



FAMILY HANDBOOK

Horizons at The Ethel Walker School
230 Bushy Hill Road
Simsbury CT 06070
860-408-4236

www.horizonsethelwalker.org
facebook.com/horizonsattheethelwalkerschool

Executive Director: Amira Williams
amira_williams@my.ethelwalker.org
Program and Development Manager: Mackenzie Hine
mhine@my.ethelwalker.org
Admin Assistant: Shaina Stamp
sstamp@my.ethelwalker.org

WELCOME TO HORIZONS AT THE ETHEL WALKER SCHOOL!

Horizons Pledge:

*"I promise to lift other girls up,
have their backs, and make it safe
for them to be exactly who they are.
Everytime I look in the mirror,
I'll remind myself that
I'm not alone,
that I am beautiful,
that my voice matters,
and that I am ENOUGH."*

We are thrilled to welcome you to Horizons at The Ethel Walker School this year! This handbook will help you understand the expectations and protocol for your child when he or she is at Horizons and some things that you can do to make sure your child has a successful experience. If you have any questions about this handbook, please contact either myself, Amira Williams, Executive Director, or Mackenzie Hine, Program Manager.

The following are things that we recommend you do to help your child have a successful experience at Horizons:

- Make sure your child comes to Horizons every day and is prepared to take part in all activities this includes: swimming, field hockey.
- Go over the behavior rules with your child. You can find a copy of the behavioral policy in this handbook. **There will be a page that needs to be signed and returned ensuring both you and your student have reviewed and understand the behavioral expectations.*
- Remind your child how important it is to follow the rules.
- Have an authorized adult present to put your child on the bus and meet your child when he or she gets off the bus.
- Be available to speak with our staff if requested.
- Take a little time each day to ask your child what they are doing at Horizons. We want to encourage family involvement; this is one small way you can be involved.
- Make every effort to attend any summer events.

Together we can provide a very special experience for your child. We look forward to an outstanding summer and many more to come!

All the best,



Amira Williams
Executive Director

COMMUNICATION

We encourage open lines of communication between parents and Horizons teachers and staff. We urge you to openly discuss ideas and issues with us. We hope that you will actively participate in your child's Horizons experience.

Horizons families can reach us in the following ways:

- **Executive Director, Amira Williams -860) 408-4236 - amira_williams@my.ethelwalker.org**
- **Program Manager, Mackenzie Hine-(860)408-4232 - mhine@my.ethelwalker.org**
 - Feel free to reach out as well if you have any questions or concerns (Teacher contact information will be provided prior to the start of the summer program. Teachers will return non-urgent phone calls at the end of each day.
- **Individual Meetings**
 - Please feel free to contact your child's teacher to set up an individual meeting to discuss any concerns or check on your child's progress.
- **Event Flyers, notes home, and Weekly Newsletters**
 - All of these materials will be in your child's "Take Home" folder in his or her backpack. Please check the folder each evening for correspondence. The folder should be in your child's backpack everyday.

***In order to keep you properly informed with up-to-date information, it is very important that you notify Horizons at The Ethel Walker School of any physical mailing addresses, email, or telephone number changes immediately.**

PROGRAM STRUCTURE

Program Dates: June 26th - August 4th (8:00A-3:30P)

Summer Program:

The summer program runs from **June 26th – August 4th 2023**.

The day begins promptly at 8:00 am and ends at 3:30 pm Monday through Friday. This year the program will comprise of 10 classes: Pre-Kindergarten through Eighth grade. As the children move up to a new class every year add a new class of Pre-Kindergartners/Kindergartners.

At Horizons, your child will take part in academic classes such as literacy and math, STEAM classes/projects, as well as enrichment classes, including art, music or dance. Special activities, such as field hockey and swim will also be available to our girls. Nutritious, breakfast, lunch and snacks will be served to your child for every day our summer program is in session. In addition, our girls will have opportunities to go off campus for culturally enriching field trips and participate in special activities such as field hockey, dance, music, and arts.

