

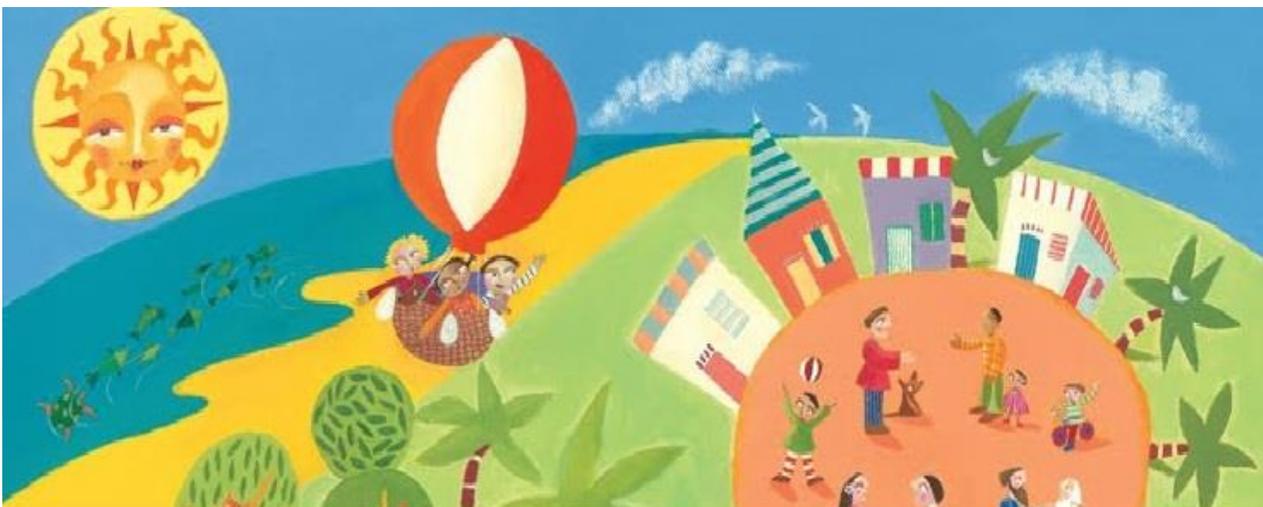


# **Nile Valley Preschool**

## **2018-2019**

### **Parent/Student Handbook**

**The following are guidelines and policies for all parents and students attending Nile Valley Preschool. These policies have been developed based on best practice educational strategies for children of this age and are in alignment with the American Common Core Standards.**



# Teaching Philosophy at Nile Valley Preschool...

*We deliver English language education using the American Common Core curriculum with the mindset of inquiry based learning.*

*We also provide Arabic language instruction for Kindergarten students.*

*Our program is designed to educate children through play, activities, projects, critical thinking, problem solving, and discovery.*

*We work with children on every level: individual, pair, small group and large group.*

*We provide differentiated learning opportunities for children of every learning style and ability.*

## **Nursery (3-4 years old)**

Our nursery is designed to transition children from the home to school. The main focus is learning through play, music, and artistic expression. Children learn the basic vocabulary to express their needs and to describe the things they see and feel. They also learn basic motor skills and fine motor skills that they will need later to play sports, write and draw. Emphasis is placed on social skills and classroom routines, learning how to use tools in the classroom and play with others.

## **Pre-K (4-5 years old)**

Our Pre-K program takes the vocabulary that the children learned in nursery and begins to apply it to concepts like the home, family, and everyday life. Here children learn in greater depth about phonics and numbers, first in spoken form and then in pictorial and written form. They learn more vocabulary to express understanding about nature like plants, animals, and the seasons. Our activities are designed to help them improve their hand eye coordination and learn how to follow more complex directions. They begin to ask and answer questions and think critically in the most basic form.

## **Kindergarten (5-6 years old)**

This program is more academically rigorous, using more time for lessons and less time for play. Children begin receiving daily lessons in Arabic language this year, although all other lessons are taught in English. We use games, activities, and music to learn and express understanding of a variety of concepts. Students will use their phonics and fine motor skills to begin reading and writing in this class, as well as being more creative in art. The ideas they learn in science, math, and social studies increase in difficulty. They learn to ask and answer more complex questions, to think more deeply about what they know, and gain the confidence they need to be successful learners.

