Preschool



Preschool Admission Policy and Parent Handbook

August, 2023

The Management of ICS will review this policy
every year or sooner if for operational reasons or whenever circumstances
so require; or at the request of the Directors of the School.

Application and Scope of the policy

This policy applies to Learners, Parents and Staff of this school.

Implementation

The Admission Officer and Head of School are responsible for the implementation of this policy according to the stated guidelines.

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Section 01

Welcome

01 Welcome

Preamble

The International Community School Preschool for over 20 years has provided a conducive environment to deliver quality early years education: a holistic, multicultural, and balanced curriculum, engaging classroom resources, assessment approaches to measure learners' progress, and professional development opportunities for our teachers.

Teaching and learning is play-based and child-centered, and focuses on building learners' skills and confidence in key developmental areas.

School's Mission

To provide quality, inclusive and holistic education that meets international standards. We are a community of learners committed to raising a new generation of leaders who are productive members of their communities and the world at large. We add value and provide a positive experience for all stakeholders.

School's Vision

To play a leading role in the educational sector in West Africa, modeling quality, inclusive and holistic international education.

Our IDEALS

- **Internationalism**
- **Democracy**
- **Environment**
- **Adventure**
- **Leadership**
- **Service**

Our Core Values

- **Child Friendliness:** We create an environment where the child is safe, understood and respected, confident and engaged, innovative and responsible.
- **Integrity:** We strive to be honest and transparent in our dealings with one another and with all stakeholders.
- **Empathy:** We value and respect the views and contributions of each other; we are a community of caregivers.
- **Professionalism:** We are a disciplined, self-motivated community of learners.
- **Excellence:** We strive to be the best in all that we do.
- **Team spirit:** We create an environment where we work together, look out for each other, respect our differences and focus on the common goal.
- **Care for Self and others**
- **Respect for all**

Training Tomorrow's Leaders Today!

01 Welcome

The International Community School (ICS) was founded by Dr. & Mrs. Yeboah upon their return from the USA in 1999. The Yeboah's moved back to Ghana after having spent seven years studying and living in the USA. Having difficulties finding a school in Kumasi that, in their view, was a good fit for their children transitioning from a good suburban school in the USA, they decided to start one themselves.

International Community School (ICS) formally opened its doors to the public in January 2000 with seven students. ICS is now a school with 2000 students from Pre-school through High School and runs the British curriculum.

Meet Our Founders



Dr. Charles Yeboah and Mrs. Matilda Yeboah

Meet Our Principals



Mr. Israel Titi Ofei
Accra Campus



Ms. Lucy Ayodo
Kumasi Campus

01 Welcome

Preschool Program Goals

- To provide an enriched early childhood education experience for all children.
- To provide a positive learning environment in which relationships, growth in communication skills and a sense of self are formed.
- To provide optimum opportunity for children to engage in their environment for them to grow and flourish.
- To set standards that are both age and developmentally appropriate for the child.
- To work in partnership with parents and support them in meeting the needs of their children.
- To provide an atmosphere where a child feels secure and comfortable away from his/her family.
- To provide an educational atmosphere where the child is encouraged to be productive and creative.
- To develop the ability to work and play in groups as well as independently and to promote healthy relationships with peers and adults.
- To educate each child - cognitively, emotionally, socially, and physically.
- To assist the child in learning about safety and good health habits.

Staff Responsibilities and Goals

- Build on the well-respected ethos and reputation of the school through collaboration with parents, and all staff.
- Support the mission, goals, and values of the school
- Communicate the school's goals and philosophy to Parents.
- Practice confidentiality in all matters pertaining to children and Parents.
- Exhibit consistent attendance and punctuality
- Follow school policies and procedures
- Demonstrate courtesy, tact, and common sense; maintain a pleasant working relationship with parents.



01 Welcome

Early Years Foundation Stage Curriculum

We believe that every child deserves the best possible start in life and the support that enables them to fulfill their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their potential and talents as they grow up."

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.



Areas of learning and development

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for future learning that ignites children's curiosity, enthusiasm for learning, forming relationships and thriving.

These are the three prime areas:



The four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

4. Literacy
5. Numeracy
6. Understanding the world
7. Expressive arts and design

Section 02

Admissions

02 Admissions

Objectives of this admissions policy

The objective of this policy is to:

1. Have a fair and transparent policy for all parents and the general public who have an interest in educating their wards at the school.
2. Provide general principles under which admission to the school are conducted;

    A. describing how admissions will be administered by ICS Preschool.
    B. clearly defining the admission age for learners.
    C. clearly identify documentation required for the admission process to be completed.
    D. explain the full cost of education at ICS to prospective parents.
    E. outline the payment and refund of fees.

Criteria for selection where there are limited slots

Where the number of applicants exceed the number of places available at the school or in a particular grade, applicants who meet the criteria for admission set out under the various grades will be considered and placed in the following order, unless admission to the school would not be in the best interests of the learner(s) concerned:

1. Preference will be given to learners who are siblings of current learners at the school.
2. Preference will be given to children of staff.
3. Preference will be given to any learner who has received a scholarship or bursary of any kind that is recognized by the school and that is conditional upon them being in attendance at the school.
4. Preference will be given to children whose Parents frequently move from one country to the other.

