

2025



POLICIES AND INFORMATION MANUAL

FAMILY HANDBOOK

A Future in Which Every Child Thrives

Horizons works with students and families to help transform the way students see themselves and their future.

WELCOME LETTER

Welcome Horizons of Kent and Queen Anne’s Families!

Welcome to Horizons’ six weeks of happiness. We are about to embark on a journey that empowers students to find out who they are as learners, friends & leaders.

Horizons creates a love of learning through hands-on, experiential and joyous classrooms.

Students spend six weeks every summer from grades pre-K - 8 on the campuses of The Kent School, The Gunston School and Washington College. With 15 students in a class, teachers create a hands-on curriculum relating to the theme with a focus on reading and math. Swim instruction is offered twice a week with an additional day of free swim on Fridays. We also offer chess, art, riding, sailing, cooking, along with field trips.

Your children have been selected to be part of this program because we and their counselors believe they will benefit from all that we offer. We hope you will reinforce the lessons your children learn during the six-week program. With your involvement and support, we can achieve the mission to stop the summer slide and provide new and exciting opportunities for your children.

We want to thank you for taking this journey with us and for entrusting us with your children. They are our future. When they gain both academic and emotional intelligence we all benefit. Together, let’s be Horizons Proud!

Emily Murphy
Executive Director



Horizons
of Kent and Queen Anne’s
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horizonskentqueenannes.org

TABLE OF CONTENTS

| | |
|---|-----------|
| WELCOME AND OVERVIEW | 04 |
| PROGRAM AND INFORMATION | 05 |
| General information | |
| Health | |
| POLICIES | 06 |
| Admission | |
| Attendance | |
| Arrival and Departure | |
| Cellphone | |
| Discipline | |
| Internet | |
| Swim | |
| Clothing | |
| Food | |
| THE CULTURE | 08 |
| Citizenship | |
| Communication | |
| HEALTH & EMERGENCY INFORMATION | 11 |
| Health | |
| Fire Procedures | |
| Plumbing Failure, Bomb Threats, Shelter in Place, | |
| Nature Disaster Procedure | |
| CALENDARS | 13 |
| Summer Calendar | |
| Field Trips | |
| Enrichment | |

ABOUT HORIZONS

THE HISTORY

Horizons is a tuition-free, academic and enrichment program serving under-resourced students who qualify for the Free and Reduced Meal program in Kent and Queen Anne's counties.

In 1964, New Canaan Country School Headmaster George Stevens had the bold idea, in an uncertain time in history, to make good use of the summer months and open the empty campus of the Country School to under-resourced students. He created the Horizons program to inspire students through hands-on, project-based academic experiences, and by making a long-term commitment to every child. He created a summer community where less privileged children felt they belonged, and that enriched its students by providing meaningful academic support and cultural experiences.

THE MISSION & VISION

Horizons of Kent and Queen Anne's advances educational equity through a robust academic and enrichment program that builds on long-term partnerships with families and communities to provide a joyful, safe, and inspiring learning environment that empowers students from Kent and Queen Anne's counties to thrive in an ever-changing world.

We envision a future where everybody thrives.



PROGRAM INFORMATION

Welcome to Horizons of Kent and Queen Anne's 2025! This handbook will help you understand our plan for a summer of learning and fun, as well as for the health and safety of your child when at Horizons. Here are 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 the Executive Director.

PROGRAM LOCATIONS

The Kent School
6788 Wilkins Ln
Chestertown, MD 21620

The Gunston School
911 Gunston Rd
Centreville, MD 21617

Washington College - Smith Bldg.
300 Washington Ave.
Chestertown, MD 21620

VACATIONS/CLOSINGS

Horizons will be closed July 4, 2025

IMPORTANT NUMBERS

Horizons Office: (410) 778-9903

Kent School, Kristin O'Neil: (410) 666-0588

Gunston School, Patrick Hopkins: (410) 758-0620

Washington College, Cheryl Fracassi: (443) 666-0707

GENERAL INFO

Theme: Bits & Bytes: The Digital Dive

June 23 – July 30, 2025

Parent Orientation: June 20th 6pm

(Parents will receive bus route information at orientation)

9:00 am - 3:00 pm, Monday - Friday

At Horizons your child will have daily classes in reading, writing and math, as well as theme-related enrichment in coding and artificial intelligence. Horizons provides transportation to and from each site. Students have plenty of outdoor time, and eat nourishing breakfasts and lunches. They will swim, go off campus for theme-related field trips, and participate in specials such as chess, riding, cooking and sailing.

