's tuition in full regardless of school breaks or whether your child is in attendance or not.

Our **Scholarship Fund** is available to assist families with significant financial needs. Priority is given to Penguin and Rainbow students who will be attending kindergarten the following school year. Families needing financial assistance should contact the Preschool Director. Scholarship information is kept confidential between the director, treasurer and family.

## Communication

Parental involvement is an integral part of the program at New Horizons. We value your presence in our school. To help keep you informed, we utilize the following methods:

- Daily notices are listed on the "**whiteboard**" as you enter the building.

- **Bulletin boards** are located outside each classroom area with sign-in sheets, postings for parent helpers, snacks, field trip information and other preschool announcements and notices.
- Our **website** [www.newhorizonspreschool.org](http://www.newhorizonspreschool.org) lists Upcoming Events on the “Home” page. In addition to the general NHPS information, it contains a “Parents” page offering links to helpful websites and NHPS details.
- The NHPS **Facebook** page **New Horizons Preschool** contains ongoing preschool activities and news pertinent to families of preschoolers.
- **Each child is assigned a plastic tub** to collect all materials to be sent home. Preschool notes as well as art and classwork are placed in these and should be taken home at the end of each class day. Please obtain approval from the office before using the children’s tubs to communicate non-preschool business.
- The preschool publishes a **monthly newsletter** containing school news and notice of important events. These will be sent via e-mail. **If you are not receiving e-mails from us**, check in the office to be sure we have your correct address. Hardcopy available in office.
- Because a young child’s behavior is so closely tied to home and family, we ask that you keep us posted on major events or changes in your household. If at any time you have questions or concerns or would like to know how your child is doing, please discuss these issues with your child’s teacher. Special **Parent-Teacher conferences for Penguins and Rainbows** are planned for fall and spring.
- *Gentle reminder:* When you wish to discuss concerns with a teacher, it’s always best that you **not** have the discussion if your child might be listening. Our staff is always available for informal conferences with very short notice.
- Our program and policies are developed for what we believe is in the best interest of each child and family. Parents will be notified in writing of any policy changes.

## Outdoor Playtime

Outdoor playtime is an integral part of our day at NHPS - we play outside in all kinds of weather! Please send your child with outdoor clothing appropriate for each day’s weather; see the section on “Clothing” (page 7) for details. If the weather is too severe due to wind-chill factors or unsafe ice conditions, we enjoy play and exercise indoors. Our temperature “cutoff” generally ranges between 10 and 0 degrees F; on these colder days, we try to enjoy the fresh air even for just a few minutes.

## Snow Days/Volcano Closures



**NHPS follows the Anchorage School District (ASD) guidelines for closures.** Snow days are infrequent but please stay tuned to local radio and TV stations for school closure information.

**When ASD schools are delayed one hour or are closed, New Horizons will be closed for that day.**

Note: Since conditions can vary greatly across the Anchorage Bowl, please use your own judgment in determining whether it is safe to transport your child to and from school.

## No-Smoking Policy

Smoking is prohibited throughout our facility and the surrounding grounds.

## Animals

NHPS does not keep animals with fur or feathers on-site. If an animal is coming to the classroom (e.g. as part of a presentation), parents will be notified in advance if possible.

## Guidelines for Parent/Caregiver Helpers

Helpers are an integral part of the New Horizons Preschool program and greatly enriches a child's school experience. **Each family is required to provide an adult helper to assist our classroom teachers approximately once each month (more often for Penguins or for families who have twins in the program).** Parents, grandparents, aunts or uncles, as well as caregivers are all welcome as classroom helpers. Of course, parents and other adult family members are always welcome to join us at New Horizons on days other than assigned helping days. Parents will need to make other arrangements for siblings on helping days (an infant in a Snuggli is OK) as our classroom activities require your attention and many are not age appropriate for younger siblings.

