

## PARENT

### HANDBOOK



23841 N Oasis Blvd Florence AZ 85132  
670 W Pima Coolidge AZ 85268



480-436-3883



[info@horizontutor.com](mailto:info@horizontutor.com)



[www.horizontutor.com](http://www.horizontutor.com)

*Welcome to*  
**HORIZON'S TUTORING**

Where learning is fun!



## 1 WHO WE ARE

- Our mission

We want to help develop our learners into accomplished and confident students. Students who feel successful and will thrive within our small group settings. It is important for them to grow and learn so that they can be leaders within their communities in various ways while feeling confident in what they do and say.

- Our method

We strive to provide a positive learning environment while showing care and compassion. We inspire our students to do the best that they can while we work through the proper stages of child development for each and every student within our programs.

We do various activities in our communities to help out and show our students and families that when we do positive things and get involved that people come together to make change in a positive manner. (It takes a village)

- Connection to community

We learn through our interactions with those around us and how those relationships form is based on our behaviors and attitudes. We hope for positive scenarios but understand that our students will see negative interactions from time to time and we will do our best to guide them in a more positive direction. Creativity and critical thinking are both important skills for our students to carry with them into the community and their homes.

## HORIZONS PHILOSOPHY

We learn through our interactions with those around us and how those relationships form is based on our behaviors and attitudes as well as how those around us behave and treat us in return. We always hope for positive scenarios but understand that in the real world its not always possible. There will be times that our students will see negative interactions and we will just do our best to guide them in a more positive direction so that they have the option to make a positive decision.



## 2 BRIEF OVERVIEW OF HORIZONS TUTORING AND PROGRAMS

What is it that we do here for our families?

This program was created because I as a parent saw the need to help school age children especially those that needed more attention and smaller class sizes. Those with special needs often need these additional supports and are often overlooked. I work with a variety of kids with physical and mental challenges both in their personal lives and their class room settings.

Currently we have tutors that do in home services, zoom and within our office. Our current location is in Coolidge AZ located at the Cool Image gymnastics studio at 670 W Pima Ave.

At this location we offer in person services that include tutoring, pre-k and micro schooling. We also have additional services that can take place there as well such as reading, sign language, and summer programs. We teach our students a variety of curriculums. We are only with our students short periods of times so we choose to work with what works best for the families we serve. We work with faith and non faith based curriculums.

Our students range from pre-k to high school and we teach all core subjects math, reading, writing, science, history, as well as other classes like life skills, music, and foreign language. We Strive to make the best of each day and move forward in a progressive environment.

## OUR STAFF

- Owner Rebecca Thomas

I am a mother of 4 children. Three girls and a boy. I have a fantastic husband who supports me in all that I do. I have worked with children since I graduated high school. I taught Pre-K and Kindergarten my first few years out of college. Then I became a substitute for a few years before returning to teaching. I was born and raised in Texas and have lived in Arizona for about 12 years now. Watching the children learn and grow and seeing the excitement in their eyes when they realize something new is an amazing feeling.

- Teacher/Tutor Lauren Strange

I am a mother of 2 boys aged 11 and 14. One still does homeschool, and we work together frequently to make sure he is successful! I am a Texas native and have a degree in Fine Arts, so crafting is my specialty. I have loved working with children since high school, where I also was a tutor to children my own age and younger (elementary to high school seniors) Seeing the new generations grow and succeed is a beautiful part of life and I have great joy in contributing to them learning!

- Teacher/Tutor Marcus Thomas

I grew up in Michigan, and met my wife in Arizona. My wife runs the program and I help out where I can. I teach Spanish lessons in 30 minute and 1 hour sessions. I also help out with other things such as life skills, sports, weight lifting, and some music. We also



attend some events such as Hoot Night at the local school and their Christmas Festivals. I, of course, share the same family with the 4 kids. She's out of the house working, teaching, tutoring more than I am so I make sure home runs smoothly and get all of the kids to and from where they are supposed to be. I support Rebecca in everything she does and accomplishes and she does the same thing for me.

