No Greater Gift can be given to a Muslim Child than the gift of Islamic Education
Assalamu Alaikum,

I would like to thank you for enrolling your child at New Horizon Academy “NHA”. Our primary focus is to create a great environment for our children and promote a high standard of education including Arabic language, Quran and Islamic studies. Through our sincere and concerted effort our goal will, inshallah, be achieved. May Allah help all those who work hard to achieve success in this life and in the hereafter.

The staff commitment is to continue developing our school while looking forward to achieve an even higher level of success. This handbook is intended to serve as a guideline to students and parents in achieving a successful school year. It is very important to read the rules and regulations carefully as the school administration will be very strict in making sure they are observed. We hope NHA will be a place filled with learning, growing, and fulfillment of goals for your child. We hope and pray that this year will be a year that we all can look back on, years from now, with fondness.

We ask that you assist us in maintaining and improving our school, so that we will continue to be known not only for our academic achievements, but also for our adherence to Islamic Principles of correctness and discipline. Strive with us, learn with us, smile with us, and be patient as we continue to grow together.

Our vision for the 2011 through 2012 (inshallah) is to move to a bigger place that allows us to accommodate opening additional classrooms. I trust you will help us in providing your child with a strong foundation for his/her future.

Salamu Alaikum

Luai Ámro
NHA – Board President
Table of Contents
Why NHA? ........................................................................................................... 4
  Our Objective................................................................................................. 5
  Philosophy........................................................................................................ 5
  Purpose ............................................................................................................ 5
NHA Programs .................................................................................................... 6
Educational Development .................................................................................. 7
Admittance .......................................................................................................... 7
School Hours ..................................................................................................... 7
Drop off and Pick-up location and time ............................................................ 7
Health and Safety .............................................................................................. 8
Medical Guidelines ............................................................................................ 8
  ACCIDENT OR ILLNESS ............................................................................. 8
  ADMINISTRATION OF MEDICATION TO STUDENTS ............................ 8
ATTENDANCE ..................................................................................................... 8
  ABSENCE FROM SCHOOL ........................................................................... 9
  WHEN SHOULD YOUR CHILD STAY HOME? ........................................... 9
EMERGENCY SNOW CLOSINGS ...................................................................... 10
School Calendar ................................................................................................ 10
Communication .................................................................................................. 10
NHA School Attire ............................................................................................ 11
Conferences ....................................................................................................... 12
LUNCH AND SNACKS .................................................................................... 13
School Visitors ................................................................................................... 13
Behavior Expectations ...................................................................................... 13
  Overview ....................................................................................................... 13
Responsibilities ................................................................................................. 13
  Student’s Responsibilities ............................................................................. 13
  Teacher’s Responsibilities ........................................................................... 14
  Parent’s Responsibilities ............................................................................. 14
  Prayer Room (Musallah) Rules ................................................................. 15
Classroom Rules ................................................................................................ 15
Lunch Time Rules ............................................................................................ 15
Bathroom Rules ................................................................................................. 16
School Property Rules ...................................................................................... 16
Sharing Time ....................................................................................................... 16
CHANGES .......................................................................................................... 16
CONFIDENTIALITY ........................................................................................... 16
CONCERNS/QUESTIONS ............................................................................... 16
New Horizons Academy .................................................................................... 17
TODDLER ......................................................................................................... 17
PARENT’S HANDBOOK ..................................................................................... 17
Meal Times ................................................................. 17
Toddlers ........................................................................ 17
Bottles ............................................................................ 18
SIDS ............................................................................. 19
Diapering and Toileting .................................................. 20
Daily Schedules ............................................................... 20
THINGS TO BRING .......................................................... 20
  First day ...................................................................... 20
  Optional Items ............................................................. 21
HEALTH AND ILLNESS .................................................. 21
MEDICATION POLICY .................................................... 21
CURRICULUM PLANNING FOR TODDLERS .................... 21
Biting Policy ................................................................. 23
NEW HORIZONS ACADEMY .......................................... 24
PARENT HANDBOOK ACKNOWLEDGMENT FORM ............ 24
Why NHA?