Following is some information you may find useful as a classroom helper:

- 1) Please try to be prompt in arriving on your helping days. After you assist your child in settling in for the day (and initial the sign-in sheet), check with your child's teacher to find out what your "assignments" for the day will be.
- 2) Put your cell phone away. **Please do not text or talk on the phone during your helping time.** The teachers are relying on the helpers to be another set of eyes, ears, and hands with all the children. You can leave your phone in the office and staff would be happy to notify you of an emergency call.
- 3) Play or read with children during Gathering Time.
- 4) During the first meeting (group time) of the day, be present to comfort or quiet individual children as necessary.
- 5) When the children go to their classrooms for "circle groups," go with your child's class. Sitting quietly, listening attentively, and taking turns are skills we often practice. Assist individual children in sitting quietly as appropriate. The teacher may ask for your assistance in the circle activity for the day. We appreciate it when parents follow the teacher's lead in providing help to individual children. Our goal is for the children to feel successful about completing their tasks and that they have work that is truly their own.
- 6) During Choice Time, assist in one of the individual rooms as requested by teachers. You may be asked to help in the Art Room, Gathering Room, Snack Room or Big Room.
- 7) Preschoolers thrive on physical activity and we provide ample outlets for gross motor play; however, at times children's behavior may be too exuberant for our preschool setting. We appreciate our classroom volunteers' willingness to intervene by redirecting children as well as modeling appropriate behavior.

- 8) Assist children in getting ready for outdoor play. Each child should put street shoes in his or her school bag and return the bag to the proper hook before going outside. Many children will need help with zippers or the “2<sup>nd</sup> mitten,” but it is important to encourage them to dress themselves as much as possible. Often a gentle reminder (for example, “What should you put on next?”) is all that is necessary to help them move along in the process.
- 9) Helpers should be prepared to go outside and help supervise outdoor play (be sure to bring boots, hat, and gloves, if needed) unless a teacher asks you to assist with indoor cleanup.
- 10) ‘Grownup’ restroom facilities are available for helpers located in the hallway next to the “galley” and fellowship hall.
- 11) If a classroom helper learns something of a personal nature about one of the students while in the classroom, the information must be kept confidential. Teachers and staff are also held to the same standard of confidentiality with regard to students and their families. If something of concern is heard, please talk privately to a teacher or staff member.
- 12) **Enjoy Yourself!!!** This is a wonderful time for parents and children, and it is a great spot for finding extra hugs! Remember, we are never too old for play.

## Parent/Caregiver Helper Calendars

Parents/Caregivers are asked to provide information to assist us in assigning parent helper time slots for our classes (this form is in your orientation packet). We will make our best attempt to accommodate family schedules. “Helping Calendars” will be posted on the bulletin board and a copy will be sent home. **You are responsible for finding a substitute if you have scheduling conflicts with the time slot you are assigned.**



We ask that drivers always be on alert for darting children throughout the parking area. Adults must keep their preschoolers very close when entering or leaving the building. Please be sure to respect handicapped parking spaces and fire lanes.

## Arrival and Departure

We ask that you use only the West Parking Lot (New Seward Side) and entry doors when you arrive and depart Preschool each day. **Please arrive in a timely manner but no earlier than the stated start time for your child’s program.** Time before class is the teachers’ time for preparation, gathering supplies and lunch. The NHPS white board will be in the entry hallway outside the church offices as you arrive. Many of our preschoolers enjoy “reading” the white board upon arrival to learn of important news and activities.

After hanging outdoor gear and preschool bags on designated hooks, the children will be greeted by a teacher at the “name tag table.” (Notes: Ducklings will greet their teachers in the Big Room and Penguins remain in outdoor gear and are greeted in the hall before outdoor play.) Before leaving the facility at the beginning of each day, parents must initial the sign-in sheet for any preschooler transported to NHPS.

**Teddy Bears, Rainbows, and Penguins** will be dismissed from the “Big Room” at the end of each school day. Please plan to come all the way into the “Big Room” to meet your child. (Preschoolers will know that no child crosses the “Magic Line” at the door of the Big Room without a parent, grandparent, caregiver or carpool parent.) **Ducklings** will be dismissed after lining up on the outside wall after playing outside.

New Horizons will only release a child to an adult who is listed in the child's file. On occasions when your child will be leaving school with a friend or will be transported by another adult, please inform the preschool office.