### 3 PROGRAMS AND SCHEDULES

#### Reading

- Reading-Tuesday in Coolidge 6:00 to 7:30 ( 3 spots per session )
- Reading-Thursday in Coolidge 6:00 to 7:30 ( 3 spots per session )
- Reading-Tuesday and Thursday wkly or monthly in Coolidge 6:00 to 7:30 ( 3 spots per session )

#### Tutoring-

- These time are set by the individual tutors and the families in which they work for

#### Pre-K

- 1 Monday and Wednesday 9:00 to 12:00
- 2 Wednesday 9:00 to 12:00 and Friday 9:00 to 2:00 (bring a lunch)
- 3 Monday and Wednesday 9:00 to 12:00, Friday bring a lunch, 9:00 to 2:00
- ( 6 spots per session )

#### Micro-School

- 1 Monday 8:00 to 12:00 Wednesday 8:00 to 3:30 and Friday 8:00 to 3:30 (bring a lunch)
- 2 Tuesday and Thursday 8:00 to 12:00
- 3 Monday 8:00 to 12:00, Wednesday 8:00 to 3:30, Friday 8:00 to 3:30 (bring a lunch )  
Tuesday and Thursday 8:00 to 12:00

#### Steam Fridays

- Fridays 9:00 to 12:00

#### Summer

- 1 Monday, Wednesday 9:00 to 12:00 Friday 9:00 to 12:00
- Summer Camps- check with a staff member and be sure to follow us on facebook at @horizonstutor or [www.horizonstutor.com](http://www.horizonstutor.com) for updates on the dates. The camp will be 3 days Monday to Wednesday from 9:00 to 4:00 ( 15 spots )the cost is \$TBD
- Watch for upcoming sessions

### HOURS OF OPERATION (office hours)

- Monday 7:30 to 6:00
- Tuesday 7:30 to 6:00
- Wednesday 7:30 to 6:00
- Thursday 7:30 to 6:00
- Friday 7:30 to 6:00
- **PHYSICAL OFFICE HOURS VARY SO CHECK THE DOOR OR THE BAND APP**

### REQUIREMENTS FOR ENROLLMENT

To enroll your student must be able to attend the program with 80% attendance or you will be dropped to allow others the opportunity to learn within our program as well.

We understand there may be circumstances that effect this so please be sure to speak with a staff member so the proper arrangements can be made.



## PROGRAM PROCEDURE FOR IN OFFICE

- Parking  
You may park in the parking spaces in front of the building or in the gravel area to the side of the building. You may also park on the street if need be but please follow the flow of traffic and watch for children as we are located near other schools within the community.
- Arrival  
When you arrive for the day please do not just send your child in, check in with the teacher before leaving this helps us to track attendance and, your Childs safety is our number one priority. When weather permits we will try to have the door open during arrival.
- Dismissal  
Upon the end of the day we ask that your children clean up and gather their belongings. We will open the door and watch for our students rides before sending them out, but please feel free to come to the classroom and pick up your child.  
**If you are not the regular person that picks up the student you must be on the pick-up form and we will check your ID so you will have to come to the classroom.**

## ITEMS PROVIDED BY FAMILIES

The only thing I ask for is 3 reams of copy paper per student.  
If you are able to provide tissues, or hand sanitizer that is great. However I will provide these items. If you are able to please consider donating 3 items from our classes donation list. (It can be found at the back of this book)  
If you have a student who may have an accident please include a change of clothes in their backpack each day or one to leave here at the facility.

## 5 SCHOOL CALENDAR

2024/2025

- Start Date August 5
- Fall Break October 14-18
- Christmas Break December 25- January 8
- Spring Break March 21-28
- Last Day May 23

•

## • HOLIDAYS

- A. September 2 Labor Day
- B November 11 Veterans Day
- C January 3rd Monday MLK
- D February 17 Presidents Day

## SUMMER CALENDAR

- Start Date June 1
- End date July 31
- Holidays
- July 4

## COMMUNITY EVENTS

- A. Homecoming Parade
- B. Junior Parada Parade
- C. Christmas Parade

## ANNUAL EVENTS

Every year my family host a Christmas Party. This Party is always the First Saturday of December from 6:30 to 9:00. We have food, treats, coco, and most importantly Santa and Mrs. Claus. They come visit us each year and bring toys for all the children that attend. Mrs. Claus reads Christmas Stories and sings Christmas Carols. Its a lot of fun and we can't wait to see everyone there. Notices will go out in advance to remind everyone.



