



# HORIZON

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## CHRISTIAN SCHOOL

# PRE-KINDERGARTEN HANDBOOK 2021/2022

TEACHING TRUTH ~ CHANGING LIVES

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Horizon Christian School  
700 Pacific Avenue  
Hood River, OR 97031  
541.387.3200  
[www.horizonchristianschool.org](http://www.horizonchristianschool.org)

# HORIZON CHRISTIAN PRE-KINDERGARTEN

700 Pacific Ave. \* Hood River, Oregon 97031 \* (541) 387-3200 \* Fax (541) 386-3651

Dear Parents:

Horizon Christian School staff have put their hearts and minds together and sought the Lord in order to provide a caring, enriching, Godly environment for children. Parents have chosen Horizon Christian School to care for their children because of our commitment to provide a distinctively Christ centered program. We realize you have entrusted the most precious part of your life to us—your children. It is our desire to work with you by sharing this very important responsibility.

We wish to help your child make successful social adjustments, achieve Godly character and spiritual values, develop proficiency in learning, and to help them become independent and creative citizens. We strive to help each child achieve and maintain sound physical and mental health. We choose to meet the special needs of each child through the Godly, self-disciplined lives of the teachers who work with your children as well as through a Bible-centered curriculum.

Open communication is very important to us. We greatly value your input regarding your child's recent experiences and interests at home and we in turn will keep you informed of all program experiences, giving you continual information on your child's progress. If you have any questions or concerns, just ask. We welcome and encourage your feedback.

Please feel free to call or visit anytime.

In God's Service,

Renee Rieke  
Elementary Principal

Shannon Wenz  
Director

## **Horizon Christian Mission Statement**

*Our mission is to build a solid foundation for life by providing students with an excellent education that integrates Academic achievement, Biblical truth, and Character development.*

## **Horizon Christian Pre-Kindergarten Purpose Statement**

Horizon Christian School is distinctively and thoroughly a Christian childcare program providing a safe and loving learning environment in which Christ is exalted and children are encouraged.

## **Philosophy of Horizon's Early Childhood Education Program**

We believe the primary method of learning for a young child is through play. Our early childhood education curriculum goals are built on this belief that children learn through active experiences with the environment and under the supervision, interaction, and training of their teachers.

*Horizon Christian School Pre-Kindergarten program is licensed by the Oregon State Employment Department Child Care Division. Our policies and registration forms reflect compliance with state standards. Horizon admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students. Horizon does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships and loan programs, athletic, and other school-administered programs.*

## **Admissions Requirements**

### **Enrollment**

An Information and Student Application is required prior to your child's admission to the Pre-Kindergarten program. The enrollment process includes family information, any special needs, emergency contact information and medical treatment authorization, and other questions so that we can get to know your child.

### **Children's Files**

A file is maintained on each child enrolled. Information in this file will remain confidential. Parents are responsible for keeping staff up-to-date on any changes in address, phone number, and child's physical or personal status.

### **Tuition Contract**

Parents are responsible for reading and adhering to their Enrollment and Tuition Contract.

If you select the monthly tuition plan, your payments are due in the office by the first day of the month and accounts are "past due" after the 5<sup>th</sup> day of a given month, unless other arrangements are made. This includes tuition and/or any miscellaneous items that are billed on the regular monthly statement. If a family is in arrears on full payment of their account balance, the child or children from that family may be asked to stay home from school until the account has been made current or satisfactory arrangements have been made with the business manager (see the financial policy for further information).

### **Immunizations**

The state of Oregon requires a Certificate of Immunization status (CIS) form or exemption certificate of every child in an Oregon public or private school. Families must give evidence that your child is adequately immunized against or exempted from diphtheria, tetanus, pertussis, polio, varicella, measles, mumps, rubella, hepatitis B, hepatitis A and Hib. The State Board of Health may modify the above list and it will be the policy of Horizon Christian School to enforce compliance with those changes. According to state law, refusal or failure to present such documentation will be grounds for exclusion from school until such time as immunization evidence is presented, or the exemptions are completed and signed on the Certificate of Immunization status (CIS) form.

## **Daily Procedures**

### **School Hours**

The Pre-Kindergarten program has two class periods: Monday, Wednesday, & Friday from 8:00 am to 2:45 pm; or Tuesday and Thursday from 8:00 am to 2:45 pm. Students may also attend all 5 days per week.

A teacher is on duty beginning at 7:45 am, and ending at 2:45 pm.