**Reminder, it is against the law to leave children, sleeping or not, in your car while you drop off or pickup at preschool.** We are happy to come out and walk your child in or bring your child out to you. Putting the preschool phone number (344-5835) into your cell phone is a great way to have it accessible so when the need arises you can call us.

The New Horizons pickup policy is as follows:

1. Children are to be picked up by an authorized adult at the dismissal time.
2. There will be a five-minute grace period before late pickup charges apply.
3. Following the grace period, a \$10 late pickup charge will be assessed.
4. If the child is picked up more than 15 minutes after dismissal, the late charge is \$25.
5. The Treasurer will receive notice of late pickup fees each month to be added to the following month's tuition.
6. The fee will not apply in emergency situations.
7. Parents are encouraged to drive carefully and plan ahead.

## Wellness Guidelines

Parents in our programs often ask the question, "What is your health policy and when should a child stay home from preschool?" Even though most parents instinctively know when a child is well and when she/he is not, it may be helpful if we offer our guidelines. We ask parents to keep a child home if any of the following is exhibited:

1. If a child is feverish or if the child was running a fever, over 99 degrees in the last 24 hours (This may mean flu or it might indicate an ear infection.)
2. If there is redness in the eye or eyes with mucous accumulations (This could be indicating pink eye which is a strep virus.)
3. If a child has green goopy mucous dripping from the nose (Usually indicates a bad cold which is still contagious.)
4. If there is a deep cough or bronchial wheezing (Bronchitis is always suspect with this symptom.)
5. If the child has had episodes of vomiting or diarrhea in the last 24 hours (Could be a contagious infection.)
6. If there is a rash evident (This could be anything from roseola to chicken pox.)

**EXCEPTIONS:** Working and playing in an environment such as a preschool, parents need to be aware that there is a greater risk for contracting illness. However careful we may be, when groups of children gather, germs are exchanged. On a more positive note, since group activities are forever in a child's future, there are certain immunities that are developed as children come in contact with different "bugs" and many little bodies do become more resistant over time. We also need to remember that some children suffer from chronic health conditions which may at first glance seem contagious but, in actuality, are not. These may include allergies, asthma, eczema, hearing, vision or speech complications.

There may be a time when a parent thinks a child is well enough to attend preschool and a teacher feels that the child does not meet our wellness guidelines. On such occasions, the teacher gets the final word and we ask the parent to take the child home. PLEASE don't take our decision to send you and your child home personally; we're aware how persuasive children

can be when it comes to attending school. Any time a child is ill and not attending school, we appreciate a phone call (**344-5835**) letting us know.

## Clothing

We encourage each preschooler to develop self-dressing skills. Child-friendly clothing helps build self-confidence. Whenever possible, provide clothing with fastenings that your child can manipulate independently, as well as allow them to run, jump, climb and turn upside down. In addition, they are involved in painting, digging, water play, and using markers or play dough most school days.

**Durable “play clothes” are best for school.** We use washable paints and have the children wear paint aprons but find that some paint pigments are somewhat less “washable” than others. Specific “dress-up” days (color days, beach day and pajama day are a few we schedule most years) are communicated to parents via email and/or notes in tubs.

Shoes must be worn at all times inside the school building. Sneakers are best, but other sturdy shoes are good substitutes. **Please no party shoes, slippers, crocs or flip-flops.** **Snow/rain boots are much too warm to be worn inside so please ensure your child has an indoor pair of shoes each day.** Your child’s safety is our number one concern.

Outdoor clothing should be appropriate for the weather. We play outside almost every day. If your child is not healthy enough to play outside, then your child is not healthy enough to come to school. In the fall and spring, our play yard is often muddy in some areas - please keep that in mind when selecting clothing for outdoor play. Alaskan winters bring snow (we hope) and many opportunities for outdoor fun. Winter gear should include warm jacket and snow pants (or a snowsuit), snow boots, warm hat, and mittens. **Please no gloves.**

**Before the first snowfall, please practice dressing at home.**

**Label all clothing** - Any loose clothing items should be clearly marked with the owner’s name or initials. This includes all outdoor clothing as well as indoor shoes. A black or silver ‘sharpie’ marker works well for labeling most items.

