



Colegio Bilingüe New Horizons

Our Strongest Conviction is Academic Excellence
Accredited by New England Association of Schools and Colleges (NEASC)

Early Childhood Guide for Parents and Students School Year 2012-2013

Parents, guardians, and students from Colegio Bilingüe New Horizons are expected to follow the New Horizons Honor Code and rules enumerated in this Guide for Parents and Students.

Class Schedule

Toddlers	8:00 A.M. - 12:30 P.M.
Pre-Kinder and Kinder	7:45 A.M. - 1:00 P.M.
Pre-First	7:45 A.M. - 1:30 P.M.

Teachers' working schedule begins at 7:30 A.M. If students arrive before 7:30 A.M. parents and guardians are responsible for them or they may take students to the custodial classroom assigned at the beginning of the school year in the Early Childhood area. Students arriving after 7:30 A.M. should proceed directly to their classrooms. We ask parents to be punctual in bringing and picking up their child.

Between 7:45 A.M. and dismissal, parents and guardians are not authorized to stay in the classrooms nor remove their children without permission. Only parents or guardians with previous authorization may visit the classroom to participate in a planned class activity.

All contact with students should be made through the Academic Support and/or Psychology Departments (i.e., phone calls, permission to withdraw your child from school, schedules, and messages). Students' arrival and dismissal outside the normal school schedule will not be permitted except in cases of extreme emergencies. A written permission form must be obtained from the head of the office of Academic Support (telephone ext. 220) when the need arises. A person from the office will bring the student from the classroom to the Academic Support Department.

Dismissal Procedures for Toddlers to 3rd Grade

Students in the level of Toddlers end their class program at 12:30 P.M. and will remain in their classroom until 1:00 P.M. From this time until 1:30 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

Pre-Kinder and Kindergarten students end their class program at 1:00 P.M. and will remain in their classroom until 1:30 P.M. From this time until 2:00 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

Pre-First students end their class program at 1:30 P.M. and will remain in their classrooms until 2:00 P.M. From this time until 2:30 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood area.

After 3:00 P.M., students from Toddlers to Third Grade who have not been picked up by their parents/guardians will remain in the Library with no direct supervision of an adult.

Parents and guardians from Toddlers to 3rd grade should fill out a form indicating who is authorized to pick up students. Any person not on this list should approach the Academic Support Department to confirm the authorization to withdraw the student that day.

Tardiness and Absences

Classes start at 7:45 A.M., the school gates close at that time. After that time, all students enter school at the First Street gate where the Academic Support Staff will register the tardiness. If the student enters school after 8:10 A.M., he/she must proceed to the Academic Support Department.

Students in the level of Toddlers may enter their classroom until 8:15 A.M.

When a student is absent, his/her parents must contact the Academic Support and/or the Psychology Department as soon as possible in order to provide the reason for the absence. It is parents and guardians' responsibility to contact the supervisor of that area to help the child make up any assigned homework or projects.

Uniforms

All students are required to attend school properly uniformed.

The uniform is:

Dark blue trousers cinched at the waist, with the School logo and the hem properly sewed. Students in the level of Toddlers and Pre Kinder can use a dark blue trouser with an elastic band at the waist.

White polo shirt with the School logo; black belt with the School logo; dark blue socks; and black school shoes.

The school has an official dark blue jacket with the School logo. **This is the only jacket that is accepted.**

Boys: are expected to wear traditional haircuts.

Girls: should not wear alluring accessories (i.e., hoop earrings, bracelets or necklaces). The use of nail polish is not permitted.

Physical Education Uniform:

White T-shirt with the School logo, navy blue sweat pants with white lines on each side and School logo. Students should wear white or black tennis shoes without lights or wheels and white socks.

Textbooks

Textbooks for Toddlers II to Pre First students will be given to parents/guardians before the beginning of each school year. We suggest that all books be covered for more durability.

To avoid losses, all school supplies and books must be personalized.

Evaluations and Progress Reports

Toddlers to Pre First students are evaluated with quality assessments using progress reports. Students are evaluated three times during the school year.

At the end of each evaluation period, report cards/evaluations will be given out to parents or guardians during PTA meetings where they will also be able to review students' portfolios.

It is the parents' responsibility to attend school meetings. If a parent cannot attend, report cards/evaluations will be at the office of the psychologist.

Parents of Toddlers and Pre-Kinder students receive a daily report about their child's classroom performance and social-emotional development. Parents of Kinder and Pre-First students may view their son's or daughter's development report on the School Website on a daily basis.

Meeting with Teachers

In order to offer close supervision to your son/daughter's academic and social-emotional development, we suggest you follow these guidelines:

Speak with your son/daughter about class work and check their development report and notebooks. Contact the teacher through the daily report or with a note/e mail asking for information about your son/daughter's performance whenever you consider it necessary.

The Psychology Department has an open door policy and is available to handle your concerns about your son/daughter's academic performance and social emotional development. Feel free to contact us and arrange an appointment with teachers and the psychologist in case you observe one of the following conditions:

- If your son/daughter has recently been through a family or health situation that can be affecting his/her ability to concentrate, and/or to work properly.
- If you think your son/daughter needs reinforcement in one of the learning areas and you have been working with him/her at home and no significant improvements are shown.