The school office is open from 7:45 a.m. until 4:00 p.m.

You may contact the school office by using these numbers:

(541) 387-3200      Fax# (541) 386-3651

### **Licensing/Professional Affiliations/Mandatory Reporting and State Law Requirements**

Horizon Christian School Pre-Kindergarten program is licensed by the State of Oregon Child Care Division. Horizon Christian School is a member of the Association of Christian Schools International (ACSI). ACSI is the largest association of evangelical Christian schools with 4,000 schools and 800,000 students. ACSI provides services and support which benefit educators across the world, including: conventions/ seminars, accreditation, teacher/staff training, publications, and legal and legislative support.

All Horizon Christian School staff are required by The Child Abuse Reporting Law (ORS 419B.005 through 419B.050), to report any evidence or suspicion of child abuse or neglect to the State Office of Services to Children and Families or to a law enforcement agency. In addition, according to state law: "No one shall be in the center who has been convicted of a crime of immoral conduct or convicted of violating a criminal statute that protects children or who has demonstrated behavior which may have a detrimental effect on a child."

All staff, prior to hiring, are required to have passed a criminal record check administered through the Oregon Child Care Division offices. In some cases (primarily applicants who have lived in another state recently) a FBI fingerprint check will also be done.

### **Parking**

Parking is available in front of the building or on the west side of the building. Please do not park in the green painted parking stalls between 2:30pm – 3:30pm. To avoid congestion at 3:00pm, when elementary students are picked up, it is helpful if Pre-Kindergarten are picked up no later than 2:45.

### **Arrival and Departure Procedures**

All children registered in the Pre-Kindergarten program must be accompanied by an adult and released to one of the staff. Please make sure you have signed your child in upon arrival and out upon departure.

A child will be released only to the parent(s), guardian(s) or others listed on the authorization form. You must contact the director or your child's teacher if the child is to be released to anyone else. If staff members do not recognize the authorized pick-up person, we will ask to see a photo ID of the individual prior to the child's release. It is helpful for parents to inform authorized pick-up people in advance of the ID requirement so they have this information readily available.

### **Adjustment Period**

The first days your child attends Horizon are usually fun and exciting, but they can also be difficult, especially if this is your child's first experience away from home. Whatever your child's personality, however eager they may seem to be for the new experience, there may be some apprehension once they realize you will not be with them all day.

You may also feel anxious about the separation. These feelings of apprehension are normal. If your child is having difficulty, please say good-bye, reassure him or her you will be back later, and unhesitatingly leave the room. Children seldom continue to cry for more than a few minutes after the parent is out of sight. After a short time, the daily routine dispels children's fears and brings about full adjustment. Please feel free to discuss with our staff any concerns you may have regarding your child's adjustment to the school routine.

### **Accident Insurance**

Horizon Christian School has purchased student accident insurance that covers your child for an accidental injury sustained while he/she is under the care and direction of the school. This is a secondary policy to your own personal health insurance.

### **Birthdays**

If you would like to have a short class birthday acknowledgement for your student, please arrange a date and time with the classroom teacher at least one week in advance. Parents may send a treat to share with the class, but need to be mindful of all dietary restrictions of students in the classroom. If your child is planning a private birthday party, we ask that you mail invitations to classmates. If the **entire** class is invited, invitations may be distributed at school **by the teacher**. Treats must be store bought.

### **Absences**

Please notify the school office no later than 8:30 AM if your child will be absent.

### **Visitors**

We have an open door policy and custodial parents have access to the school during the hours of operation without advance notice. We do ask that parents check in at the office if visiting during the school day. Please let us know of any concerns you might have or changes that we could make that could improve your child's school day.

### **Rest Time**

Rest times are a state requirement that we meet by having Pre-Kindergarten children nap or rest daily. Rest time is from 1:15 - 2:00. Please do not pick up your student during this time unless pre-arranged with teacher.

### **Inclement Weather**

It is recommended that parents sign up to receive email and/or cell phone Flash Alert notifications. Follow the link on the school website at [www.horizonchristianschool.org](http://www.horizonchristianschool.org) to sign up. Local radio station, 1340 AM and 104.5 FM, will carry all school schedule change announcements due to inclement weather or other emergencies by 6:30 AM, when possible. An announcement will also be placed on the radio stations' message line by 6:30 AM for those that are unable to receive the radio announcement. Parents should call 541-386-1336 to obtain this information. We take into consideration information from a number of sources including weather reports, existing conditions in the areas where Horizon students live, other school districts' decisions, in determining delays and school closures. In the event school must be dismissed early, the school will make every attempt to contact parents to pick up their child. If the parent cannot be reached, the school will care for the student until the time for regular dismissal.