We ask that preschoolers bring a school bag each day. During colder weather this is the best way for your child to transport hat, mittens and indoor shoes. A tote-style bag (please no zippers or backpacks) makes life so much easier for sending home artwork and for transporting winter gear. Each fall we offer tote bags for sale for your convenience.

## Personal Belongings at School

Even though children are often anxious to share “treasures” with teachers and friends, we ask that children not bring any toys to school. The exception will be when it is the child’s turn to bring the “sharing bag.” Please insist that your child leave any special comfort items (blanket, stuffed animal, etc.) in the car or at home so that these important items are not lost or left at school.

## Lost and Found

A “lost and found” basket is located in the hallway near the preschool office. At the end of the day, all unclaimed items are placed in this basket. Labeling clothing usually facilitates a return to the owner.

## Allergies/Medical Conditions

If your child has allergies or other health issues, please notify the Office with the specifics. All allergies are handled with extreme caution.

- Food allergies/sensitivities are handled on a case-by-case basis.
- NHPS is a NUT-Free environment.
- All Staff is trained in CPR, First Aid and Use of an EPI Pen.

## Liability Insurance

NHPS maintains comprehensive general liability insurance as mandated by municipal code.

## Classroom Snacks

**Each child will have three or four opportunities during the year to bring snack for their entire class.** Snack assignments will be listed on the Classroom Volunteer calendars each month. Try to involve your child in selecting the snacks you bring. Remember that water (cloud juice) is our only beverage and is provided by the preschool. Keep the following guidelines in mind when choosing a snack.

- ❖ **No nuts of any kind.** (Due to children with severe food allergies, please screen your snacks carefully for nuts, peanut butter, or tree nut products. **Be especially careful to check the ingredient list for nuts in processed foods - granola bars, crackers, cereals, etc.**)
- ❖ **No cupcakes or muffins with toppings.** These tend to crumble, leaving a messy floor in our play area and children with sticky fingers and faces. Homemade mini-muffins are great as they aren't nearly as likely to leave crumbs.
- ❖ **No yogurt, "Go-gurt," or popsicles.** While these are healthy and fun, again we find that they are a little too messy for our environment.
- ❖ Plan to bring enough snacks for the entire group. (To have enough so that helping parents can share, please bring about **40 for Teddy Bears, Rainbows and Penguins; 25 for Ducklings.**)
- ❖ You may drop off the snack in the preschool office when you bring your child to school for the day. **Please have fruit washed and GRAPES CUT IN HALF.**
- ❖ We have several occasions during the year when parents are asked to bring foods to share with the group and guests. These events will be posted on the bulletin board in advance.
- ❖ If you bring a homemade item for the children's snack, please provide a list the ingredients used in the preparations.

**A list of snack ideas is on the next page for your convenience.** If you are unsure about snack ideas please do not hesitate to call the office. A reminder.... This is a snack, not a meal!

## **Birthday Policy**

Our teachers will celebrate each child's birthday with a friendship activity rather than food. Given that multiple birthdays in our program often fall within a very short time frame, we ask that parents not bring special birthday treats. If you happen to sign up for snack on a school day near your child's birthday, keep our snack food suggestions in mind when selecting the snack for the day. (PLEASE no cupcakes with frosting.) **To avoid hurt feelings, please do not distribute party invitations or thank you notes at school.** A class list will go home early in the fall with student addresses and phone numbers.