“O ALLAH, give us the good in this world and the good in the next world!”

As Muslims, we are obligated to prepare our children to live an Islamic life, respecting and abiding by the principles of Qur’an and Sunnah. Living in a non-Muslim environment complicates our efforts. The need for an Islamic school emerges as a survival tool for all Muslim children, in a Muslim or non-Muslim country.

The Islamic school is an extension of the parents’ efforts to instill Islamic practice/values into an impressionable and formidable mind. It is the wholesome environment of Islam that promotes brotherhood, consciousness of ALLAH, a conviction to Islam, religious identity and an acceptable atmosphere to practice the Deen.

The child is given Islam across the curriculum, to produce intelligence with ALLAH’s laws as a basis for thinking and learning. NHA aims at providing all the essentials to promote “the good in this life” and strives to secure “the good in the next life”, insha’Allah. We pray that you understand and appreciate this golden opportunity and strive wholeheartedly to support this effort.

Our Objective

Striving for Excellence:

NHA is committed to offering its students a competitive curriculum while adhering to the highest possible Islamic and academic standards. NHA will strive to provide a safe and secure school atmosphere while preserving the Islamic identity of its students. The School will attempt to achieve these goals by approaching the education process holistically—by satisfying the cognitive, spiritual, psychological, physical and social needs of the students.

Philosophy

NHA philosophy is to educate the whole child and to provide an environment, which promotes a feeling of self-worth. Early childhood is the time for education in living and approaching life with freedom to explore, ask questions and dream. Later education in intellectual skills will be fully effective only when a child has learned to live with themselves, their parents and friends.

Purpose

• To help children develop a good self image so they can handle their world.
• Spark an interest and enthusiasm for life-long learning through first hand
experiences.
• To provide a loving, stimulating and relaxed environment.
• To encourage social interaction and the development of such social skills as sharing, caring and respect for others and their property.
• To encourage and expand curiosity, creativity and imagination.
• To stimulate language development and encourage appropriate listening skills.
• Development of Muslim values.

NHA Programs

NHA offers the following programs

- Childcare 12 to 36 months
- Pre-School 3 years old
- Pre-School 4 years old
- Kindergarten 5 years old
- 1st to 4th elementary grades

In these programs NHA will help Students with:

Physical Development
Physical education and movement are an integral part of a young child’s growth. Children should progress at their own rates in developing physical skills, enjoying physical activity, improving physical fitness, and developing a positive self concept.

Emotional Development
A child begins to make decisions about feelings, right or wrong, at an early age the child will begin to learn to accept changes with reasonable explanation, make decisions independently, seek adult help when needed, and try new activities willingly.

Social Development
A child begins to realize they are individuals but must function within a group. A child will experience sharing, taking turns, taking part in group activities and taking care of personal needs. These experiences will help develop positive attitudes and a feeling of self-worth.

Mental Development
A child begins to develop skills and habits related to work and play. The child interacts with others in a positive way, follows directions, expresses creativity and tries to do their best work. A child will develop intellectual curiosity through literature, first hand experiences, discussion and activities.

Spiritual Development
A child begins to develop Muslim values. These values are developed through a loving atmosphere, caring environment and Islamic related activities.

**Educational Development**

NHA will follow the recommend curriculum for reading, writing, math and science by the local school district.

**Admittance**

All school programs will be open to all children regardless of race, religion, color, sex or national origin. It will be based upon the Board of Education admittance policy. Children with special needs requiring trained personnel and/or programs to meet their needs are encouraged to seek services designed for that express purpose. Prior to attending, parents are required to provide a copy of an updated immunization record and a copy of the child’s birth certificate. These documents are required to be on file prior to the first day of school.