# NVS Preschool Curriculum

<u>Subjects of Study in Nursery</u>	Hours per week
English Language	3
Phonics	2
Math	2
Science	2
Social Studies	1
Art/Music	2
Physical Education	1
Directed Play	2
Free play	3
<b>Total hours per week</b>	<b>18</b>

<u>Subjects of Study in Pre-K</u>	Hours per week
English Language	3
Phonics	2
Math	3
Science	2
Social Studies	1
Art/Music	2
Physical Education	1
Directed Play	2
Free Play	2
<b>Total hours per week</b>	<b>18</b>

<u>Subjects of Study in KG</u>	Hours per week
English Language	3
English Reading/Writing	2.5
Arabic Language	2.5
Math	3.5
Science	2.5
Social Studies	2
Art	2
Life Skills	1
Music	1
Physical Education	1
Directed Play	1
Free play	1
<b>Total hours per week</b>	<b>24</b>

## **The responsibilities of the teacher to me and my child are...**

...to provide a safe and stimulating learning environment.

...to provide fun and interactive instruction that covers all areas of curriculum in a variety of ways.

...to provide information to you about what is happening in the classroom, upcoming events, photos, homework (for KG only), and field trips.

...to fairly assess your child individually to provide you with a thorough understanding of her/his ability and achievements.

...to encourage independence, confidence and positive interactions with other children and adults.

...to communicate with you and be open to communication from you.

...to help you if you need advice on how to work with your child at home.

...to hold events and performances that showcase the students' progress.

## **The responsibilities of the NVS administration to me and my child are...**

...to address any issues or concerns you might have.

*\*Please speak to the Preschool Coordinator before going to the Principal. It is likely most issues can be sorted on the preschool campus. Please do not contact members of the board for any reason.*

...to communicate with you about tuition deadlines or issues.

*\*The accountant is only at the main campus, so tuition issues must be addressed there.*

...to handle any child behavior problems should they escalate past the classroom.

...to alert you to school closures, whole school events, or mandates from the Ministry of Education that concern our school.

...to provide support in the case of children with special needs diagnosed by our special needs teacher.

## **How will my child's progress be assessed?**

All students will be individually assessed at four times throughout the year:

End of Term 1/Report Card

End of Term 2/Report Card

End of Term 3/Progress Report for students who need it

End of Term 4/Report Card

*\*We will also have one-on-one teacher/parent meetings in Term 1, Term 2, and Term 4, as well as parent involved lessons and special events throughout the year.*

## **Every day my child needs...**

**...to arrive at school at 7:15. Please be punctual.**

**...to be picked up by 2:00pm if he/she is in KG.**

**...to be picked up at 12:30pm if he/she is in Pre-K or Nursery.**

**...to wear NVS uniform daily and sports kit for PE days.**

If the uniform is unavailable...

Boys: light blue polo or button down shirt and dark blue trousers or shorts.

Girls: light blue polo or button down shirt and dark blue skirt, trousers, or shorts.

Shoes should be practical for indoor and outdoor wear. Hair should be tidy.

*\*Please do not send shoes with laces unless your child can tie them independently.*

**...to bring a healthy snack, a lunch and a water bottle.**

Water, sandwiches, vegetables, fruit, cheese, or meat provide children with energy and focus.

*\*Candy, cakes, chocolate, chips, and soda are not permitted. Juice also contains large amounts of sugar and is discouraged in large quantities.*

**...to bring a backpack for carrying supplies.**

*\*Toys are not appropriate at school unless specifically requested by the teacher. The school is not liable for the loss or damage of personal toys at school.*

**...a complete change of clothes.**

*\*These we will keep at the school during the year in case of toilet accidents or spills. They will be returned to you at the end of the year.*

## **How can I communicate with the teachers?**

Our main mode of communication is a school app called Class Dojo. Through this app you will be able to see your child's attendance, behavior and achievements, photos of the class, and any news or information relevant to the preschool. This is mandatory. *\*More information to be given by teachers.*

**...Class Dojo Text Message or Comments**

**...NVS Preschool telephone #: 0157898168**

Appointments for meetings should be made by using these methods and scheduled for outside of teaching hours.