<b>Snack Food</b>	<b>Suggested Quantities</b>
Breakfast Cereal Mix	Large bowl or individual snack Ziploc bags
Oyster Crackers & String Cheese	1 bag or box of crackers & 1/2 cheese stick per child
Mini Rice Cakes	3 to 4 rice cakes per child
Jelly Sandwiches <b>(NO peanut butter)</b>	¼ or ½ sandwich per child (cut in quarters)
Apples* (sliced) & Cheese (sticks/cubes)	6-8 <b>washed</b> apples with cut cheese (slice the apples at home, a splash of OJ will help keep them fresh until serving time)
Bananas & Graham “Sticks”	8 to 10 bananas & 2 boxes of graham sticks
Fruit Bread (pumpkin, banana, etc. - no nuts)	2 loaves is plenty
Celery & Cream Cheese (Celery chunks filled w/cream cheese)	1 or 2 each child
Teddy Grahams or Graham “Sticks”	2 “regular size” boxes
Pretzels or Goldfish	1 small bag of pretzels or 2 bags of goldfish
Mini-Muffins - No toppings please	2 per child
Carrot Sticks (cut in ½ or ¼) & crackers	4 or 5 per child & 1 box of crackers
Fruit* & Crackers	<b>Washed</b> fruit & 1 box of crackers
Oatmeal Raisin Cookies (no nuts)	One cookie per child
Rice Crispy Treats	1 square per child
Mini-Bagels w/cream cheese to spread	½ sliced bagel/child; one container cream cheese
Breadsticks & Cheese in a pack	1 pack per child
Grapes* (cut in half) & Pretzel Sticks	<b>Washed and SLICED in half</b> grapes with a regular size bag of pretzel sticks
Homemade Soft Pretzels	1 per child – can be formed into shapes from frozen bread dough
Melon – cut in pieces	4-5 pieces per child
Dried Fruit & Pretzel Sticks	1 “regular size” box or bag of apples, raisins, craisins, or other dried fruit; 1 bag pretzels

\*Please wash and cut fruit so it is ready to be served

## **Discipline & Guidance**

Our goal at New Horizons is to create a preschool that is a safe, inviting environment for all children and staff while helping each child work toward independence. Our staff makes every attempt to discipline and guide children in a manner with love and dignity. The term guidance is used because it is a positive term and implies working WITH children to develop internal control of their behavior.

We work very hard to give children tools to make age appropriate responses as they socially interact with peers and other adults. After decades educating young children, our teachers and staff understand that as children transition through these early years there are occasional days (and sometimes weeks) of “rough patches” as the child practices becoming a member of a group while learning how to get along with others. At New Horizons, when children are making inappropriate choices, our staff intervenes and redirects. On occasion, a child may need a brief respite in the office where perhaps a poor choice is discussed and a new strategy suggested and then the child quickly returns to the fun activities of the day. Generally, this is all that is needed to redirect behaviors.

Any ongoing situation will be discussed with the parents to ensure a cooperative approach and with the goal of successfully moving forward. If this approach doesn't work, we will then sit down – teachers, parents and staff – and together put a more formalized plan into place, not only identifying issues of concern but discussing more specific goals and timelines for change.

Behavior constituting concern (outside of just having a bad day) would include but aren't limited to: being extremely disruptive, physically hurtful to him/herself or others, out of control tantrums or inability to follow repeated teacher requests. In the event that the above steps do not improve the behaviors, the staff at New Horizons reserves the right to request that an alternative environment be found for the child.

We emphasize that our teachers and staff are wonderful resources and are always willing to discuss family needs and help with areas that may be of concern either at home or at preschool. With years and years of combined experience parenting our own kids, and teaching hundreds of preschoolers, chances are at least one of us has dealt with a specific issue and can lend a listening ear or helpful suggestion.

## **Child Abuse Reporting**

Alaska State Statutes and Anchorage Child Care Center Regulations require all licensed child care providers report all incidents of suspected or actual abuse and neglect of children. Our facility is obligated by law to report such incidents within 24 hours to the Office of Children's Services Child Protection Office and to the Child Care Center Licensing Unit.

## **Licensing**

The Municipality of Anchorage's Department of Health and Human Services Child Care Licensing Program is the agency responsible for licensing child care centers. This agency supervises, monitors and investigates complaints involving child care facilities. The office is located at 825 L Street, 3<sup>rd</sup> floor. The phone number is 343-4758.

## Conferences

In the Rainbow & Penguin classes there will be two scheduled Parent/Teacher Conferences. In the fall, an informal “Get-Acquainted” meeting will occur. In late spring, more formal conferences that include some basic evaluations are scheduled. If at any time you need additional communication with the teachers or the director, please feel free to set up an appointment.

## Outreach Programs

New Horizons sponsors at least one food drive annually. The Advisory Council may choose additional outreach projects during the school year. These activities provide our families with an opportunity to instill generosity and caring toward those less fortunate. Where possible, include your child in these activities.