**School Hours**

School starts at 8:30 am and dismisses at 4:00 pm Monday through Friday
Childcare hours 6:60am to 5:30pm.

**Before and after school program is also available for $ 75 per week for each child. Before school starts at 6:30am and after school will be available till 5:30 pm.**

Parents are required to accompany their child into the school. Children are to be promptly picked-up at the dismissal time by an authorized adult. All students will be dismissed from the school main entrance. Parents must sign in and sign out their child daily.

**Drop off and Pick-up location and time**

- Students should be dropped at the main school entrance not less than 5 minutes prior to the starting of the classes.
- Students should be picked up at the main School entrance immediately at the end of the school day.
- Students, who have not been picked on time, are escorted to a classroom for after-school care.
- For early pick-up, the parent is required to inform the teacher at the time of the morning drop off.
• Parents please minimize communicating with the teachers during the class time.
• Students will be released ONLY to parents or Authorized people.

Health and Safety

We expect parents to inform the teacher and the administration of any allergy or medical condition their child might have. Form for such Allergies MUST be completed by the parents.

Medical Guidelines

ACCIDENT OR ILLNESS
In the event of a student illness or accident, the parent/guardian or emergency contact will be notified at once.

ADMINISTRATION OF MEDICATION TO STUDENTS
All medication is administered by the teacher. We do not have a nurse on staff; please make sure this is done ONLY for simple medications.

If your child requires medication during school hours, please review the following procedures:

• Parents must complete the parent “Request for Giving Medication” form for prescribed and over-the-counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.
• Prescription Medications must be in the original pharmacy-labeled container with date, student’s name, prescribing physician or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribed instruction.

ATTENDANCE

Philosophy - Success in school and regular attendance have a strong correlation. While it is possible for an absent student to make up most the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students. We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students are prohibited to leave the school building or playground during the school day without written permission from their
parent or guardians. If a student is to be pick-up during class time, a written note is required.

ABSENCE FROM SCHOOL

Parents are required to contact the school before 8:30 AM if a child is going to be absent or tardy. Parents are to provide the following information:

- Name (please spell the last name)
- Grade
- Teacher
- Reason for absence

If the school has not been notified, the office will contact the parents after 9:00 AM.

If your child has been home due to illness for three (3) consecutive days or more, the school requires a note from the child’s physician stating the reason for absence and when the child can return to school.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24-hour recommendations.

- Diarrhea/Vomiting – within the last 24 hours: keep child home.
- Fever – 100 degrees or greater: keep child home until fever-free at least 24 hours.
- Strep Throat – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.
- Pinkeye – highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.
- Chicken Pox – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash causes itching with may be severe. Children should not return to school until all blisters have scabs. This usually takes seven (7) or more days.
• Impetigo – a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. The child should be on medication for 24 hours before returning to school.

• Rash – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school

EMERGENCY SNOW CLOSINGS

• The decision to delay the start of school, cancel or to dismiss early will be made by the school administration.

  • If Des Moines Public Schools delay the start of school or cancel school due to weather, NHA will also delay or cancel school.
  • To check for school cancellation, etc, please check on channel 8 or call the school

School Calendar

All parents will receive the following from NHA:
  1. School Calendar highlighting the days school will be closed
  2. Classes schedule for each grade. Calendar is also available at our website www.mynewhorizonacademy.com

Communication

Parents will receive regular communication from the school and the student’s teacher. The communication will be sent via email, in writing or verbally and it will include important reminders and updates. Communication from the teacher will include information regarding past month’s activities and a brief overview of the upcoming month.

The school website will also provide important information, documents, schedules and the hand book. If your family does not have email or internet access, all communication will be sent home with your child. Please check your child’s backpack every day.
NHA School Attire

Uniform Policy 2011-2012

All students are required to wear the school uniform each day of school. Students not in conformity with the uniform policy will be sent to the office. Parents will be called and asked to bring in the appropriate clothing. All students are to wear Navy blue pants, and light blue or white t-shirts

Sweater or vest – ○ Navy blue or black

Others for girls:
Girls if wearing hijab: plain white, light blue or off white.