## 6 FACULTY TRAINING AND REQUIREMENTS

- 15 training hours per year
- Az Level 1 fingerprint clearance card
- First Aid
- Cpr
- Aed
- Article 9

## HOW TO REACH US

### Paper Notices

We will do our best to send home an update each week in writing. Also when we send home your Childs assignments that we have been working on there will be notes on them of what their struggles are so you will know that we are addressing our concerns that may arise in our learning and understanding in more details.

### Email

If you prefer email please let a staff member know so that we can provide you updates in a way that is convenient for you to view.

### Phone Calls

You can reach Rebecca Thomas by phone or text at anytime at 480-436-3883. If it is an urgent matter please state this and you will be called back asap. If it is not an emergency your phone call will be returned within 24 hours.

If you are leaving a message with your individual tutor and do not hear back from them within 24 hours please notify the office and your concerns will be addressed.

### Mail

You can send physical mail to 23841 N Oasis Blvd. Florence Az 85132

### Classroom Drop Off

If you prefer to drop it in person there is a basket on my desk.

## CONFERENCES

You are able to schedule a parent conference at anytime to talk to your Childs teacher or tutor for an update or to address concerns or issues that have arose. However, we have scheduled the months of November, January, March and May to hold parent conferences this allows you to see where we started in our lessons and where we are now. We will send out times closer to the dates for you to choose from.





## 7 CLASSROOM VOLUNTEERS

- Community Helpers

police, fire, emt, dentist, postal workers, librarian, or other community employees. From time to time we will have people from this group come in to help us in our themed lessons and read to us.

- Parent and Guardians

If you would like to be volunteer in our classroom for parties, field trips, and help with other odds and ends we do ask that you let us know in advance.

- High School Students

We work with Florence and Coolidge High schools by allowing their students under the age of 18 to come in and help us out with arts and crafts and read to us so that they can obtain their required community service hours to graduate.

*\*If you are a volunteer who has a Level 1 Az Fingerprint Clearance card. Please make sure to provide a copy to the office.*

## 8 TUITION AND FEES

Tuition is based on the program that you are attending. The fees are different based on the individuals need and you will be provided a list of the fees for the services in which you are receiving. Invoices will be sent out Monthly but can be weekly or bi-weekly if needed just be sure to let a staff member know as they are done one month at a time currently unless you are an ESA student then they are done quarterly 3 months at time. Tuition is charged for the program and is non refundable. The fees will remain the same whether your student is in class or session. We will do our best to make up the time missed.

### Make Up Time and Resources

- Zoom if allowable
- Adding extra time to sessions going forward
- Providing additional printed resources
- Online program with educational work to support the students where they are in their current lessons.

We accept the following methods of payments:

- Debit/Credit Cards
- Cash
- Cash App
- Venmo
- ESA

If you are an Esa parent and using reimbursement please let us know so that the proper credentials can be provided to you asap or check the website [www.horizonstutor.com](http://www.horizonstutor.com)

## TIMELY PAYMENT OF TUITION AND FEES

- Please pay your invoices by the 10th of the month so that we can ensure that our tutors are paid on time.
- If you are using class wallet for vendor pay please take a screenshot of the confirmation email or forward a copy of your submission email to [info@horizonstutor.com](mailto:info@horizonstutor.com) with your Childs name in the subject line so that we can keep this in your Childs file. If you are using classwallet vendor pay there will not be late fees as I am aware that it takes quiet some time to for them to pay.
- If you find a discrepancy in your invoice please notify Rebecca Thomas asap at [info@horizonstutor.com](mailto:info@horizonstutor.com) or by phone at 480-436-3883.

## CLASSROOM COST

The only extra cost that we ask from you is 3 reams of copy paper per student. We do ask that if you are able you please donate three items off of the supply donation list that is located in the back of the book but its not required by any means. Its just helpful to the staff who purchase these items for their classrooms.

## 9 SNACKS AND LUNCH

We Provide snacks daily as well as a drink during this time. Students however, may also bring snacks if they would like. Students are also permitted to bring a lunch if they are going to be here all day. We would like to encourage your child to bring a water bottle as we do have a fountain with a water bottle set up. All we ask is that they clean up after themselves by ensuring that all of their trash is placed into the trash cans and not on the desk or floor.