### **Clothing**

It is important that your child's clothing be suitable for the season and weather conditions. During the winter, warm clothing is needed for outdoor play. All children participate in outside recess. We are not responsible for lost or stolen articles, so **please label all items with the child's first and last name**.

Since accidents do happen, please keep a complete (including socks and underwear) change of clothing in your child's backpack. Please keep clothing simple. We are limited as to the help we can give a child in the restroom when changing, so belts, bib overalls and difficult button clothing should not be worn to school.

## Toys

Toys that a child brings from home are often broken, lost, or are a cause for other children's hurt feelings. ***We ask that they be left at home.*** Special days are set aside for show and tell. Please ask your child's teacher for show and tell days.

## Rest Time

Many children like to bring a blanket or stuffed animal to sleep with at rest time. Please label these items. These items will be stored in your child's cubby during the remainder of the day.

## Your Child's Health

### Health Requirements

We are required by the Health Department to have a health record of up-to-date immunizations on file. Each child's health record must be complete at the time of enrollment. The health policies of the school are based on the regulations of the Child Care Division. The goal of these policies is to prevent the spread of communicable disease and to provide a healthy daily environment for all students.

Students who are ill cannot be accepted at school. This includes any child who has or who has had the following within a **24-hour period**:

- Fever over 100 degrees F taken under the arm
- Diarrhea (more than one abnormally loose, runny, water, or bloody stool)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain

If a child displays any of the above symptoms while at school, they will be isolated and the parent notified to pick-up the child as soon as possible. If we cannot contact you directly, we will contact your designated emergency contact person. Typically, young children are sick several times each year. We recommend that you plan **in advance** for alternative care arrangements in the event of illness. Students may not return to school until symptom free without medication for a minimum of 24 hours.

### Medications

All Medications (Prescription and OTC) must be in the original container and accurately labeled. These medications must be maintained and dispensed in the office. School personnel may only dispense medication when:

- Medication is contained in/with the original prescription bottle, sample packaging, or otherwise clear label with information to identify the medication.
- Medication is accompanied by a written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
- Medication is accompanied by written permission from the parent or guardian of the student requesting that the school comply with the physician's order.

## **Communicable Diseases**

Communicable diseases are illnesses that are spread by direct contact with infectious agents (germs or bacteria). Parents are required to notify Horizon Christian School when a student is diagnosed with any of the following:

Acquired Immune Deficiency Syndrome (AIDS)  
Campylobacteriosis (Campy)  
COVID-19  
Diphtheria  
E. Coli O157: H7  
Giardiasis  
Hemophilus Influenza Type B (HIB)  
Kawasaki Syndrome  
Listeriosis  
Meningitis  
Meningoccal Disease  
Mumps  
Pertussis (Whooping Cough)  
Poliomyelitis (Polio)  
Reyes Syndrome  
Rheumatic Fever  
Rubella (German or three day measles)  
Shigellosis  
Tetanus  
Tuberculosis (TB)  
Typhoid Fever  
Yersionosis

## **Horizon Communicable Disease Management Guidelines**

Horizon's goal is to prevent the spread of communicable disease and to provide a healthy daily environment for all Horizon students and staff. While it is important to control the spread of severe disease in the school setting, it is also important to understand minor childhood illnesses and support optimal attendance.

Routine control measures include:

- Hand hygiene (regularly washing of hands for 20 seconds with soap and water with appropriate friction)
- Respiratory etiquette (cover coughs and sneezes and throw tissues in the garbage)
- Routine sanitizing of shared areas and flat surfaces
- Stay home when sick and until 24 hours temperature below 100.0 F, without the use of fever-reducing medication

Students are excluded from attending on-campus school when they are sick. This would include any of the following:

- Fever of 100 F or more: Stay home until below 100 F for 24 hours without the aid of fever-reducing medication.
- Skin rash or open sores that cannot be completely covered with a bandage: Stay home until rash is resolved or until wounds are dry and covered completely with a bandage.
- Diarrhea: Stay home until 24 hours after diarrhea resolves.
- Vomiting: Stay home until 24 hours after last episode.