Skirt, Dress or Jumper – ○ Navy blue uniform, (shorts, leggings ....etc) should be worn under the skirt, dress or jumper.

Blouse— ○ Light blue or white official school shirt, long or short sleeved, or turtle neck for cold weather.

Stockings, Pants/leggings under the skirt or jumper:—○ White, black or blue.

Recommended Site for Purchase— www.frenchtoast.com

or

Sears Store
Merle Hay Mall
4000 Merle Hay Rd
Des Moines, IA 50310
7 Mile(s) away

Phone Number:
(515) 278-7399

www.sears.com

Burlington Coat factory
4094 MERLE HAY ROAD
DES MOINES, IA
M-Sat 10am-9pm, Sun 11am-7pm
(515) 278-9935

Color Days

Occasionally, students will be allowed to attend school without uniform. This will be announced. Students who are not in compliance with this policy will receive one warning; if the student is not in compliance on a 2nd occasion, the color day free dress option will be rescinded for the remainder of the semester.

The following page shows some examples of school uniform that can be used
Conferences

Students in the 4 and older year old program will have conferences in the fall and spring. Parents will be informed of the conferences and the available meeting times in advance.
LUNCH AND SNACKS
Parents are responsible of sending Lunch and snacks with their child. Snack schedules for each class are posted in the classroom and on the school web site. We recommend that the parents follow USDA food guidelines for healthy lunch and snacks. No Peanut products are ALLOWED to be sent with your child to school.

School Visitors
Visitors are welcome to visit during school hours. However, they must check in at the school office and obtain a visitor’s nametag.

Young children are not permitted to visit classrooms with their parents, but certainly may join their brother or sister during lunch WITH a parent. Please remember: When young children not attending the school accompany parents into the school, they must be under close supervision at all times.

Behavior Expectations
Overview
The following guidelines are not intended to restrict individual freedoms, but to enforce the right of every student to obtain a good education in an Islamic environment. Equity, consistency, and firmness will exist for all students, insha’Allah. No student shall be denied the right to express his/her opinion in any given situation.

Responsibilities
Student’s Responsibilities
Students are expected to:

- Think, talk and act in an ISLAMIC MANNER
- Accept responsibility for their own behavior.
- Have a positive attitude toward learning.
- Attend class regularly. Have appropriate materials in class.
- Arrive at school prepared to learn (sufficient sleep, nutritious breakfast), etc.
- Participate in class discussions and activities.
- Speak clearly when called upon. Follow directions. Keep desk and materials clean and orderly.
- Raise hand for permission before speaking.
- Recognize and respect the rights of others: Individual rights (privacy, property, right to education, etc.).
- Assist in communication between school and home. Help develop a sense of community within the school.
Teacher’s Responsibilities

- Seek out and utilize alternative learning activities within the classroom.
- Learn and utilize alternative techniques in dealing with behavior within the classroom.
- Confer with parents making certain that problems and alternatives are presented in layman’s language.
- Inform and involve an administrator when appropriate.
- Safeguard the rights of students from violated by other students.
- Be aware of and enforce school rules inside and outside the classroom whether or not student is assigned to him/her.
- Be aware of and follow NHA School’s policies and administrative regulations pertaining to discipline.
- Be with the students for the full duration the specified class time: Not leaving the students unattended.

