

NEW HORIZONS SCHOOL POLICIES

Parent Handbook 2025-26



**NEW HORIZONS
SCHOOL**

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|---|----|
| Mission and Philosophy..... | 2 |
| Academic Year..... | 3 |
| Admission..... | 3 |
| Enrollment..... | 3 |
| Schedule..... | 3 |
| Extended Stay..... | 3 |
| Tuition and Fees..... | 4 |
| Food..... | 6 |
| Attendance..... | 7 |
| Arrival and Departure..... | 8 |
| Student Etiquettes..... | 9 |
| Parent/Guardian Etiquettes..... | 11 |
| Health and Safety..... | 12 |
| Enrollment Acceptance..... | 14 |
| Dismissal..... | 14 |
| Class Action Waiver..... | 15 |
| Agreement and Policies Modifications..... | 15 |

Mission and Philosophy

New Horizons is dedicated to providing a nurturing and inclusive learning environment where each student can achieve their highest potential. We strive to foster a love of learning, critical thinking, and responsible citizenship through a well-rounded academic curriculum and diverse extracurricular opportunities. Our mission is to empower students to become compassionate, innovative leaders who are prepared to thrive in a global society.

At New Horizons, we believe that education is a transformative journey that empowers individuals to achieve their fullest potential. Our philosophy is rooted in the belief that each student is unique and deserves a personalized approach to learning. We are committed to fostering a supportive and inclusive environment where students feel valued and encouraged to take intellectual risks.

We believe in the importance of a well-rounded education that balances academic rigor with opportunities for creative expression, physical development, and social-emotional learning. Our dedicated educators employ innovative teaching methods that promote critical thinking, collaboration, and problem-solving skills.

We value integrity, respect, and empathy, and strive to instill these values in our students. By nurturing a sense of community and global awareness, we prepare our students to become responsible, ethical leaders who are ready to face the challenges of an ever-changing world.

Academic Year

New Horizons' academic year starts in August and runs till June. This will be a 10 months academic program that you'll be committing to. Students are required to attend school regularly during the entire Academic Year, until the last day of school. Please refer to the New Horizons School Calendar for Academic Year start date, Academic Year end date, school breaks and holidays posted on New Horizons' website at www.newhorizons.school under ADMISSION -> School Calendar..

Admission

Children must be trained in bathroom habits. Wearing diapers or training pants (including pull-up style) is not acceptable.

Children must be four years old by August 31 to be considered for Transitional Kindergarten.

Children must be five years old by December 15 to be considered for Kindergarten enrollment.

Enrollment

Enrolling a student at New Horizons School requires **all** of the following conditions to be met:

- Submission of completed and signed registration form
- Payment of registration fee (please refer to "Tuition and Fees" section for details)
- Submission of completed and signed consent forms in the enrollment packet
- Enrollment approved and communicated by New Horizons School office

Schedule

School opens at 7:30 AM and closes at 6:00 PM.

Transitional Kindergarten classes start at 9:00 AM

Kindergarten classes start at 8:45 AM

1st till 8th grade classes start at 8:30 AM

All classes end at or around 3:00 PM. Refer to detailed class schedule for detailed information.

All students need to be picked up by 5:30 PM unless enrolled in monthly Evening Extended Stay. A per-day Evening Extended Stay charge will be applied otherwise.

Academic year is divided into three trimesters. A detailed schedule of each trimester will be provided separately 2-3 weeks prior to the start of the academic year.

Extended Stay

Extended stay is available before and after school for additional charge.

- Morning Extended Stay hours are from 7:30 AM till the beginning of the first period.
- Evening Extended Stay hours are from 5:30 PM to 6:00 PM.

Students in extended stay must be signed in upon arrival and must be signed out before leaving the campus.