- Evidence of nits or head lice: Stay home until nit-free.
- Pink eye: Stay home until all symptoms have cleared and student is no longer contagious.
- Difficulty breathing or shortness of breath not explained by exercise, asthma, etc.: Seek medical attention. Return to school when approved by a licensed health care provider.
- Concerning cough not diagnosed and cleared by a licensed health care provider: Stay home 24 until hours after cough resolves. If diagnosed with pertussis, return when approved by licensed health care provider.
- Headache with stiff neck and fever: Stay home until return to school approved by a licensed health care provider.
- Jaundice, the yellowing of eyes or skin: Stay home until return to school approved by a licensed health care provider.
- **Note:** If a student displays any of the above symptoms while at school, they will be isolated and the parent/guardian will be notified to pick-up the student as soon as possible. If the parent/guardian cannot be contacted directly, we will contact the designated emergency contact person.

Preventative actions that may take place during a communicable disease outbreak:

- Parents asked to prescreen the student prior to leaving home. (Fever of 100 F stays home)
- Temperature check and/or visual screening of students prior to entering school. (Fever of 100 F will be sent home)
- Washing of hands prior to going to class and periodically throughout the day.
- Limiting movement & interaction of students in cohorts until danger of infection has passed.
- Social distancing of 6 feet between individuals.
- Wearing of face covering (face shield or mask) when interacting with other students or staff in close proximity (less than 6 feet)
- Following the guidance of the local health authority for exclusion and/or return to school if there is a positive test of or exposure to a highly communicable or pandemic disease.

Communication protocol when a communicable disease is identified and verified by a licensed health care provider among Horizon students or staff, or there is known direct exposure to a communicable disease on the part of a Horizon student or staff:

- The Horizon community will be notified via our standard communication methods.
- The local health department will be notified, and Horizon will receive their guidelines for dealing with steps to prevent the further spread of the communicable disease.
- Parents are required to notify Horizon Christian School when a student is diagnosed with any communicable disease.

### **Head Lice**

Horizon Christian School maintains a “no nit” head lice policy. Children will not be admitted with evidence of nits or head lice.

### **Accidents**

All accidents will be reported to the parents the same day they occur. An accident report will be documented by the teacher for all accidents (including scrapes and minor falls).

For minor injuries, the teacher or director will administer first aid as necessary. A fully stocked first aid kit is kept in the Pre-Kindergarten classroom. Only soap and water is used to clean wounds. Over the counter ointments or first aid sprays or other medications will not be used without the written authorization of the parent.

### **Emergency Treatment**

In the event of an accident or serious illness, trained staff will immediately begin CPR or first aid as appropriate and request that another staff member call “911”. Parents will be notified immediately. If the parent or back-up emergency person cannot be reached, we have been given authorization on your child’s enrollment and authorization form to obtain any necessary emergency treatment.

The Enrollment and Authorization form includes an emergency release section that must be on file in our office. This information will be used only in case of emergency when you cannot be located. When necessary, children will be transported to Providence Hood River Memorial Hospital for emergency medication attention.

All emergency telephone numbers are posted at each telephone.

### **Evacuation Route and Procedures**

The evacuation route from the Horizon Christian School building is posted by the door inside the Pre-Kindergarten classroom. Also posted by the classroom door is an emergency file card for each child with contact information. In the event of an evacuation (including fire drills), the teacher will remove the file and bring the file to the evacuation site.

### **Fire & Emergency Drills**

Fire drill procedures are practiced with your child at least once per month and a written record of the type, date, time, and duration of the practice is maintained by the director.

Earthquake and “Lock down” drills are practiced at least twice per school year.

### **Nutrition**

Parents are to provide a morning snack and a full lunch for their child. Please use the following information when preparing your child’s snack and lunch:

- Lunches must be “ready to eat.” Teachers do not have access to a microwave or stove for students.
- All food and beverage containers must be labeled with the child’s name.
- OAR 414-300-0280(5)(d) requires teachers to monitor each child’s lunch to ensure that the food meets nutritional guidelines as required by the Oregon Children Care Division in accordance with OAR 414-300-0270.

We ask that parents pack a lunch that meets 1/3 of a child’s daily nutritional needs including: breads and grains, meat, fish, poultry or meat alternatives (dried beans, peanut butter, yogurt or cheese), two servings of fruits and vegetables, and milk (we provide). Please do not send pop, candy, or other sweets in your child’s lunch. Foods of minimal nutritional value (e.g., Jell-O, popcorn, desserts, potato chips) should only be served occasionally and should not replace nutritious foods.

Water is freely available for the children. Snack ideas are: saltines, graham crackers, peanut butter, fish crackers, dried fruits, non-sugared cereals or cereal mixed with dried fruit, cheese sticks, or any type of fresh fruit.