Parent’s Responsibilities

- Being aware of and understanding school policies and regulations.
- Helping promote in the student a positive attitude about school.
- Helping the student to be self-disciplined in regard to attendance, having supplies, studying, and respecting the rights of others.
- Becoming acquainted with student’s teacher and school.
- Sharing relevant information about student with school personnel.
- Becoming involved with school activities.
- Helping in classrooms or assisting school personnel in activities when desirable or possible.
- Conferring with teacher when desired or requested.
- Taking student home or providing an alternative place when removal from school becomes necessary (a cooperative effort between parent and school).
• Reporting to the teacher and/or administrative personnel in writing any incident not following school policy.
• Ask about the qualifications and certifications of you child’s teacher.
• Report any concerns about the teaching or teachers to the school administrator.
• Dress you child/children appropriately according to the season and daily weather forecast.
• If your child is sick, please keep him/her at home for at least 24 hours after he/she has recovered.
• Please label your child’s jacket, shoes (especially if they have the same color and size as another child in school) so that they do not get exchanged.
• Please check your child's mailbox and/or pack bag daily, when you drop off or pick up your child.
• Shoeboxes with an extra set of clothes for every child should be available at all times. Especially a pair of underpants, pants, and socks. If your child does get changed due to an accident, please make sure you supply an extra set of clothes the next day.
• Please supply us with all correct and updated information regarding your mailing address, e-mail, phone numbers, and emergency numbers.
• Please specify precisely and clearly about any allergies your child has to any food or other products.
• If you send lunch in a paper lunch bag, kindly label the bag with your child's name.

Prayer Room (Musallah) Rules

• Sit properly in the Musallah.
• Keep quiet, respect the Musallah and Salaat.
• Move in an orderly manner to and from Musallah with your teacher.
• Always move quietly in the Musallah.

Classroom Rules

• Listen to teacher and/or other students without interruption.
• Follow directions.
• Keep hands and feet to yourself and keep feet off of school furniture.
• Stay in place and do not slouch in desk.

Lunch Time Rules

• Clean up your area before leaving the eating area.
• Eat only in lunch-room or assigned area.
• Keep food off of the floor.
• Stay at one table until you are finished eating.
• Talk quietly and only with those students at your table.
• Return to class with your teacher when the recess is over.

Bathroom Rules
• Clean toilet seat and wash hands after use.
• Boys are to sit, not stand, to urinate (Sunnah).
• Clean private parts with water after toilet use (Sunnah).
• Finish your business in the bathroom quickly without socializing and playing.

School Property Rules
• Keep all school furniture and property free from damage.
• Keep all school furniture and property free of graffiti.
• Keep hands off of fire alarms
• Keep school grounds clean and clear of all personal belongings, and/or garbage.

Sharing Time
Students will have sharing time when it is appropriate to the curriculum. We appreciate items to share which are related to the themes. Parents will be notified when such events will take place and which items are appropriate.

CHANGES
Please notify us immediately if you have any address, phone, day care, contact information changes. If there is a change in your family situation that may affect your child’s behavior or feelings, we also appreciate knowing this information.

CONFIDENTIALITY
ALL student information will be considered confidential and will not be shared without prior written consent from the parents.

CONCERNS/QUESTIONS
Please feel free to contact the school administrator or the teacher if you have any questions or concerns. Our School Numbers (515)255-0220 or (515)988-1037 or email us at mynewhorizonsacademy04@gmail.com
Dear Families,

Welcome to the Toddler classrooms at New Horizons Academy. We are excited about working together and forming a relationship with you and your child. The toddler years are very exciting with a lot of developmental changes and issues that are specific to this age. It is expected that prior to children starting in the Toddler room (or within the first week of school) parents meet with the School to review the Handbook and ask any questions.

This Handbook is a supplement to your Parent Handbook. The Parent Handbook answers your questions about general policies like enrollment, drop-off and pickup policies, and billing. This Toddler Handbook is specific to your child and the practices and guidelines relating to these classrooms. Please take the time to read through this information. If you have any questions, please feel free to ask at any time.

Please feel free to contact the school administrator if you have any questions or concerns. Our School Numbers are (515)255-0220 or (515)988-1037 or email us at mynewhorizonsacademy04@gmail.com

Meal Times

**Toddler**

Young toddlers will be fed according to their own schedule. As they grow and start eating Solids foods, their eating needs will change and the eating times will be adjusted toward the group schedule. It is required from parents to provide all of their child’s food including Milk or breast milk), Drinks and snacks.