Tuition and Fees

| | |
|--|-----------------------|
| Registration Fee ³ (one time, non-refundable) | \$250 |
| Tuition ¹ (annual)..... | \$15,500 |
| Technology Fee ³ (one time, non-refundable)..... | \$150 |
| Textbooks Rental Fee ^{2 3} (annual) | \$150 |
| Morning Extended Stay Fee ³ (option 1: monthly) | \$100 |
| Morning Extended Stay Fee ³ (option 2: per day) | \$15 |
| Evening Extended Stay Fee ³ (option 1: monthly) | \$100 |
| Evening Extended Stay Fee ³ (option 2: per day) | \$15 |
| Late Pick Up Fee (after 6:00 PM)..... | \$15 for every 10 min |
| Late Payment Fee | \$40 (per occurrence) |
| Returned Payment/ISF Charges | \$30 (per occurrence) |

¹ Tuition Payment plans and due dates:

1. Payment of Full annual tuition \$15,500 as a single payment on 1st August (or prorated⁵ amount before the date of joining for students joining in the middle of the academic year).
2. Payment of annual tuition divided in two installments of \$7,750 (first payment prorated⁵ for students joining in the middle of the academic year) on 1st August (or before the date of joining for students joining in the middle of the academic year) and 1st January. *Please note: this option is not available for the students joining after 1st January).*
3. Payment of annual tuition divided in ten monthly installments of \$1,550 (first month payment prorated⁵ for students joining in the middle of the academic year) on 1st of every month starting 1st August (or before the date of joining for students joining in the middle of the academic year) and ending 1st May. An installment processing charge of \$10 is added with each payment.

Missing and Late Tuition Payments:

- All Tuition Payments are due on or before the 1st of the month according to the selection of a payment plan from above. Tuition is considered late if not paid as of the 5th of the month.
- Tuition Payments made after the 5th of the month it is due in incur the Late Payment Fee..
- Enrollment may be canceled for non-payment of tuition after the 5th of the month it is due in.
- Returned Payment/ISF Charges are applied for any returned checks or ACH payment failure.

- All Payments are applied first to Late Payment Fee, then to Returned Payment/ISF Charges, Registration Fee, Technology Fee, Textbook Rental Fee, Extended Stay Fees and any remainder to Tuition.

² Textbook Rental:

Textbook Rental Fee is optional if you bring your own textbooks.

Optionally, students can rent books from the school for above mentioned fee for the duration of the academic year. Books must be returned to school in their original condition, without tears and markings, when classes end at the end of the academic year.

³ Other Fees Due Dates

- Registration Fee is due at the time of enrollment.
- Technology Fee is due with first month's payment.
- Textbook Rental (if opted) Fee is due with first month's payment.
- Extended Stay Fees (monthly option) are due on the 1st of the month of the extended stay.
- Extended Stay Fess (per day option) are due at end of the month of the extended stay

Acceptable Payment Methods:

- Personal checks written in the name on New Horizons School
- Zelle @ 510-358-1201
- ACH

Sibling discount:

- 10% discount in tuition of the second child
- 15% discount in tuition of the third child

Transferability:

- Registration Fee, Extended Stay Fees and Tuition are non-transferable.
- Technology Fee and Textbook Rental Fee for an academic year can be transferred to the second child if first child is leaving the school in the middle of an academic year, and the second child enrolls in New Horizons School after that in the same academic year.

⁵ Proration:

Proration for student enrolling in the middle of the academic year:

Tuition Proration:

- If paying the full tuition for remaining academic year:

Prorated amount = [annual tuition ÷ 180] x remaining academic days in the year

- If paying two installments (available only for admissions prior to January 1st):
Prorated amount for the first installment = [annual tuition ÷ 180] x remaining academic days before January 1st.

Please note: Second installment of \$7,750 is still due on January 1st

- If paying monthly installments:
Prorated amount for the current month = [annual tuition ÷ 180] x remaining academic days in the current month + \$10 installment processing fee

Textbook Rental (if opted) Proration:

Prorated amount = [Textbooks Rental Fee ÷ 180] x remaining academic days in the academic year

Credits or Refunds:

If a student withdraws at any point during a month, the full Tuition, Textbook Rental, and Extended Stay Fees for that month will still be due, along with any outstanding payments from previous months.

There will be no credit or refund for Registration Fee and Technology Fee; and for Tuition, Textbook Rental, or Extended Stay Fees for the month of withdrawal or for any prior months during the academic year.