## INCLEMENT WEATHER

- If there is flooding and the roadways will be effected long term you may be notified of early release.
- During a dust storm we will not be outdoors and if we are on a community outing and in a vehicle we will not drive until it has ended.
- If other inclement weather comes up we will call, email , and use the band app and notify all parents of the steps that we are taking.

## PLAYGROUND RULES

Currently we do not have a playground on site but from time to time we will walk to the park down the street during the cooler months.. We ask that the students play on the playground equipment as its intended to be used. For example: slide sitting up feet first, one person at a time, do not block the bottom of the slide, no jumping out of swings, no hanging upside down on monkey bars. We do not want any injuries due to not following safety protocols.

## CLASSROOM SAFETY

We ask that you follow the instructions that were given by staff during projects and assignments while in our class as they have planned the lessons and know what precautions should be taken to keep the staff and students safe during these projects and lessons.

## SCHOOL POLICIES

### Dogs on Campus

The only dogs that are allowed at school are Service Animals. They are their to do a specific job. If there happens to be a service dog we will have a meeting with all the students to let them know that the dog is working and is not their to play or be petted.

### Lost and Found

If your student leaves something behind it will be placed in their cubby or the lost and found. Ask a staff member and we will let you look through the items. If possible label your children's' items and this will help us to keep them out of a box and sent home.



### Cell Phone Use

During school programs we ask that students leave their cellphones in their backpacks or put away. They may be used for qr codes for lessons or if we are looking up a specific questions and they do not have access to a computer but, their is a computer in the classroom for these instances. High schoolers may use their phones to look up information. NO TIC TOC? Its class time.

### PRESS / PHOTO RELEASES .

Please make sure that you sign this page with or without permission in your contract. We have additional copies and can provide you one at any point. Since your students are minors we do need to have this on file. You can also download this form on our website at [www.horizonstutor.com](http://www.horizonstutor.com).



## 11 PARENT CONCERNS

Reach out to your current teacher or tutor

If you or student has a concern about something that has happened in the program or between them and a staff member or peer we ask that you or your child speak to us in person, email or writing to that staff member. If the staff member who you have an issue with is unable to resolve your situation then please bring it to Rebecca Thomas in person, email [info@horizontutor.com](mailto:info@horizontutor.com) or by phone at 480-436-3883. If that staff member is Rebecca Thomas she is the owner and director you can bring it to another staff if you are not comfortable speaking to her and they can let her know and she will reach out to address the concern.



## 12 HEALTH POLICIES

If you have a fever of 100.4 and go to a program at our facility please stay home.

If one of our tutors goes to your home and anyone in the home has a fever of 100.4 or greater please cancel and we will do our best to reschedule.

If you have been vomiting or have diarrhea please stay home. If one of our tutors goes to your home and anyone in your home has been vomiting or has diarrhea please cancel and we will do our best to reschedule.

If you have a communicable disease or illness please notify a staff member immediately!

This includes everything on the attached list. This list is not inclusive but does give you a good idea as it is the most common list that schools, daycares, and other facilities who engage with children come into contact with.

*\*We will follow the guidelines on the attached form as well as guidance from the cdc website.*

[cdc.gov](https://www.cdc.gov)