As your toddler grows and becomes more adept at eating, he will be using his fingers for eating “finger-foods” and working on using toddlers’ utensils. As young toddlers gradually start to eat cereals, finger foods, and table foods, parents will inform the teachers in the classroom as to what their child can eat. It is recommended that infants try new foods at home first, then parents can send the
new food to the classroom. Our Center occasionally provides kids with age appropriate snack or drinks.

If your toddler (eating table food) or should have a food allergy or a food Intolerance, please notify your child’s teacher immediately and a doctor’s note must be given to the center stating exactly what foods cannot be given to your child. If a doctor’s is note not provided, we must provide the child with all the food or snack we are serving for that meal. When a child has an allergy or intolerance, it is the parent’s responsibility to provide an appropriate food substitute.

Bottles

Parents of bottle-fed child will need to provide 2 - 3 labeled bottles, nipples, and lids. If you are breast feeding your child, all breast milk must be dated and have your child’s name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the Freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle must be discarded within two hours. Only milk or water will be placed in your child’s bottle. No bottles will be served with cereal or any other food product in them. Juice can only be served from a tippy cup. Mothers are welcome to come and breast feed their child at any time.

We provide drinking water to make the formula for the infants. Bottles are not heated in the microwave, as this will produce “hot spots” in the formula or breast milk, and are warmed by running them under warm water from the sink.

If your child is breast fed and a parent forgets to bring in breast milk or the frozen supply is depleted, the will be fed our formula/milk if available. We will try to get in touch with you first to see if breast milk can be supplied by you soon; however, if we are unable to get in touch with you and your child is hungry, we will feed him or her the formula/milk served at the center if available.
SIDS

As a parent, you probably know that SIDS is still the most common cause of death in babies between the ages of one month and one year. So naturally, we need to be concerned about it. While doctors are not able to predict which babies may be at risk, they have found that there are certain risk factors we can control. We pay close attention to these at the center and you do in your home.

To lower the risk of SIDS:
- Always put the baby to sleep on his/her back. This has been shown to be the single most important step in lowering the risk of SIDS. Of course, in the later months, your baby will determine his/her own favorite sleep position, but at that point the risk will have diminished.
- Make sure that the baby is put to sleep on a firm mattress.
- Keep the crib free of pillows, blankets, comforters and stuffed toys. Babies can sleep in a warm sleeper instead of blankets, and/or you can tuck the cover in around the crib mattress, reaching no higher than the baby’s chest. Babies only need the same amount of clothing or cover as adults in order to be comfortable in varying temperatures.
- Never allow anyone to smoke around the baby.
We hope that you will share any questions and/or concerns about this subject with us so that we can work together to keep the risk of SIDS as low as possible.

**Diapering and Toileting**

Children are using diapers, parents provide diapers and wipes clearly marked with their child’s name. Children’s diapers are changed regularly. Teachers use disposable gloves and wipes when changing diapers, they do not wash the child in the sink while changing them for safety and hygiene purposes. A towel of warm water might be used if necessary if the child is very dirty and can’t be cleaned by using wipes. Toddlers who have learned to use the toilet on their own will be encouraged to continue to do so. Your child’s teacher can be a source of information and guidance in the toilet learning process.

**Daily Schedules**

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Infants follow their own biological needs. They are fed, changed, and nap when they need it. Toddlers are changed/taken to the toilet before transitions in the day and as needed. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, s/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child’s behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite.

**THINGS TO BRING**

First day

- Extra clothes
- Blanket
- Diapers and wipes
- Sippy Cup
Optional Items

“Comforter” toy or objects (i.e., teddy bear, doll, cloth diaper, or any Other toy or object which will help the child feels at home at the NHA).

HEALTH AND ILLNESS

New horizon is not set up for the care of sick children; therefore we are unable to accept ill children. If your child is ill, please keep him/her home until she/he is well enough to attend.