In case of emergency we will contact you by phone. Otherwise communication is most commonly done through the Class Dojo App or documents sent home with students.

*\*Teachers are not permitted to give their personal emails or phone numbers, so please do not ask.*

## **To keep my child healthy and secure...**

**...parents and drivers are asked to drop off and pick up children at the security gate.**

*\*Adults who are not part of our staff are not permitted on school grounds during school hours (7:15-14:00) unless invited by a teacher.*

**...if you or your driver will be late collecting your child, please let us know by calling or by Class Dojo.**

*\*Also, if there are any changes to your child's transportation situation please let us know.*

**...in case of absence for any reason, please contact your child's teacher via Class Dojo.**

*\*In the case of contagious illnesses such as chicken pox, measles, headlice, or ring worm, children will only be allowed back on campus once their contagious symptoms have resolved, and they have been cleared by a doctor.*

*\*If your child displays symptoms of illness at school such as fever, vomiting or diarrhea, we will contact you over the phone to come collect them early.*

**...bedtimes and healthy eating are essential to a child's wellbeing. Please be sure your child gets enough rest and a good breakfast every day.**

## **For my child's birthday I may...**

...deliver at the beginning of the school day individually sized snacks/cupcakes to the class for a school birthday party. This must be prearranged with the classroom teacher.

*\*Please avoid large cakes and the mess and waste that comes with them. Teachers will hold the birthday party during break time at their discretion. Photos will be posted to the Class Dojo blog. Gifts are not permitted. Parents may not attend.*

...send invitation cards for a birthday party outside of school that can be distributed to your child's friends.

## **In case of bad weather...**

...if the teachers agree that the weather is too windy/hot/rainy etc. to play outside, all children will be kept indoors.

...if the weather is good, all children will go outside to play.

*\*Outdoor activity is an important part of our curriculum. Individual exceptions will not be made without a doctor's note or approval from the Coordinator, unless the teacher observes that the child is too ill to participate.*

## **For field trips and excursions I will need to...**

...read, sign and return the permission form provided by the teacher, provide food for your child if requested, and cover the cost of the field trip (*between 5 and 20 SDG*).

*\*Without a signed permission form and payment in advance, children will not be permitted to leave campus and will remain in the care of another teacher for the day. Parents may not attend field trips unless requested by the teacher.*

## **If I wish to show the teachers my appreciation I may...**

...send a message through Class Dojo, send a card or write a letter

...send a small gift on appropriate occasions (e.g. Women's Day)

...help my child make a card, picture, or gift.

*\*Please refrain from financial gifts, as by law, teachers are not permitted to accept them.*

## **If my child has an older sibling at the school...**

...Nursery and Pre-K students may participate in daily **After School Care**, in which they are permitted to remain at school until 2:45. In this case, you must provide a sleeping mat for nap time and an additional snack. This is mandatory for the well-being of the children. Please register and arrange with the teacher if you are interested in this extra service.

...KG students may stay at the preschool until 2:45pm if they have a sibling at the main campus. They will remain in the care of the TAs. There is no charge for this service. **All preschool children must be collected by 2:45. Please have them collected before collecting older siblings.**

## **My additional responsibilities as a parent of a Nile Valley Preschool Student are...**

**...to be sure that your child takes care of any school books that come home (KG).** Damaged or lost books require financial compensation before a new book will be issued. (200 SDG per book).

**...to check Class Dojo daily** for updates, news, photos, or important messages from teachers or administration.

**...to actively participate** and attend all teacher/parent conferences, and as many events as possible to support your child and our school community.

**...to send your child in a clean uniform or dress code every day**, unless you receive other instructions from his/her teacher.

**...to ensure that your child attends as many days of school as possible** to give them the best start to their education.

**...to pay tuition in a timely and responsible manner, adhering to all payment amounts and deadlines.**

**...to set a positive example for your child by following school policies and procedures.**

***If you have questions or concerns about any of these policies, please see the Coordinator for further clarification.***

***We look forward to a wonderful school year with your child and family at NVS Preschool!***