Or copy and paste the following into your browser

<https://www.cdc.gov/oral-health/prevention/oral-health-tips-for-adults.html>

<b>Condition</b>	<b>If your child has been diagnosed with disease, our program will:</b>	<b>When to allow child to return:</b>
Chicken Pox	<ul style="list-style-type: none"> <li>• Temporarily exclude the sick child from child care</li> <li>• Notify all parents regarding possible outbreak</li> <li>• Contact the Child Care Health Consultant if needed to find out the other preventative measures to take</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	Approximately 6-7 days after the rash begins or when ALL blisters have scabbed over
Diarrheal Disease	<ul style="list-style-type: none"> <li>• Temporarily exclude from child care</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	When child is diarrhea-free for 24 hours
Hand-Foot_and_Mouth Disease	<ul style="list-style-type: none"> <li>• Exclude if child has open, draining lesion on hand or has lesions in the mouth and is drooling</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	When lesions heal or drooling ceases
Head Lice	<ul style="list-style-type: none"> <li>• Temporarily exclude from child care</li> </ul>	24 hours after treatment and no
Ringworm	<ul style="list-style-type: none"> <li>• Temporarily exclude the child if lesions cannot be covered</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	If unable to cover the lesion, after treatment begins
Strep Throat	<ul style="list-style-type: none"> <li>• Temporarily exclude the child with eye drainage and itching</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	24 hours after antibiotics are begun
Pink Eye	<ul style="list-style-type: none"> <li>• Temporarily exclude the child with eye drainage and itching</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	24 hours after first dose of medication and symptoms are mild
Fifth Disease	<ul style="list-style-type: none"> <li>• Temporarily exclude the child from child care if the child is unable to participate in center activities or has a fever</li> <li>• Program will notify all parents</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	After child is able to participate in center activities
Impetigo	<ul style="list-style-type: none"> <li>• Temporarily exclude from child care</li> <li>• Carefully follow hand washing and cleaning procedures</li> </ul>	After treatment has started
Fever	<ul style="list-style-type: none"> <li>• Temporarily exclude from child care if child has a fever above 100 degrees Fahrenheit orally, or above 100 axillary</li> </ul>	After child has been fever-free for 24 hours without medication
Vomiting	<ul style="list-style-type: none"> <li>• Temporarily exclude child that has had 2 or more vomiting episodes in a 12 hour period</li> </ul>	After child has not vomited for a 12 hour period

## 14 STUDENT DISCIPLINE POLICY

### Positive Discipline

We do not want to just discipline our students for the simple fact that it can be avoided and the teachers can continue teaching their lessons. We feel that it is important to help the students learn to work with their peers and teachers. By encouraging this atmosphere we are teaching our students a greater respect for themselves, teachers, and peers. This also teaches and shows them that being respectful to each other and those in the community will benefit them in their future endeavors by allowing them to be mindful of others and the circumstances of life around them.

We discuss our expectations with all of students within our programs.

- We teach coping methods such as calming techniques. Use of sensory bottles, bubble breaths, and a quiet corner.
- If a student is overwhelmed in their current activity we like to guide them to something less stressful and more relaxing.
- We remind them to use their coping strategies also there is a list of various coping strategies posted within our facility.
- We give warnings and if this does not solve the issue we ask that they take time to work by themselves for a bit to regroup and calm down on their own time. If this happens the staff is available to stay with a student to help them or allow them the space they need to regroup.
- We don't generally have this type of issue as our lessons and program is designed to avoid the need for disciplinary actions however, we do have a plan in place incase the need arises.

### REMOVAL FROM CLASS OR DISMISSAL FROM THE PROGRAM

Each child is unique and not all students will cope and process the same as others.

Every program will have issues at some point in time and we have a system that we will follow.

We will give warnings, home for a day, home for a week then dismissal from the program if the behavior or problem persist.

- If a child is violent or aggressive toward staff and peers they will be separated and a parent called. The parent will have a choice to pick them up at that point or see if they are able to finish out the day. If they are not able to finish our the day they will be asked to miss the next scheduled session and if it happens a second time they will miss a week of the program the third time they will be dismissed.
- If a student has a repetitive behavior that needs addressing but does not warrant a trip home the staff may conclude that the students might benefit from an outdoor break to stretch and regroup so that the troubled student may have some additional time with staff to work through their emotions.





## 15 DONATIONS

### CLASSROOM DONATIONS

If you have any of the following items that you come across in your home and are willing to donate please consider our program as we use these items in our art and lessons.

- Glitter
- Sequins
- Beads
- News papers
- Magazines
- Toilet paper or paper towel tubes
- Paper plates
- Scrap material
- Glue
- Yarn
- Ribbon
- Bells
- Fake flowers
- Cotton balls
- Pencils
- Hand sanitizer
- Tissues
- Wipes
- Ziplock bags
- Paint

Or any other item that we might be able to repurpose if you are unsure please ask and we will let you know if we can or cant utilize it.



## Parent Acknowledgment

If you have read the handbook and understand the policies for our program please sign below and return the entire page so that it can be put into your Childs file.

School Year \_\_\_\_\_

Childs Name \_\_\_\_\_

Parents  
Signature \_\_\_\_\_