If your child becomes ill while at the center, you will be contacted and asked to pick up your child immediately. For this reason, we ask that you keep your emergency card updated.

You will be called if:
- Your child has an oral temperature of 101 degrees Fahrenheit or higher or an under arm temperature of 100 degrees Fahrenheit or higher
- Your child has uncontrolled coughing or wheezing
- Your child is vomiting while at the center
- Your child has diarrhea while at the center
- Your child has any other symptom that prevents him/her from participating in the center
- Your child has an illness that may infect other children

MEDICATION POLICY

Absolutely no medication will be administered without a written authorization from the parent or guardian and the order of a licensed practitioner. (A pharmaceutical label is acceptable). Medication forms are available in each classroom and all medication must be in its original container and labeled with the child’s name, medication name, dosage and the physician prescribing. There will be no medication administered past the expiration date.

CURRICULUM PLANNING FOR TODDLERS

The curriculum for toddlers is centered on:

- building relationships
- Daily routines
- growing and maintaining family relationships
- Exploration and play in a safe, opportunity-filled environment
During the first two years of life, children are working on acquiring a sense of trustworthiness of oneself and others. This is the sense of safety and security that comes from responsive and predictable care from familiar others to whom the child is attached.

In the toddler years, a strong sense of autonomy is building. This comes from being treated as an individual and being allowed opportunities for independence. When children feel the sense of independence, power, and competence, they can step out into the world and be active learners and problem solvers.

Young children need a safe environment full of opportunities to explore and have fun. They need to be able to see, touch, feel, and move.

The curriculum for the infants and toddlers involves everything that happens to the child throughout the day. Responsive care giving is the key component to setting up a safe and secure environment and trusting relationships. Everything a child experiences is a learning opportunity. For example, diaper changes are perfect opportunities for learning experiences: language, singing gently to a child; showing gentle touches; letting the child know that this is not a hurried or rushed experience and that they are valued and precious individuals; gently moving their legs in a bicycle motion stimulating movement or having them reach and grasp for an object. Throughout the day, teachers will take advantage of these care giving experiences that are so important in the early years of life and turn them into meaningful and positive experiences for a child’s healthy development.

Along with the individual care giving moments, teachers will also plan and organize their environments to provide experiences which enhance motor development – reaching, grasping, crawling in and out, throwing, pulling; cognitive development – object permanence, cause and effect experiences, language, listening and responding to sounds and voices, and problem solving; social development – playing among others, positive peer Interactions and expressing emotions towards others.

Planning for infants and toddlers do not necessarily involve “lessons” but rather opportunities for experiences that as individuals they can make the most out of. When Teachers organize materials for the room, they take into account children’s individual Differences along with their knowledge of child development. Planning is based on observations of the children using their interests, their new skills, and their reactions to Materials.

As the children grow and change, the teachers change the classroom environment. They may put our more challenging climbing equipment or add a building area with different toys. A classroom may look very different at the end of a semester than it did at the beginning!
Biting Policy

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that is a particular concern for the staff in the Toddler’s Room.

For safety and health concerns, we take biting seriously. When it happens, it’s very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages’ mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected. A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.

We work with each biting child on resolving conflict or frustration in an appropriate manner.

We try to adapt the environment and work with parents to reduce any child stress.

We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.
NEW HORIZONS ACADEMY

PARENT HANDBOOK ACKNOWLEDGMENT FORM

These policies have been explained and/or given to me and I have retained a copy for my records. I have read, or have had read to me, the attached handbook and I understand that I am held accountable for these policies until my child is no longer enrolled or I am otherwise notified. I understand that the new horizons academy reserves the right to change these policies and will notify me in writing as soon as possible after any changes have been made.

__________________________________________
Parent Signature

__________________________________________
Date

____________________________________________________
My child Name

Please return this completed page to your Program Director and keep the Parent Handbook for future reference.