Any Tuition refund requests will be considered only under the following circumstances:

- The Full annual Tuition has already been paid in advance; or
- The entire annual Tuition is being paid in two equal installments

In these cases, any Tuition refund amount will be calculated using the following formula:

Tuition Refund amount = [Total Tuition Paid] minus [\$1,550 X Number of Months Attended, including the current month]

Any requests for a refund of the Textbook Rental Fee (if opted) will be considered based on the following calculation:

Textbook Rental Fee Refund amount = [Total Textbook Rental Fee Paid] minus [\$15 × Number of Months Attended, including the current month]

Vacations/Absences:

- No proration, credits or refunds will apply for extended family vacations or absences.

Continuing Enrollment:

- Returning students in the next academic year will go through the registration process.

Food

Student is responsible for bringing water bottle, a nutritious lunch⁴ (that does not need to be refrigerated) and afternoon light snacks to school every day.

⁴ School has an external lunch vendor. Students have a choice of getting lunch from there. The service can be confirmed after making separate payments for the food cost as set by the external vendor.

Birthday and Holiday Treats:

If you would like to bring a special snack for your child's birthday or a holiday celebration, please contact the office or your child's teacher in advance to arrange a convenient time.

All treats must be nut-free, pre-packaged, and store-bought. Homemade items are not permitted for safety and allergy considerations.

Attendance

Students must attend school regularly and should arrive on time at the beginning of each school day. Students are not allowed to leave school before the end of the school day unless early pick-up is arranged by a parent or guardian, or the student becomes ill during the day. Please be advised that New Horizons School operates as a closed campus. This means that all students are required to remain on campus throughout the school day. Students may only leave when they are picked up by a parent or guardian at the designated dismissal time.

Excused Absences:

Students are allowed a maximum of 10 school days of absence per year. Any absences that exceed this limit may not be excused. An excused absence will still show on the report card as an absence, but will allow the student to make-up the missed schoolwork in the allotted time. The types of absences that are included in this count are:

- Student illness
- Attendance at the funeral of an immediate family member
- Planned absences
- Student doctor appointments

Please note that the school must be notified of all these absences by emailing at office@newhorizons.school beforehand.

Our health policies require that children with a fever need to be fever-free for at least 24 hours before school. Please keep your children home if they have the following symptoms:

- fever of 99.6 degrees or higher
- vomiting, diarrhea, severe abdominal pain
- a cold, a sore throat, or a persistent cough
- nasal congestion or runny nose not associated with allergies
- ear infection
- any undiagnosed rash
- red or swollen eyes (i.e. pink eye, conjunctivitis)
- students found with live lice will be sent home and may return to school upon satisfactory treatment

If a student is absent for fewer than 4 consecutive days, a parent must notify the main office by emailing at office@newhorizons.school before 9:30 AM on each day that your child is absent.

If a student is absent for 4 or more consecutive days because of illness, a doctor's note must be submitted in the office upon the student's return to school.

A student's absence will be excused for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than five days.

If a student is going on a planned vacation, a parent must complete a Planned Absence Form at least two weeks in advance, indicating the duration and reason of the absence. Planned absences may not exceed 10 SCHOOL DAYS PER YEAR. Failure to complete the form two weeks in advance or absences longer than 10 school days during the time that school is in session will result in an unexcused absence; the student will receive no work from the teacher, and the student's grade will be affected. Please see the Planned Absence Form for details regarding missed schoolwork. If a student participates in a club and misses it during the planned absence, the missed club session will not be made-up and there will be no reimbursement for the session(s) missed.

A student with an unexcused absence will not be permitted to make up any tests or missed work and will therefore lose credits. Repeated unexcused absences will affect the student's grade.

Tardiness:

Students arriving after their class start time will be considered tardy. Tardy students must check-in at the office to get a pass to enter class. Regardless of the reason, students who arrive late to class cause a disruption and interfere with the learning environment for all students.

California law excuses tardiness for illness and medical appointments only; tardiness due to traffic, rain, car difficulties, passport appointments, or any other circumstance is not excused. A tardy that occurs from a medical appointment is considered excused only if accompanied by a medical note.

If a student is repeatedly tardy or more than 30 minutes late to class, it will affect a student's grades. Four unexcused tardies in a given trimester will be considered a one-day unexcused absence.

