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Parent Handbook

Ways to Contact Us

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Introduction

New Horizon Preschool is dedicated to fostering a love for learning and nurturing the success of your child for years to come. Grounded in our Christ-centered approach, we prioritize kindergarten readiness through hands-on learning experiences. With a philosophy centered on play-based learning, your child will engage in a variety of activities designed to promote academic, social, emotional, and physical growth. From exploring math and science concepts to delving into music and art, we provide a comprehensive educational experience to prepare your child for the journey ahead.

The Mission of New Horizon Preschool

Our mission is to partner with parents in nurturing children to develop a deep love for God, a profound understanding of His teachings, and to deliver outstanding educational experiences that prepare them for kindergarten or Pre-K.

The Values of New Horizon Preschool

- High Academics
- Biblical World view
- Affordable

The Goals to Accomplish the Values

- Our dedicated educators, equipped with high levels of education, cultivate an atmosphere of purpose, achievement, and reassurance, inspiring academic growth in our students.

- To infuse a biblical perspective into every facet of the preschool day, delivering impactful biblical instruction to instill practical applications of God's truth and love to each child.
- At New Horizon Preschool, we prioritize affordability, ensuring accessibility for both current and prospective students, enabling every child to benefit from our enriching educational environment.

Three's Class

Our Three's Class offers a nurturing and engaging environment where your child will thrive. Through age-appropriate activities and tailored curriculum, we focus on fostering social skills, emotional development, and cognitive growth. Your little one will learn the foundational basics of numbers, letters, shapes, and colors while developing important life skills such as independence and cooperation. With a blend of structured learning and playful exploration, our program ensures that each child receives the support they need to succeed academically and socially. Join us in providing your child with the perfect foundation for their educational journey.

Three's Class Goals for Pre-K Readiness

By the time your child is ready to enter Pre-K, we will strive to help him/her meet or exceed the following goals:

- Recognize his/her name
- Recognize letters A-Z
- Recognize basic shapes
- Recognize 10 colors
- Count by rote to 10
- Play cooperatively with peers
- Verbally communicate his/her needs
- Follow a 2-step direction
- Begin to hold a pencil properly
- Draw straight lines and simple shapes
- Turn a single page in a book
- Build a tower of 5+ blocks
- Put together a 4-5 piece puzzle
- Aim and kick a ball forward in the targeted area
- Balance on one foot for 10 seconds
- Have an 8-10 minute attention span

Pre-K Class

Our Pre-K class offers a comprehensive and stimulating educational experience tailored to prepare your child for kindergarten and beyond. Through a balanced curriculum, we focus on enhancing academic skills such as literacy, numeracy, and critical thinking, while also nurturing social-emotional development and fostering a love

for learning. Our experienced teachers create a supportive and engaging environment where children are encouraged to explore, discover, and grow at their own pace. With a strong emphasis on kindergarten readiness, our Pre-K program equips children with the confidence, skills, and knowledge they need to excel in school and in life.

Kindergarten Readiness Goals for our Pre-K Class

By the time your child is ready to enter Kindergarten, we will strive to help him/her meet or exceed the following goals:

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- Write his/her name with directional accuracy
- Recognize and write all uppercase letters
- Recognize all lowercase letters
- Recognize words that rhyme
- Recognize and write numbers 1-10
- Count by rote to 30
- Recognize an ordinal number pattern
- Cut with safety scissors on a wide line
- Copy basic shapes
- Color inside the lines
- Play cooperatively with peers
- Verbally communicate his/her needs
- Follow a 3-step direction
- Listen without interrupting
- Master basic self-help skills, such as putting on his/her own shoes or jacket, zipping, and buttoning
- Understand and identify basic concepts, such as up/down, left/right, big/little, and others
- Draw a person with at least 7 characteristics, i.e., head, body, arms, eyes, mouth, ears, etc.
- Describe an item and compare it to another
- Skip rhythmically
- Balance and hop on either foot for a minimum of 20 seconds or 4-6 times
- Catch a ball with two hands
- Have a 15-20-minute attention span

Kindergarten/ Hybrid 1st Class

Our Kindergarten class offers an engaging learning environment designed to help your child build

essential skills needed to succeed both inside the classroom and out. Through a fun and interactive curriculum, we focus on developing academic abilities in reading, math, and critical thinking, while also promoting social-emotional growth and a love for learning. Our teachers foster a supportive classroom where children can explore, grow, and work at their own pace. We ensure that every child is prepared for the next steps in their education, building the foundation for success in first grade and beyond.