In accordance with the Child Care Division rules and regulations for Pre-Kindergartens, and with your written permission, we will serve milk to students at lunch each day. A permission form will be sent home

The Pre-Kindergarten teacher will send home a juice schedule and will also send home a written reminder just prior to your scheduled day.

## **Behavior Expectations**

Horizon Christian School uses the following outline in regard to guidance and discipline for children in our Pre-Kindergarten program. The goal of Horizon Pre-Kindergarten staff is to resolve unacceptable behavior and help children learn what is acceptable. We want children to feel good about themselves and to help them develop self-discipline and healthy patterns of interaction with others. Above all, we aim to maintain a warm and accepting atmosphere in which children can enjoy themselves.

Children need secure routines, loving adults, clear communication, set guidelines and parameters. Children respond to positive reinforcements, re-direction, diversion, and explanation of the rules.

Things the staff will do to provide on-going support are:

- Encourage children to resolve conflicts without adult intervention when physical danger is not present.
- Help the child to understand why certain behaviors are not acceptable.

If a student needs extra motivation to reach these goals of working well with others, we may use some of the following:

- Earning a sticker
- Extra positive reinforcement from the adults

If a student needs an immediate consequence for an action or for repeated misbehavior the following procedures are followed:

1. What did you do wrong?
2. What can we do to change that behavior?
3. Will you please apologize and ask for forgiveness?

If a stronger measure is necessary a student may be asked to put their head down on the table for five minutes as a way to re-focus and/or to pray about the struggle. This consequence is followed up with conversation about how to improve things and prayer with the teacher.

If a student is behaving in a way that may cause harm to themselves or others, or if they are causing substantial disruption to the class, they will be removed from class for a 10-15 minute break. A staff member will walk the student to and from the office.

If behavior continues to be a concern, a meeting will be scheduled between the parents and staff with the intent to work together to correct the issue. **We do not, under any circumstances, hit or spank a child.**

Daily contact with parents during pickup time keeps communications open.

Our classroom rules are simple: be safe, be kind, and follow directions.

## **School Support**

### **Communications**

A school calendar giving important dates and events is on the school website, [www.horizonchristianschool.org](http://www.horizonchristianschool.org) and available at the school office. In addition, we will email a weekly newsletter "Connections" to your email address given at the time of your child's enrollment. Please let us know if you have any changes to your email address. We also send home monthly classroom newsletters, use Horizon Christian Pre-school Facebook page and the Remind App for additional communication.

### **Aid & Support**

Labels for Education/Boxtop\$ for Education: The school participates in the programs offered by General Mills which exchanges labels and boxtops from various products for funds or points to purchase educational equipment. Those may be turned into the school office.

### **Volunteering**

There are many opportunities throughout the year for parents and friends to help the school staff. Horizon parents routinely assist the school by: driving for field trips, assisting teachers by reading, grading, inputting grades, etc., manning booths at various events, serving food at special events, cleaning, painting, repairing school property, or filling in at the office or in a classroom. We need and expect our parents to be proactively involved in meeting needs as they arise. Required volunteer forms are available at the office.

### **Driver & Insurance Information**

Parent transportation is required for all Field Trips. Parents are not permitted to drive children besides their own unless they have previously passed a background check.



## Summary of Understanding and Agreements 2021-2022

For all Pre-K parents

- I hereby affirm that I have read the Pre-Kindergarten Handbook. I certify that I consent to and will submit to all governing policies of Horizon Christian School, including all applicable policies and procedures in the Pre-Kindergarten Handbook.

Parent initials \_\_\_\_\_

- I understand that the standards of Horizon Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies and procedures of Horizon Christian School.

Parent initials \_\_\_\_\_

- I understand the services of Horizon Christian School are engaged by mutual consent, and that either Horizon Christian School or I reserve the right to terminate any or all services at any time. I understand that the Pre-Kindergarten Handbook does not contractually bind Horizon Christian School and is subject to change without notice by decision of Horizon's Board of Trustees. Admission to Horizon Christian School is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent initials \_\_\_\_\_

- I hereby grant permission for Horizon Christian School to take photos and videos of my student and to use his/her photo, video or quotation in school promotional materials.

Parent initials \_\_\_\_\_

- Parent preferred non-emergency communication methods (1, 2, 3):

\_\_\_\_\_ phone call \_\_\_\_\_ email \_\_\_\_\_ text \_\_\_\_\_ no preference

Student Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Date**