School Year Programming:

The school year program will consist of several events throughout the year, including Saturday Academy, which occurs 4 to 5 times a year. It is important to do your best to see that your child attends the sessions. It is a wonderful opportunity to keep in touch with friends and teachers and further the academic progress made in the summer. The school year programs will be a combination of learning and fun! Dates are TBD, (to be determined).

Admission / Re-Enrollment:

As an enrolled Horizons student your child will receive a space in the program for the next summer if (1) they have met the attendance and tardiness requirements below for the current summer; (2) the re-enrollment form and fee (if not waived) are submitted by the due date; and (3) we have received your child's medical evaluation. The re-enrollment form is online and will need to be completed each year.

PROGRAM POLICIES

Covid Protocol/Policy: (as of mid-February, 2023 *subject to change)

- Any person testing positive for COVID-19 is required to leave campus immediately and isolate at home or with a guardian for 5 days. ***Please also inform Executive Director Amira Williams, or Program Manager Makenzie Hine as well.**
- After 5 days of isolation, individuals may return to campus on day 6 if symptom-free and have gone 24 hours without a fever-reducing medication. Individuals will be required to wear a face covering through day 10. Note that the date of the positive test is considered “day 0,” with “day 1” being counted as the first full day after the positive test.
- Face covering are optional and always allowed per your preference/comfort zone as a parent/guardian
- In the event that your student displays any symptoms such as fever, chills; excessive coughing while on campus, we plan to isolate and monitor the student upon notifying the parent or guardian of your child’s illness and symptoms. A parent or guardian will need to pick the student up. Emergency contacts will be notified if a parent/guardian is unavailable.
- If your child is displaying any above-listed symptoms, we ask that you keep your student home until they are feeling better.

Attendance Policy:

- Remember: ***this is a 6-week commitment-*** Full attendance is expected.
- Poor attendance and repeated tardiness are important determining factors in determining if your child will be re-enrolled the following year. ***6 absences or more will warrant a conversation with the Program Director regarding students' continued participation.***
- If your child is too ill to attend, you are expected to contact Horizons at (860) 408-4236/4232 ***no later than 8:30 am the same day.***
- A doctor’s note may be required in order for the absence to be excused.

***Family Vacations (addendum to Attendance Policy):**

Horizons at the Ethel Walker School is an academic-based program whose main objective is to prevent further academic decline, ensuring the girls are adequately prepared to return to their respective schools in the fall with full or near full retention of what they learned in the previous winter and spring months. As such, attendance is an extremely important and vital part of what makes our program so successful.

However, we acknowledge, and even expect, that during the summer months, our girls and their families will want to enjoy their summer in the form of a vacation.

This year, we want to do a better job of having an upfront discussion with our families early on. Our goal is to have a more collaborative relationship with the parents/families of our girls, so that everyone feels heard and respected. To that end, we ask you to do the following when planning your vacation(s):

- ❖ Please inform Horizon’s as early as possible of your vacation plans
- ❖ Schedule your vacations either before and/or after the dates of our summer ’23 program, (6/26-8/4, or when the program has a scheduled day(s) off within those date ranges).

We do understand that it may not always be feasible to ensure your planned vacation dates do not include dates our program is actively in session. In that case, we will do our very best to accommodate ***you within reason, and on a ‘case by case’ review.***

Closings and Vacation Policy:

Horizons follows The Ethel Walker School, year-round schedule. This includes holidays, vacations days, religious holidays, and snow days. In addition, Horizons will be closed for several days when The Ethel Walker School is closed in March.