By the end of Kindergarten, we aim to help each child meet these key goals:

- Recognize and name all uppercase and lowercase letters of the alphabet.
- Produce and recognize the sounds of each letter.
- Blend sounds together to read simple words and sentences.
- Understand and retell key details from a story.
- Recognize and read high-frequency words (e.g., "the," "and," "is").
- Write their name using correct letter formation.
- Write a sentence with appropriate spacing and basic punctuation.
- Draw pictures and write simple words to convey a story or idea.
- Count to 100 by ones and tens.
- Recognize and write numbers from 0 to 20.
- Solve simple addition and subtraction problems within 10.
- Understand the concepts of "more" and "less" through counting objects.
- Recognize basic shapes (e.g., circles, squares, triangles) and identify their properties.

- Cooperate with peers, take turns, and share materials.
- Express their needs and feelings in a respectful manner.
- Understand and follow classroom rules and routines.
- Show empathy and kindness toward others.
- Follow simple, multi-step directions.
- Listen attentively to others and respond appropriately.
- Speak clearly and share ideas or stories with peers and teachers.
- Use scissors safely to cut along a line.
- Demonstrate fine motor skills by drawing basic shapes and writing letters.
- Participate in physical activities that require coordination, such as hopping, skipping, and balancing.
- Catch and throw a ball with increasing accuracy.

Daily Schedule - Three's Class*

9:00am-12:00pm

	8:55 am	Welcome and sign into class!
9:00 am	Free play	
	9:15 am	Circle Time (songs, attendance, calendar, prayer)

9:30 am	Chapel Time
9:45 am	Learning activity
10:00 am	Snack
10:15 am	Puzzle time
10:30 am	Bathroom time
10:40 am	Recess
11:00 am	2nd Circle time (stories)
11:15 am	Small group/ free play
	11:40 am Pack up
11:45 am	3rd Circle time (review)
12:00 pm	Dismissal

Daily Schedule – Morning Pre-K Class*

9:00am-12:00pm

	8:55 am	Welcome and sign into class!
	9:00 am	Learning centers/ free play
9:15 am	Chapel time	
9:40 am	Circle time	
	10:00 am	Bathroom break and book time
10:15 am	Recess	
10:30 am	Rug time	
	10:40 am	Small group learning and project time
10:55 am	Rotate small groups	
11:15 am	Snack time	
11:30 am	Puzzle time	
11:40 am	Pack up	
11:45 am	Last rug time	
12:00 pm	Dismissal	

Daily Schedule – Afternoon Pre-K Class:

1:00pm-3:30pm

12:55 pm	Welcome and sign into class!
1:00 pm	Learning centers/ free play
1:15 pm	Chapel time
1:30 pm	Circle time
	1:50 pm Bathroom break and book time
2:10 pm	Recess
2:30 pm	Snack time and puzzle time
	2:45 pm Rug time
3:00 pm	Small group time
3:20 pm	Pack up
3:30 pm	Dismissal

Daily Schedule – Kinder/Hybrid 1st Class*

8:30am-12:15pm

	8:30 am	Welcome and Math Meeting
9:00 am	Literacy Lesson	
9:30 am	Writing	

9:50 am	Chapel time/ Social Studies
10:15 am	Snack
10:30 am	Bathroom time
10:40 am	Recess
11:00 am	Math Lesson
11:40am	Reading/Art
12:00 pm	Circle time
12:15 pm	Pack/ Dismissal

Tuition and Fees

Registration Fees

First time registration (\$110)

Returning student re-enrollment fee (\$60)

Three's Class Tuition

Four days per week (Monday through Thursday) at \$330.00 per month

Two days per week (Monday & Wednesday) at \$250.00 per month

Two days per week (Tuesday & Thursday) at \$250.00 per month

Pre-K Class Morning and Afternoon Tuition

Four days per week (Monday through Thursday) at \$350.00 per month

Two days per week (Monday & Wednesday) at \$260.00 per month

Two days per week (Tuesday & Thursday) at \$260.00 per month

Kindergarten/ Hybrid 1st Tuition

Four days per week (Monday through Friday) at \$450.00 per month

Curriculum fee: (One-time payment, billed in August)

We offer a discount for families with multiple children enrolled. A discount of 10% will be applied to the monthly tuition of each additional child.