Arrival and Departure

Drop-off:

Regular Drop-Off:

Regular Drop-off should primarily be via drive-through lanes at the South Entrance door.

- 1st through 8th graders should be dropped off by 8:25 AM.
- Kindergarteners should be dropped off by 8:40 AM.
- Transitional Kindergarteners should be dropped off by 8:55 AM.

Walk-in drop-off should be avoided between 8:00 AM and 9:00 AM. If at all necessary, any walk-in drop-off by 9:00 AM will be at the South Entrance door. Drop-offs directly in the classroom are not permitted.

Student sign-in is not required for regular arrivals; teachers will take attendance in the class.

Extended Stay Drop-off:

Extended stay drop-off should be at the South Entrance door or in the office; and student should be signed-in by the parent.

Late Drop-off:

Any late drop-off will be at the office. Please check Tardiness policy above for details on late drop-off.

Pick-up:

A student may not leave the campus in the custody of anyone other than a parent or guardian or person authorized on the emergency card (photo ID is required). This is for the students' protection.

In the event that school must be dismissed early due to unforeseen circumstances (i.e. power outage), check-out is mandatory for all students at the time that parents were asked to pick-up their children.

New Horizons School is a closed campus. Students may not leave the campus at lunchtime, unless for an excused absence.

During the school hours, all school doors are locked. All visitors must ring the doorbell at South Entrance door, and then check in at the office.

Regular Pick-up:

Regular Pick-up should primarily be via drive-through lanes at the South Entrance door between 5:00 PM and 5:30 PM, walk-in pick-up should be avoided between during this time. If at all necessary, any walk-in pick-up during this time will be at the South Entrance door. Pick-up directly from the classroom or playground is not permitted.

Per Day Evening Extended Stay Fee applies after **5:30 PM** if student is not enrolled in the Monthly Evening Extended Stay.

Early Pick-up:

If a student must be picked up early, the parent must email at office@newhorizons.school at least 15 minutes prior to early pick-up time. Early pick-up is allowed from office only. Early pick-up is not allowed from classroom or playground.

Extended Stay Pick-up:

Extended stay pick-up is allowed from the office only; and student should be signed-out by the parent.

Student Etiquettes

At New Horizons School, we believe that every individual in our learning environment has the right to feel safe, respected, and valued. To support this, classroom ground rules are established collaboratively by students and teachers and are expected to be followed to maintain the social harmony of the group.

Conduct:

We partner in building responsible habits in our young ones. Students should bring their notebooks, homework, projects etc while coming to school. Parents should not bring these afterwards. Students will not be permitted to telephone, or email, to request homework, textbooks, or projects. Students are expected to be punctual.

Honesty is one of the pillars of our society. We expect that our students will refrain from cheating and plagiarism. Any such behavior will be noted and parents will be notified. Students will be asked to re-do those assignments/projects. Recurrences of cheating/plagiarism may lead to disciplinary actions including the suspension from school.

Students are expected to be respectful to fellow students, teachers and other school staff members. Bullying in any form is not permitted.

We are a non-violent community. Acts of violence or aggression—such as biting, fighting, bullying, harassment, gross disrespect, or discrimination—are not tolerated. Such behavior will result in the student being sent home for the remainder of the day. Repeated or severe violations may lead to further disciplinary action.

Parents will be held financially responsible for any damage caused by their child to school property or the personal property of others. In such cases, the student will also be subject to disciplinary procedures.

Eating and snacking are limited to lunch, snacks or any other approved times and locations.

Homework:

Students in grades 3-8 are expected to bring their planning notebook to class everyday. Students are encouraged to note down their daily homework assignments and tasks in their planning notebook.

Students must submit their homework on time. Late submissions may affect their grades.

Use of Artificial Intelligence (AI) for Schoolwork:

The use of AI tools for completing homework, projects, or other assignments is strictly limited. Students are expected to complete all work independently, using their own words, ideas, and effort. Work copied or generated by AI is not permitted.

AI may only be used for limited purposes such as formatting a paper or as a general reference—not for generating content or completing assignments.