Pick up/Drop-Off Policy:

- The program begins at 8:00 am and ends at 3:30 pm Monday through Friday.
- Bus transportation is available- A family-designated adult is expected to be at the bus stop to put the child on the bus and to get the child off the bus at the end of the day.
- All students need to be at their respective pick-up locations, (Jumoke and Parkville), ***no later than 7:15am (Jumoke) and 7:10am (Parkville)***. If your child is not at their designated pick-up location by the designated time(s), Horizon's will ***not*** be able to provide transportation to the Ethel Walker school for that day, and it will then be the parent(s) responsibility to get their child(s) to the Ethel Walker school on time, otherwise, they will be marked late for that day.
- All parents/guardians/designated to pick up their child at the end of the day must be at the designated pick-up location(s) (Jumoke/Parkville) ***no later than 4pm, no exception. Repeated instances of picking up your child late will force Horizon's to possibly dis-enroll your child from the program.***
- A late arrival is anything over 15 minutes after the bus has arrived to the stop:
 - 1 late arrival - no penalty
 - 2nd late arrival - warning
 - 3rd arrival - you will be asked to pick up and drop your student.

***Families who drop off and pick up their children at The Ethel Walker School should plan to arrive promptly at 8:00 am at the designated drop-off point on campus and promptly at 3:30 pm for pickup.**

Program Location:

230 Bushy Hill Rd, Simsbury, CT 06070
Beaver Brook Building

Food/Meal(s) Policy:

- Horizons will serve each student a healthy breakfast, lunch and snack each day. To avoid allergic reactions, no nuts will be used in the preparation of food, however, please note: ***Horizons at The Ethel Walker School is not completely nut-free.***
- Please do not send your child to the program with any food or beverages.

Clothing Policy:

Horizons students need to come prepared for active and fun-filled days. All students should have:

- Athletic shoes that can be worn for sports (no flip flops)
- Backpack
- Bathing Suit (one piece or tankinis that do not bare midriff for girls- no bikinis)
- Shorts and tee-shirts (no belly shorts or bare midriffs)
- Please remember to properly label all of your child's items.

Student Confidential information Policy:

At Horizons we understand the importance of protecting the rights of children, their families and our teachers and staff. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our program. Horizons reveals the identity of or information about students or their families only in cases of professional necessity. Horizons staff respects the confidentiality of verbal and written reports of children, families, and teachers in the classroom. Your child's school will be asked to provide us with information regarding your child including but not limited to report cards. ***You will sign a release form in order for the school to pass this information along to Horizons.***

Internet Policy:

As with all computing resources, The Ethel Walker School's connection to the internet is provided for professional and academic work. Any work done on these computers or devices connected to The Ethel Walker School network can be monitored directly or remotely at any time. Any work done on the internet that might offend or upset others in The Ethel Walker School community is prohibited. Network activity of students is subject to adult supervision and monitoring. Technology protection measures may be disabled for adults or, in the case of students, minimized only for bona fide research or other lawful purposes.

Horizons Rules/Expectations Policy:

Cafeteria Expectations: Students are to be seated, raise hands for their needs, will clear and dismiss as a table, only get seconds with adult supervision; no food or juice is to leave the cafeteria.

Bus Expectations: Students are to be seated, masks (optional) are to be worn appropriately (covering both nose and mouth), no food or drink are to be brought/consumed on the bus, no electronics, no toys.

Hallway Expectations: Students are to be quiet while moving through the hallways, no running, no hanging on banisters/railings.

Enrichment Expectations: Enrichment periods are a continuation of the classroom, specialists will address behavioral concerns with the student, parent, and classroom teacher if needed.

Field Trip Expectations: Field trips are a continuation of the classroom, chaperones will address behavioral concerns with the student, parent, and necessary parties. Students will utilize a buddy/partner system while on field trips.

Pool Expectations: Students will be aware of pool rules and expectations. Students will listen and follow directions of swim instructors.