The following are things that we recommend you do to help your child have a successful experience at Horizons 2025:

- Make sure your child comes to Horizons every day, prepared to take part in all activities.
- Adhere to the attendance policy.
- Review our behavior expectations with your child: this includes on campus and on the bus.
- Remind your child how important it is to respect others.
- Have an authorized adult present to put your child on the bus and meet your child when getting off the bus.
- Be available to speak with our staff if requested.
- **Check your email and the online calendar regularly**
- Let us know if something is happening in your child's life that could affect behavior or mood.
- This is a partnership: together we can provide a special summer experience for your child.

POLICIES

ADMISSION/RE-ENROLLMENT

New students are invited to enroll if their school counselors referred them to the program.

Returning students If your child was enrolled in the program the previous summer, they will receive a space in the program for the current summer if:

- they met the attendance, behavior and swim requirements for the previous summer;
- the application, health form, and registration fee are submitted by the due date.

ATTENDANCE

Your child's daily attendance is essential for success in the program. It is the parent's responsibility to get their child on the bus on time and prepare them for the program each day.

Poor attendance and repeated tardiness are important determining factors in admission for future years at Horizons. If your child is too ill to attend, call or send a text message to the Site Director by 8:00 am. A doctor's note may be required in order to excuse the absence.

TRANSPORTATION

The program begins at 9:00am and ends at 3:00 pm Monday - Friday. A designated adult (18 or older) is expected to be at the bus stop to put the child on the bus and welcome the child off the bus at the end of the day. Families who drop off and pick up their children should plan to arrive promptly at 9:00 am at the designated drop-off point on campus, and be on time for the 3:00 pm dismissal.



POLICIES

CELL PHONES

Students are discouraged from using cell phone during the program. We suggest cell phone remain in bookbags during the day. If a student is cannot abstain from cell phone use, the phone will be collected by the home room teacher and safely stored until dismissal. If you need to contact your child because of a family emergency or a change in dismissal plans, please call your site director.

DISCIPLINE

The Horizons program offers a nurturing environment built on respect for members of the community. We provide a structure of loving discipline, limits, and standards of behavior which are essential to the development of each child's positive self-image. Horizons makes the final decisions about all discipline issues. Consequences may range from discussions about behavior to suspension/expulsion and will proceed with 1) Warning from Site Director 2) Two-Day Suspension 3) Expulsion. In all cases, parents or guardians will be involved in the process.

INTERNET

Connection to the internet is provided for professional and academic work. Any work done on these computers or devices can be monitored directly or remotely at any time. Any work done on the internet that might offend or upset others in the Horizons community is prohibited. Network activity of students is subject to adult supervision and monitoring.

CLOTHING

Horizons students need to come prepared for active and fun-filled days. All students should wear: athletic shoes that can be worn for sports (no flip flops); shorts and tee-shirts (no belly shorts or bare midriffs). Families will need to provide a bag, towel and bathing suit: for girls, a one piece or tankini that does not bare the midriff. Bikinis are not allowed. If families are in need of any items, please contact the Horizons office. Please label all of your child's items.

SWIMMING

Swim lessons are an integral part of the Horizons program. Horizons National mandates that each student receive 2 hours of instruction per week. By enrolling your child, you and your child agree to partake in swim lessons. Refusing swim lessons more than three times during the program is a basis for dismissal from the program.

FOOD AND WATER

Horizons serves each student a healthy breakfast and lunch each day. Please do not send your child to the program with any food or beverages. Parents must indicate in advance on the online application any food allergies. Your child will be given a water bottle to use during the program. It will stay at the site and will be refilled each day. Your child may take it home after the program ends.