Early Learners Club

Children ages 2 to 10 may participate in the **Early Learners Club**, an afternoon program, which includes homework help, early musical stimulation, and extracurricular activities (computer courses, sports, audiovisual, arts and crafts, gymnastics, and karate).

Visits

Parents and guardians are cordially invited to participate in students' daily routine with previous authorization of the academic staff.

Mondays and Fridays we hold a flag ceremony for different grade levels. During the flag ceremony students, teachers, and staff present information and commemorate important celebrations. Parents/guardians are welcome to attend these ceremonies.

It is not permitted to interrupt classes to talk to teachers, bring materials, class work, or/and uniforms during school hours.

Parents are not allowed to stay in the classrooms, or visit students during class or recess without previous authorization of the academic staff.

Anyone interested in visiting the School, should contact either of the information booths, located at each of the school's entrances, where they will be sent to the reception desk and then to the correct department.

Discipline

We try to educate our students through values and disciplinary rules in an environment of security, organization, and harmony that motivates students to study and show respect to each other, to teachers, and to school staff. Parents and guardians are expected to reinforce these rules at home and to encourage the values that our Institution strives to transmit. Our rules are a reflection of our philosophy and our honor code.

Protection of Minors

School personnel seeks children's intellectual, physical, and emotional welfare; parents and guardians should be aware of the responsibility held by the School to report all cases or suspicions of mistreatment of children or adolescents. (Law 14-94- Article 127 – Children and Adolescents' Protection Code)

Class Work , Forgotten Objects, and Lunch

In our interest to reinforce students' responsibility, parents or guardians are not allowed to bring projects, school supplies, lunch, and homework that students might have forgotten at home.

For students from Toddlers to 4th grade, objects forgotten at home such as belt, jacket, lab coat and/or lunch must be turned in at the office of Academic Support. A school employee will give it directly to students.

Parents or guardians are not allowed to bring students snacks and/or meals from restaurants or food chains during school hours.

Doctor's Office

Parents or guardians should turn in to the doctor's office any and all medications required by students during the day. These will be administered exclusively by the School doctor.

Any accident occurring during the school day will be reported to parents/guardians by phone, with a written message, and/or in person.

In cases of major accidents and/or emergencies, the doctor will contact parents/guardians by phone as soon as the circumstances allow. If parents/guardians cannot be reached, the doctor will take the student to the nearest hospital.

Parents or guardians should inform the doctor directly of any major health issue which the student may have: (i.e., illness, injury, allergy, surgery).

Library

General Juan Garrido Library is open from 7:30 A.M. until 6:00 P.M. Monday through Friday and on Saturdays from 9:00 A.M. to 12:00 noon.

Reference books such as encyclopedias and magazines will only be available for use inside the library.

Locating a book by author, title or subject is done through our computerized system, which provides a listing of all our available books. Books may be checked out for a one-week period, and must be returned through the window at the entrance of the library. In cases where the student exceeds the one week period without renewing the book, a RD\$10.00/day fine will be charged (Including Saturdays and Sundays). Students can check out a maximum of 5 books for a one-week period. If the student has an overdue book, he or she will not be allowed to check out another book until the other book is returned.

Students are responsible for the books rented at the library; in case of loss or damage the student must pay the cost of replacing the book.

Scanning, photocopying, and printing services are also offered for a fee.

Computer Laboratories

Students have access to the computers labs during their scheduled classes. Students must handle the equipment according to the established rules.

Any student who damages computer laboratory equipment or furnishings will have to pay its replacement value.

School Field Trips

To promote students' learning, Pre Kinder to 12th grade students participate in various educational trips and/or extracurricular activities each school year.

Permission slips will be sent home in the student's progress report, in memos and/or by e mail. These forms must be returned with the parent or guardian's signature for authorization. Only students with the permission slip properly signed by their parents or guardians and with the proper uniform will be allowed to participate in the field trip.

Pre-kinder to 8th grade students should attend the field trips wearing their regular uniform (Not physical education uniform).

Remember that parents and guardians are welcome to participate on these field trips. Those interested should contact the academic staff before the trip.

During school field trips, students must maintain an appropriate behavior, following our Honor Code and Guide for Parents and Students.

Birthday Celebrations

Celebrating a birthday in school is only allowed for students from Toddlers to 3rd grade. Early Childhood birthdays are only authorized on Fridays, inside the classroom. From First to Third Grade, birthdays are authorized at the restaurant only during recess time.

Dates need to be reserved at least ten working days in advance. Whistles, clowns, confetti, serpentines, and decorations of the classroom are not allowed (See Birthday Protocol).

Right of Registration

If at the end of the academic school year a student has not accomplished the objectives proposed for the level in which he/she is enrolled, the Psychologist and the Academic Principal will decide if he/she may continue his/her studies at New Horizons.

The school reserves the right to deny registration to:

- A student who does not follow the principles described in the School's Honor Code
- A student whose families do not respect the school's philosophy, mission, and objectives.
- A student whose families do not follow the principles described in the school's Honor Code.

I have read and discussed this Guide for Parents and Students with my child and we commit ourselves with complying.

Name of the student: _____

Name of the parent/guardian: _____

Signature of the parent/guardian: _____

Date: _____