Additional costs that may arise throughout the year (not due at enrollment)

\$20..... School supplies (twice/year)

\$Price varies..... Picture day (Fall and Spring opportunities)

\$Price varies..... Potential field trip(s)

\$25..... Graduation fee (yearbook, invites, cap and gown, etc.)

For your convenience, we offer the option to pay online. Please visit www.newhorizonpreschool.org to take advantage of this feature.

*Prices quoted are for the 2025-2026 school year. Pricing is reviewed annually and may be adjusted for the next school year.

Financial Agreement

- **Tuition payments are due on the 1st of each month.** New Horizon Preschool reserves the right to assess a \$25 late fee for payments made after the 5th of the month.
- New Horizon Preschool reserves the right to assess a \$25 fee for any check returned by the bank for

insufficient funds. If two checks are returned, all future payments must be made in cash or online on or before the due date.

- Nonpayment of tuition for two consecutive months could result in the relinquishment of my child's place at New Horizon Preschool. Records cannot be forwarded to a new school until the outstanding balance is paid in full.
- **Preschool ends at 12:00 pm. After 12:15 pm, a \$10.00 late fee will be assessed for every 5 minutes your child is waiting for pickup.**
- No refunds or deductions will be made for temporary absences or illness. A two-week notice to the Director is required if your child will be withdrawing from New Horizon Preschool. If your child is withdrawn from the school, consideration may be made for possible proration of any remaining balance.
- Parent/ guardian is responsible for notifying New Horizon Preschool of any circumstances that will affect the timely payment of the amount due for tuition.

Communication

At New Horizon Preschool, we prioritize communication between parents, considering it an essential element for fostering a supportive and collaborative partnership.

Here are some effective ways New Horizon Preschool communicates with parents:

- **Email Newsletters:** New Horizon Preschool sends out informative newsletters via email to keep parents updated on upcoming events, curriculum enhancements, classroom activities, and important announcements.
- **Communication Apps:** New Horizon Preschool utilizes online platforms for seamless communication, providing updates, sharing photos and parent resources, announcing upcoming events, and facilitating group texts.

By implementing these communication strategies, New Horizon Preschool can ensure that parents will feel informed, involved, and supported in their child's early education journey.

Standards of Conduct Policy

New Horizon Preschool personnel are committed to upholding a Standard of Conduct in their interactions with children, as mandated by Washington State law. In instances where educators or aides perceive a child's behavior as unacceptable, a method known as the "thinking chair" will be employed. The child exhibiting undesirable behavior will be gently directed to sit aside from the class for a brief period, allowing them time to reflect on their actions. Following this, the educator or aide will discuss with the child why the behavior is deemed unacceptable and encourage them to consider alternative responses. Emphasis will be placed on fostering positive behaviors through encouragement and praise, cultivating a mindset in children that promotes making constructive choices.

We recognize that children may occasionally engage in undesirable behaviors such as biting, hitting, or kicking as they learn and grow. Behaviors that pose a threat to the safety and well-being of others will prompt

immediate action for the protection of all students and staff members. For the protection and safety of students, the educator will gently guide the student away from others to a quiet area where they can calm down. If undesirable behaviors continue to occur, the Preschool Director may arrange a conference with the parent or guardian to address any concerns regarding the child's behavior. Collaboration between school administrators and parents/guardians will be prioritized to support the child in achieving success. Persistent occurrences of undesired behavior may result in a suspension period, and if these behaviors consistently disrupt the learning environment, the child may be withdrawn from school.

At New Horizon Preschool, proactive measures will be taken to keep children engaged, including redirection of behavior, clarification of expectations, and the teaching of social and emotional skills to aid in decision-making. It is emphasized that no form of corporal punishment, such as spanking, frightening, or humiliating, will be tolerated.

We have provided a variety of ways you can support your child's well-being and behavior as a resource below.

Authorization for Student Pickup Policy

New Horizon Preschool values the safety of your child. We strictly adhere to the following student pickup policies. This ensures that your child is only handed over to you or individuals you've authorized below. For your child to be picked up by someone other than you, we require your written permission. Additionally, please be aware that we will require photo identification from any unfamiliar individuals before releasing your child. These precautions for releasing students are to ensure the safety of your child and are not intended to inconvenience parents or guardians in any way. You can make changes to the list of authorized pickups at any time by notifying the Preschool Director.