HKQA

THE CULTURE



HORIZONS COMMUNITY COMMITMENTS

CITIZENSHIP

All children are expected to behave politely and to respect school property, teachers and bus drivers. Horizons at Kent and Queen Anne’s is fortunate to be on the campuses of Kent School, Gunston and Washington College. Students are also expected to be proud that they are Horizons students and act as representatives of the program. Horizons is a unique program that maximizes your child’s potential. Please encourage your child to capitalize on the opportunities provided during the 6 weeks and reinforce what they learned each day at home.

As a Parent/ Guardian of a child that attends Horizons of Kent and Queen Anne’s, I will partner with the program to ensure that:

- * I will check my email regularly for communications from Horizons.
- * I will ensure that my student wears appropriate attire to school every day.
- * I will ensure that my child brings a bathing suit on swim days.
- * I will regularly communicate in a respectful and kind two-way dialogue with staff and other community members.
- * I will commit to being an active part of the program ensuring my student attends every day during the summer program from June 23 - July 30, 2025.
- * I understand that if a student misses more than (3) days of the program with unexcused absences, the student will be withdrawn from the program.
- * I understand that the use of cell phones during the school day is prohibited.
- * Should a behavioral issue arise involving your child, I understand the staff has disciplinary discretion and may remove your child from the program after 1) Warning from Site Director 2) Two-Day Suspension 3) Expulsion
- * I am committed to partnering with the Horizons community to ensure the success of my child.

Horizons of Kent and Queen Anne’s believes the quality of one’s character is learned and regularly practicing the following is essential to developing the whole child. All members of the Horizons community are expected to treat one another with:

100%

CIVILITY

100%

RESPECT

100%

TOLERANCE

100%

HUMILITY

100%

KINDNESS

100%

RESPONSIBILITY

100%

AWARENESS

HKQA wants all students to be safe, enjoy the learning experience, to feel good about themselves and have fun. In order for that to happen, we must all take pride in ourselves and our Horizons community and traditions.

We will treat each other with respect and kindness, and we will remember that it is a privilege to attend Horizons.

To that end, each person is expected to take responsibility for his or her actions, ensuring that an individual's behavior enriches our program and the broader community.

HEALTH

All students must have the required medical forms fully completed and on file in order to begin the program. Each site has a CNA/Nurse on site Monday-Friday. Please keep Horizons informed of changes in parents' work and emergency phone numbers. In an emergency a reasonable effort will be made to contact 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, the parent/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/her parent/guardian arrives. If the injury is minor (ie small scratches, bruises, insect sting without allergies) the parent/guardian will be informed at the end of the day. If your child has a fever, please keep him/her home until he/she is fever free for 24-hours. If your child is vomiting, do not send him/he to the program that day. COVID: Please follow the latest CDC guidelines.

EMERGENCY

FIRE

Horizons will hold fire and bus evacuation drills during the first week of the program to prepare the children for the proper response. During a fire drill, Horizons staff members follow an established policy to evacuate the building. Once evacuation is complete, no child or staff is permitted to re-enter the building until the fire alarm has been turned off and school officials signal it is safe to re-enter.

PLUMBING FAILURE, BOMB THREATS, SHELTER IN PLACE, NATURAL DISASTER

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 assemble in their designated fire-drill areas and attendance is taken. Parents will be notified in the unlikely event of an incident that requires evacuation.

Every parent has access to Horizons online calendar. It will be updated regularly, so check the calendar daily for the most up-to-date information. The calendar can be located on the "Summer 2025 Calendar" page on the Horizons web site:

<https://horizonskentqueenannes.org/summer-2025-calendar>

August Partnerships

Just for Horizons students

YMCA – Kent Co.

Camps in August

The YMCA in Kent County is offering Horizons students half off tuition when they enroll in a camp at the YMCA in August. This is a unique opportunity for our students to continue growing and learning until the end of the summer. Please contact Emily Murphy for more information **BEFORE July 15th** if you would like to take advantage of this offer: emurphy@horizonskqa.org.

Sultana

Camps in August

Sultana Projects has reserved a few spots specifically for Horizons students in their day programs during the month of August. Horizons students will be able to attend tuition free if they contact Emily Murphy before July 15.



**THANK
YOU** PARENT ORIENTATION PROGRAM