Any misuse of AI beyond these guidelines will be considered academic dishonesty and may result in disciplinary action, which can include redoing the assignment, receiving a failing grade, or suspension from school.

Clothing:

School doesn't have a uniform. While students can wear their preferred attire, this should be appropriate for a school and classroom setting. Their clothing should be clean and neat in appearance. Students should avoid wearing any expensive jewelry.

Personal Property:

Students are expected to be respectful of the property of the school, staff, and other students. School is not responsible for any lost or damaged items. It is recommended not to bring any expensive items. Unless asked by school/teachers, students should not bring any electronic devices, including cell phones.

A Lost and Found box is located in the lunch area for any misplaced items. Items left unclaimed for more than 90 days will be donated to Goodwill.

Inappropriate material:

Chewing gum is not allowed in the school premises. Any school- or age- inappropriate material should not be brought to the school.

Displays of affection:

Students are not permitted to engage in displays of affection, including kissing, having inappropriate physical contact, or engaging in inappropriate hugging. Students are not permitted to refer to other students as their “boyfriend” or “girlfriend” or “romantic partner.”

Disciplinary Measures:

To address behavioral issues, the following steps may be taken in progressive order, depending on the severity of the incident:

- Positive role modeling by the teacher
- Individual counseling by the teacher
- Implementation of behavior modification strategies
- Quiet time within the classroom
- Temporary removal from the classroom with supervision
- Parental notification and involvement
- Temporary expulsion from school
- Permanent expulsion from the school

Our goal is always to support each child’s development in a safe and nurturing environment while helping build characteristics of a responsible citizen in a constructive and compassionate way.

Parent/Guardian Etiquettes

Conduct:

School and Parents partner together to build a strong foundation of our young children. Please read all communications from New Horizons School teachers and administrators and respond to all such communications promptly and appropriately.

Parents must be respectful towards students, school staff and administrators, and other parents at all times. Parents are not allowed on school premises while under the influence of drugs or alcohol, or when emotionally out of control.

Parents must comply with instructions of New Horizons School staff and administrators while present on the school campus including the parking premises.

Feedback:

Parents must refrain from using profanity and inappropriate language on campus (including the parking lots and sidewalks around school), on field trips, and during school events.

Parents should refrain from posting inappropriate comments about the school, the staff, students, or other parents on any form of social media.

Any feedback, concern or complaint should be addressed with the school staff or administration in a positive and professional manner.

Student Progress Check:

Parent meetings are held twice a year to discuss your child's progress. These meetings are typically scheduled and facilitated by the teachers.

Parents should communicate with their children on a regular basis and have an overall idea about their progress in the grade. Parents should regularly check the homework assignment and project completion.

Parents are welcome to schedule a review session with the staff based on their availability.

Meals:

Parents must pack enough healthy snacks and lunch (if not purchased from school's vendor) for the duration of stay at school. Students should not bring gum, coffee, tea, milk shakes or sodas to school.

Students must bring their own lunch utensils and condiments to school (fork, spoon, ketchup, etc.).

Health and Safety

Emergency Medical Treatment:

By signing the Emergency Treatment Agreement, parents authorize New Horizons School to obtain emergency medical treatment, dental care, and transport for their child at the parent's expense.

By signing the registration form, parents certify that they have provided all required information regarding medical conditions or allergies that affect their child. They should also alert the campus to any newly discovered allergies or conditions for their child.

Disaster and Emergency Management Procedure:

In the event of an emergency, we will attempt to contact individuals listed in our records as emergency contacts for the child. If the first emergency contact cannot be reached, we will leave a message and proceed to contact other authorized persons in the order you establish. Emergency contacts need to have agreed to pick up the child when called and must speak enough English to respond to any situation. We will always contact emergency medical personnel first if the nature of the emergency warrants immediate medical care.

Any change in contact information must be reported to the campus immediately.

In the event of a disaster, such as an earthquake, your child will remain at the school unless directed otherwise by authorities. The school will not relocate children to another location unless specifically advised to do so. If a relocation occurs, the new location will be posted and communicated. We will take all reasonable precautions to ensure your child's safety and well-being during such events.