Electronics: Students' electronic devices need to be silenced/off and kept in backpacks. If parents need to contact their students during program hours they should call the Horizons Office (860)-408-4236/4232

Infractions/Tiered Consequences:

****Please note: In all disciplinary cases, parents or guardians are asked to be involved in the process. However, Horizons makes the final decisions about all discipline issues. Consequences may range from discussions about behavior to expulsion.***

Tier	Implementer	Discipline - may include but not limited to
Tier 1	Teacher, Co-teacher, Teaching Assistant	Think Sheet/Reflection, cool down corner, moving seat/proximity to instructor, 1:1 conference, private conversation, reminders of the expectations, quiet redirection, TA support, verbal warning, peer mediation, social-emotional check in, referral to counselor, communication home.
Tier 2	Administrator	Conference with Executive Director Amira Williams communication home, restorative practice, alternate activity/work space.
Tier 3	Team Meeting with: guardian, student (if appropriate), classroom teacher, administrator, counselor	Action Plan created from team meeting possible suspension/expulsion.

Infraction	Description	Tiered Response
Hands On	A physical altercation	Tier 2, Tier 3
Physicality	Tantrum, hitting, kicking, pushing, hair pulling	Tier 2, Tier 3
Verbal	Name calling, swearing, hate speech teasing, exclusive group chats	Tier 1, Tier 2, Tier 3
Property Destruction	Damage done to property within the classroom/on campus	Tier 2, Tier 3
Technology/ Internet Safety	Using inappropriate websites, using personal cell phone or device during program hours	Tier 1, Tier 2, Tier 3
Bullying	Repeated pattern of mean, unkind behavior, can include physical, verbal, cyber bullying	Tier 1, Tier 2, Tier 3

	* There is a zero-bullying policy. Horizon strives to create an inclusive, safe environment for all students. Bullying goes directly against the Horizon's Pledge	
Weapon	In possession of a weapon/harmful item	Tier 3

Repeated/persistent offenses will be raised in tiered discipline intervention at the discretion of Horizon Administration.

Health Policy:

- All students *must* have the required medical form fully completed and on file in order to begin the program.
- Horizons will have a nurse on site Monday-Friday. Please keep Horizons informed of changes in work and emergency phone numbers.
- In an emergency, a reasonable effort will be made to contact the parent/guardian/emergency contact. Should this fail, the student will be taken to the nearest physician or hospital for treatment.
- If a child becomes ill during the session, the parent or guardian will be notified and will be asked to pick the child up early. In such a case the child will remain out of the classroom until his or her parent, guardian or emergency contact arrives. If the injury is minor (i.e. small scratches, bruises, insect sting without allergies) the parent or guardian will be contacted at the end of the day.
- If your child has a fever or is vomiting, please keep him or her home until he or she is fever-free for 24 hours. If your child has vomited in the morning, please do not send him or her to the program that day.

****Please Note: Licensed personnel or certified unlicensed personnel may administer medications to students in cases where the nurse is not available, such as field trips. The nurse (RN) will need to certify each staff member in order for them to administer necessary medication.***

EMERGENCY PROCEDURES

Fire Procedures:

A fire drill will be held during the first week of the program each summer to prepare the children for the proper response to a fire alarm. Emergency evacuation routes are posted by all classroom doors. During a fire drill, Horizons staff members will follow the established policy to evacuate the building. Once evacuation has occurred, no child or staff will be permitted to re-enter any building until the fire alarm has been turned off and school officials signal that it is safe to enter.

Plumbing Failure, Bomb Threats, Shelter in Place, Natural Disaster Procedures:

During any of these incidents, Horizons teachers and staff will follow established procedures to ensure the safety of all children. If a building must be evacuated, students and staff will assemble in their designated fire-drill areas and attendance will be taken. Parents will be notified in the unlikely event of an incident that requires evacuation.

SIGNATURE PAGE

We want to be as clear as possible about the rules, procedures, and policies of the program. Our hope is that through a proactive and collaborative approach we will minimize miscommunication and misunderstanding around expectations, behaviors, and consequences. We are looking forward to focusing on the positives and highlighting all of the fun activities and student success of this summer!

Student Name: _____

Student Grade: _____

*Please sign and return this page to: horizons_ews@my.ethelwalker.org June 26th

I have read and reviewed the 2022 Horizons Family Handbook. I understand what the expectations of the program are and the consequences for not adhering to those expectations.

Parent Signature: _____

Student Signature: _____