Wellness Policy

A healthy child is a happy child. We strive to provide a clean and germ-free environment in our school. Classrooms are cleaned daily to help ensure a healthy environment we ask that any child with contagious symptoms stay at home.

Symptoms include:

- Fever
- Cough
- Runny nose (clear or yellow)
- Vomiting
- Diarrhea
- Rash
- Lethargy
- Pink Eye
- Lice

If your child has been vomiting, he/she must wait 24 hours after the vomiting has stopped BEFORE returning to school.

If your child experienced a fever, he/she must have a normal (98.6 degrees) for 24 hours BEFORE returning to school.

New Horizon Preschool reserves the right to send a child home if there is any reasonable concern of illness listed above or otherwise.

If your child is found to have a contagious illness or rash, please notify the Preschool Director so we can sanitize the classroom and notify other parents. Examples may include hand, foot, and mouth disease, COVID-19, strep throat, lice, and chickenpox. Your child's name will remain anonymous unless medically necessary.

Sex and Gender Statement

New Horizon Preschool is a ministry of New Horizon Church. We are a faith-based organization and view the family through a Biblical worldview. We recognize that God created male and female and that He ordained that a portion of our fulfillment comes through those biological expressions, chosen for us, not chosen by us. Therefore, at New Horizon Preschool we will recognize people according to their biological sex. We will encourage expressions consistent with biological sex and use pronouns consistent with biological sex.

Replacement Items Policy

At New Horizon Preschool, we love that your little ones are learning and playing with all the items we provide. If any of these items are intentionally damaged or destroyed, the parent/guardian will be asked to replace the item(s) or to provide a monetary reimbursement reflecting the repair or replacement cost.

Parent/Guardian Responsibilities

- Providing all required enrollment and health forms promptly.
- Ensuring timely payment of tuition fees.
- Arriving promptly for preschool between 8:50-9:00am. This allows for a safe and uninterrupted learning environment for all students.
- **Ensuring your child comes to class with a backpack, change of clothes, and water bottle.**
- Notifying the preschool of any absences or tardiness in advance.
- Updating the preschool with any changes to contact information, custody arrangements, or emergency contacts.
- Participating in parent-teacher conferences or meetings as required.
- Supporting the preschool's policies and procedures.
- Providing necessary supplies or materials for the child, such as a backpack, change of clothes, and water bottle.
- Engaging in open communication with preschool staff regarding the child's development, behavior, and any concerns.
- Encouraging and supporting the child's learning and participation in preschool activities.
- Respecting and adhering to the preschool's rules and regulations.
- Attending and participating in school events, performances, or fundraisers when possible.
- Following safety guidelines and procedures outlined by the preschool.

New Horizon Preschool Responsibilities

- **Providing a Safe Environment:** Ensuring the safety and well-being of all children in our care is paramount. This includes maintaining a clean and child-friendly environment, implementing safety protocols, and conducting regular safety drills.
- **Implementing Educational Curriculum:** We have a well-designed educational curriculum that focuses on age-appropriate learning experiences, social-emotional development, cognitive skills, and physical activities. Parents will be informed about the curriculum goals, learning objectives, and how their child's progress will be assessed.
- **Communication with Parents:** We aim to maintain open and effective communication with parents. This includes sharing information about daily activities, upcoming events, and any concerns or milestones related to the child's development. Parents are welcome to communicate with preschool staff with any questions or concerns and can expect updates about their child's progress.
- **Promoting Positive Behavior:** Preschool plays a crucial role in promoting positive behavior and social skills in children. We have clear expectations for behavior and discipline policies that are communicated to parents.
- **Providing Opportunities for Parent Involvement:** New Horizon Preschool offers opportunities for parent involvement such as parent-teacher conferences, volunteer opportunities, workshops, or family events. Parents will be informed about these opportunities and encouraged to participate in their child's preschool experience.
- **Ensuring Qualified Staff:** We have qualified and experienced staff members who are trained in early childhood education, CPR/First Aid, and child development. All preschool staff have thorough background checks and reference checks to ensure the safety of all children.
- **Maintaining Confidentiality of Forms:** New Horizon Preschool is responsible for keeping all completed forms confidential and secure. This includes personal information provided by parents, medical records, emergency contact details, and any other sensitive documentation.