No corporal punishment:

No corporal punishment is administered at New Horizons School. Parents will be notified of any behavioral concerns.

Immunization:

All children must be in compliance with government standards for health and immunization in order to attend school. Please refer to the state immunization forms for current requirements.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/resources-parents.aspx>

Communicable Illnesses:

Parents must notify the school if they or any of their children contract a communicable illness such as chicken pox, hepatitis, measles, or strep throat. The campus will notify parents if their children are exposed to a communicable illness at school.

If a child shows any signs of illness or infection, the child should be kept home. If New Horizons School observes signs of illness or infection at school, the child will be taken to the office, and the parent or another authorized party will be asked to pick up the child within one hour. A child may return to school with a doctor's note verifying that it is safe to return or after being free of symptoms for 24 hours without aid of medication.

Criteria for Child Staying Home:

As a general rule, children exhibiting any of these symptoms should be kept home from school:

- fever of 99.6 degrees or higher
- vomiting, diarrhea, severe abdominal pain
- a cold, a sore throat, or a persistent cough
- nasal congestion or runny nose not associated with allergies
- Ear infection
- any undiagnosed rash
- red or swollen eyes (i.e. pink eye, conjunctivitis)
- students found with live lice will be sent home and may return to school upon satisfactory treatment

Insurance Coverage:

It is the responsibility of the parents to provide adequate health and accident insurance coverage for their children. Parents agree to hold harmless New Horizons School Inc. and its employees for injuries and illnesses that may occur at school or on school-sponsored activities. Parents and guardians may not drive other students on field trips or activities without proof of automobile and liability insurance.

Students are responsible for reporting injuries to the main office or to any New Horizons School staff member.

Medication:

New Horizons School does not have health care professionals on staff. School staff will not administer prescribed medication to students without written authorization from a parent and prescription note from the doctor. A “Medication Administration and Instruction” form must be completed in its entirety. Prescription medication must be given to New Horizons School office by the parent/guardian only in its original packaging with the prescription label including dosing instructions attached. Do not send medication in your child’s backpack.

It is the parent’s responsibility to replace expired prescription medication.

No over-the-counter medication (Tylenol, allergy eye drops, anti-acids, and Benadryl, etc.) may be administered without parental permission.

New Horizons School staff will provide treatment (i.e. cleaning, bandages, and ice) only for minor injuries. Minor injuries will not be reported to parents by New Horizons School staff or administration for grades K-8. An injury is “minor” where it can be treated by cleaning, ice, and/or band aids, and does not involve head injuries. Any head injury, regardless of severity, will be reported to parents.

Students with Special Needs:

New Horizons School does not have teachers trained to educate students with special/behavioral therapy needs or who require special education. Parents agree to abide by the curriculum and educational material used in the school. Parents have the responsibility to assess if school’s curriculum is appropriate for your child’s special needs or special education requirements as designated in an IEP (Individualized Education Plan).

New Horizons School does not have teachers or staff trained or qualified to attend to the needs of students with temporary or permanent medical issues or conditions who require special care or assistance, or to monitor, diagnose, evaluate or treat such students. Parents should speak with the New Horizons School Administration to make the necessary arrangements for such conditions.

Enrollment Acceptance

New Horizons School reserves the right to refuse admission or to refuse continued enrollment of a student.

Dismissal

New Horizons School reserves the right to dismiss a student who is unable to adapt to the program, is not benefiting from the school environment, or exhibits behavioral patterns that we are unable to manage. This includes, but is not limited to, persistent issues such as biting, pinching, hitting, or punching.

Additionally, a student may be dismissed if it is determined that the parents are not willing to support the school’s educational philosophy and approach.

Class Action Waiver

Any dispute resolution proceeding, whether in arbitration or in court, will be conducted only on an individual basis and not in a class, consolidated, or representative action, nor in a private attorney general capacity.

Agreement and Policies Modifications

No amendments, modifications or changes to this School Policies Parent Handbook document may be made without written consent by New Horizons School administration. New Horizons School reserves the right to add or modify the terms and conditions of this School Policies Parent Handbook document by written notification (email, newsletter, flyer, signs, etc.) whenever it deems it necessary.