



Horizon Academy West

3021 Todos Santos NW
Albuquerque, NM
(505) 998-0459

Office Hours:
7:30AM – 3:45PM

School Hours:
7:45AM – 3:30PM

Administration

Cynthia Carter

Director

Olivia Flores

Assistant Director

Fatima Mendoza

Dean of Students

School Support

Angelica Baca

Registrar

Shalom D'Elia

Operations Mgr.

Diana Cordova

Business Manager

Jolene Rael

Nurse Assistant

Isabel Hunkins

Cafeteria Mgr.

News on the Horizon

Dear Horizon Academy West Families:

We, at Horizon Academy West, are thrilled to welcome all previous & new students and their families to the 2019-2020 school year! It is through our combined efforts that we have attained a high level of academic achievement and continued growth.

We would like to thank you ahead of time for your support. Our school prides itself on building a strong community, and it is important that our students know that we are all working together for their benefit.

In order to communicate more effectively, HAW provides a weekly school-wide newsletter on Thursdays, a website (www.hawest.net), and a Facebook page. Please make sure to check us out! In addition, individual teachers provide periodic newsletters or online websites & phone links to keep you informed about your child and/or school events.

If you have questions or concerns, you may also contact us by calling the front office or emailing administration at the listed email addresses below. We are excited to work with you and we trust that together we can continue to make Horizon Academy West a school above the rest!

Sincerely,

Cynthia Carter

Director

ccarter@hawest.net

Olivia Flores

Assistant Director

oflores@hawest.net

Fatima Mendoza

Dean of Student/FECC

fmendoza@hawest.net

SCHOOL STARTS AT 7:45 am

7:00 -7:45 Cafeteria Front Doors or Back Drive

7:45 - 8:00 Main Door Entrance (Late Arrival)

After 8:00 Main Door – Requires parent to sign in student (Late Arrival)



Due to security protocol and procedures, individuals other than students are not allowed in the cafeteria during drop off. All visitors are required to sign in at front office. NO EXCEPTIONS.

MESSAGE FROM SCHOOL NURSE OFFICE



If your child has a medical condition or allergies that require medications while at school, please turn in any medication and health forms to the Health Office. If you need any forms or have questions regarding them, please feel free to see **Jolene** or call at 998-0459.

Student Drop Off & Pick Up Procedures

Please exercise caution and patience while driving in school zones. Please help us to keep **ALL OF OUR CHILDREN SAFE** by following these guidelines in our Student Loading Zone where you drop-off and pick-up your children. K-2nd grade (Nye/Yaksich only) pick-up is in the front of the gym and 2nd (Quintana/Carlton) through 5th grade pick up will be in the back school lane.

- ▶ Please be patient. Your children's safety is our primary concern.
- ▶ Do not park your car. Please keep the engine running.
- ▶ **YOU WILL NOT BE PERMITTED TO WALK AND PICK UP YOUR CHILD. THE ONLY PARENTS THAT WILL WALK AND PICK UP THEIR CHILD, WILL BE PARENTS OF PRE-K AND KINDERGARTEN STUDENTS. NO EXCEPTIONS WILL BE MADE! STAY IN YOUR VEHICLE.**
- ▶ If you are the lead vehicle, please drive up to the furthest point forward in the loading zone. If you are behind another car, please pull up closely to the vehicle in front of you.
- ▶ Stop and load or unload only on the sidewalk side of the loading zone. Duty staff will guide your children to your vehicle. Please pull as close to the curb as possible.
- ▶ After you drop off or pick up your own child, please maintain a **5mph speed limit** and drive carefully. This is a children's loading zone.
- ▶ **Watch for school personnel who may be directing traffic. DO NOT drop off or pick up students from the street.**
- ▶ Use crosswalks. Stepping between cars is absolutely impermissible, even with an adult. Remember, students learn best by watching what adults model.
- ▶ Fire lanes must be observed. The fire lanes are along the red curb in front of the main building. Fire lanes must be kept clear at all times for emergency vehicles.
- ▶ Traffic in the drive-through and parking lot is one way.
- ▶ It is not permitted to drive in reverse in the parking lot (except when backing from a parking space).
- ▶ **Vehicles will not be permitted in the drive way until 3:20.** This is to insure we have an open driveway in front of the school if an emergency vehicle had to drive in.

We ask that all parents utilize the drive through to pick up your children unless you are a Kindergarten parent. The drop off line lasts between 10-15 minutes once students are dismissed at 3:30.

Please help us keep your children safe.

Cynthia Carter
Director

LATE PICK UPS

You are allowed three late pick up for the entire school year. A late pick up is picking up your child after 3:45. An adult will have to sign them out in the office after 3:45. After your third late pick up, you WILL HAVE TO PAY the \$40 after school fee. Shalom, CREW manager, will explain the process once you pay this fee. Be aware, this is a mandatory fee that must be paid on your fourth late pick up.

Please check with your child's teacher to sign up for their classroom notification application.

Background Checks

There will be events that require parents to have a background check, such as volunteering in the classroom. Any parent volunteer will have to have a CLEAR and VALID background check before they can volunteer in the classroom or around the school. This is for the SAFETY of all of our children.

Background forms are available in the front office. Once you have completed it and returned your paperwork into the front office, most background checks will come back within 24-48 hours. They are good for two years.

Remember, when you are volunteering, for insurance and safety purposes, younger siblings may not accompany you. Older siblings, cousins, or former students may not attend either.

If you have any questions regarding this policy, please contact Shalom in the front office.

CREW

CREW is our afterschool program. The CREW hours are Monday – Thursday from 3:30pm to 6pm. The fee is \$40 per child (that covers Friday care as well). Friday care is from 7:30 to 6pm. You can sign up for Friday drop in for only for \$25 per child.

Contact Shalom, CREW Manager for any questions you may have or to sign up. You can contact her at 998-0459.

If you owe the \$25 online program fee, please send it with your child on Monday. You will receive a second notice next week if you have not paid by Wednesday, August 7th, 2019.

Stay tune for upcoming information from PTO.



From the desk of the Cafeteria Manager

If you have not applied for “Free or Reduced” lunch online for this year your status will end as of 9/7/2018. It is required that ALL students have a completed lunch form on file (even if your child does not eat lunch in the cafeteria). You will need to go online and reapply for the 2019-2020 school year.

Here's how to reapply:

Go to Horizon West Academy school website (www.hawest.net)

1. Click on Cafeteria
2. Apply under School lunch application
3. Pricing for Reduced lunch is .40 cents and full price is \$3.00 per day.
4. You are able to pay online at www.myschoolbucks.com. You can also download their app for your phone. Note: Myschoolbucks will charge \$2.49 per transaction.

We will notify you if your child has lunch charges.

We were having problems with the data and student ID #'s but all issues should be resolved now. Please try and reapply or call me if you had any problems. There were some applications that were filled out incorrectly so they cannot be processed. I will contact you to let you know if there was an issue with your child's application.

Your child's lunch status can take up to 4-5 business days to change in the system. If you have any questions please feel free to contact me at 505-998-0459 ext. 134 after 1:30pm.

Thank you for all your patience's and understanding.

Isabel

Canteen Manager