## Scholastic Book Orders

Periodically, NHPS offers Scholastic Book Orders for preschool families. We make the book orders available as a service to families who wish to purchase children’s books for their home libraries, often at a discount from the cover price. As a side benefit, NHPS receives “Scholastic Bonus Points” with each order, which are used to “buy” books for our library (or auction) and other items for the school. Please do not feel you are under any obligation to place an order.

## Fundraisers

The Parent Advisory Council coordinates several fundraisers during the school year to help fund scholarships and new preschool equipment/furnishings. Families are encouraged to volunteer for these projects. Events have included a garage sale and an annual Spring Silent Auction.

## Classroom Schedules

We keep our daily routines as consistent as possible for each program. The children quickly learn the plan for the day and are secure knowing what comes next.

### **DUCKLINGS Daily Schedule (Tuesdays & Thursdays)**

9:15 Big Room Play

9:45 Choice Time – Art Exploration, Dramatic Play, Sensory Activities, etc.

10:30 Group Snack

10:40 Circle Time

10:55 Dress to Go Outside

11:00 Outdoor Play

11:15 Going Home Time – children are picked up outdoors after lining up against wall  
*After 11:20 Late Pickup Fees will apply.*

### **TEDDY BEARS Daily Schedule (Tuesdays & Thursdays)**

- 9:00 Gathering Time
- 9:20 Blink Lights – Group Meeting
- 9:40 First Circle Time
- 10:00 Choice Time – Gathering Room, Art Room, Big Room, Snack Room
- 10:50 Blink Lights – Cleanup Time
- 10:55 Second Circle Time
- 11:05 Dress to go Outside
- 11:10 Outdoor Play
- 11:25 Bell Rings
- 11:30 Going Home Time – children are picked up in Big Room

*After 11:35 Late Pickup Fees will apply.*

### **A.M. RAINBOWS Daily Schedule (Mondays, Wednesdays & Fridays)**

- 9:00 Gathering Time
- 9:25 Blink Lights – Cleanup and Group Meeting
- 9:50 First Circle Time
- 10:10 Choice Time – Gathering Room, Art Room, Big Room, Snack Room
- 10:55 Blink Lights – Cleanup Time
- 11:00 Second Circle Time (Story)
- 11:05 Dress to Go Outside
- 11:10 Outdoor Play
- 11:25 Bell Rings
- 11:30 Going Home Time – children are picked up in Big Room

*After 11:35 Late Pickup Fees will apply.*

### **P.M. RAINBOWS Daily Schedule (Mondays, Wednesdays & Fridays)**

- 12:30 Gathering Time
- 12:55 Blink Lights – Cleanup and Group Meeting
- 1:20 First Circle Time
- 1:40 Choice Time – Gathering Room, Art Room, Big Room, Snack Room
- 2:25 Blink Lights – Cleanup Time
- 2:30 Second Circle Time (Story)
- 2:35 Children Dress to Go Outside
- 2:40 Outdoor Play
- 3:00 Going Home Time – children are picked up in Big Room

*After 3:05 Late Pickup Fees will apply.*

### **PENGUINS Daily Schedule (Mondays, Tuesdays, Wednesdays & Thursdays)**

- 12:45 Arrival Time/Outdoor Play
- 1:10 Bell rings to come indoors – Get ready for classroom activities
- 1:15 Calendar and Large Group (opening) Time
- 1:40 *Small Group Circle Time (Tuesdays & Thursdays)*
- 2:00 Center Activities
- 2:55 Blink Lights – Cleanup Time
- 3:00 Story Time
- 3:15 Going Home Time – children are picked up in Big Room

*After 3:20 Late Pickup Fees will apply*





# Handbook Awareness Statement

My signature below indicates that I have received and read the contents of the New Horizons Parent/Caregiver Handbook. The handbook can be found on our website <http://www.newhorizonspreschool.org> .

I understand that if I have any questions, I can contact New Horizons Preschool's administrator, Judith Goodrum.

Parents/Caregivers should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

CHILD'S/CHILDREN'S NAME(S) (Please print)

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CHILD'S/CHILDREN'S CLASS(ES)

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DATE

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PARENT/CAREGIVER SIGNATURE

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