Preconditions for admission

1. A complete admission application (being a complete set of all documentation and information requested) is submitted to the school.
2. Applicant fulfills a satisfactory assessment with the school.
3. Applicant exhibits the required age and appropriate social and developmental skills.
4. Whether there are slots available given the capacity of the school.
5. Whether the School is able to meet the educational needs of the learner (including but not limited to any special needs of the learner).
6. Parents of applicant have maintained a satisfactory payment history for siblings already admitted to ICS.
7. Parents agree to pay their ward's fees either in full or in part at the beginning of every term in accordance with the school's fees schedule.
8. Parents will accept to repeat their child if they do not does not meet expected outcomes.
9. The admission officer and Head of School will ONLY communicate with a Parent or legal guardian of the applicant. A letter of authorization will be required if a person who is not a legal Parent or Guardian has to act on their behalf.
10. In all cases, the school retains the right to determine, at its sole discretion, whether or not to select a student for admission or to reenroll a student.



02 Admissions

Our Early Childhood Program is made up of Nursery 1, Nursery 2 and Kindergarten (Reception) which combines learning and play providing a conducive atmosphere for Parents to pursue other activities and work, trusting their little ones in the care of our professionally trained teachers.

Admission Requirement and Process

- **Completed application form online at www.icsghana.info or purchase form from office**
- **Submission of relevant documents:**
  - **Passport sized (Current) photograph (1)**
  - **Copy of Birth Certificate/Passport (Bio page)**
  - **Immunization & Other health records**
  - **Documentation on developmental/ special needs when it applies**
- **Program assessment (Nursery 2 and KG1)**
- **Offer of admission**
- **Signed undertaking form**
- **Payment of fees**
- **Class placement**
- **Medication consent and Allergy risk assessment form (If it applies)**
- **Parent Orientation**



Sibling Discount

Child	Admission Fee	Tuition Fee
First child	Full payment	Full payment
Second child	Full payment	Full payment
Third child (of three children	Full payment	25%off
Fourth child (of four children)	Full payment	50% off

02 Admissions

Program Assessment

Section	Minimum age by October 31st in Year of enrolment	Entry assessment	Ongoing formative assessment	Summative assessment
Nursery 1	2 years	No assessment before placement	Look Listen Take notes Plan Implement	**Progress check:** Conducted in term 3
Nursery 2	3 years	Assessment with Head of School before placement	Look Listen Take notes Plan Implement	
Kindergarten	4 years		Look Listen Take notes Plan Implement	**Reception baseline assessment:** Conducted before midterm of term 1. **The early year's foundation stage profile:** Conducted at end of KG1 to gather evidence of child's progress before they exit preschool. Outcome is shared with Parents and Year 1 teachers. Learner should be 5 years by June 30th with relevant expected milestones or child is repeated.

There are 7 learning domains and each class age band has some specific descriptors used when assessing learners. Each child is rated as Emerging or Expected when we assess them. There are also various assessment checkpoints throughout the Early Years Foundation Stage (EYFS). The information gathered from the Summative assessments are used formatively to plan the next step for each child. Evidence of videos and pictures are collected during ongoing formative assessments.

02 Admissions

Fees Policy

Ghanaian	Ecowas	Expatriate
This refers to applicants who are citizens of Ghana or were born in Ghana. They must have a Ghanaian birth certificate as proof of evidence. Fees should be paid in transfer to our bank account as shared on the fees flyer. Fees can also be paid with VISA card at the account's office .	This refers to applicants who are citizens or nationals of ECOWAS countries. They must have a proof of nationality. Fees can be paid in the cedi equivalent or in dollars, by transfer into one of our bank accounts. Exchange rate should be obtained at accounts office. Fees can also be paid with VISA card at the account's office.	This refers to an applicant who has Parents who have moved from their native country to Ghana permanently or for an extended period of time. Fees can be paid at the cedi equivalent or in dollars by transfer into one of our bank accounts. Exchange rate should be obtained at accounts office. Fees can also be paid with VISA card at the account's office.

Exchange rate

The exchange rate should always be obtained from the Accounts office.

Tuition policy

Tuition amounts and other fee information are included in the admission packet. Workbooks and supplies for the year are given to learners upon payment of at least 50% of tuition for continuing students and 100% of both tuition and admission fees for new students.

Payment of fees

Fees for newly enrolled learners must be paid in full before their first day of class. Fees must be paid strictly into the schools' bank account. Copies of foreign bank transfers should be sent to the Accounts office.

All transfer charges will be the responsibility of the Parent. Students will not be allowed to attend classes if tuition is not paid by stated deadlines, unless other acceptable arrangements have been made for payment.

Lunch or cafeteria fee

Parents who would like their wards to eat from our cafeteria are required to pay for the lunch service termly.

School uniform and P.E. attire

Parents can only buy school uniform, T-shirt and P.E attire from the school store. The school uniform will be required to be worn by every learner from the first day of school.

Learning Resources

The cost of workbooks and other learning materials is included in the tuition fee. The school stores will supply learners with textbooks when they report to school and on condition that fees are fully paid.

Advance Payment of Fees

Advanced payments can be only made at the discretion of school Management.

Reservation fee

A reservation fee of a full terms fee will be required by Parents to reserve a place for one term.

Parents will be expected to pay full fees when the child resumes school. A place cannot be reserved for more than one term except in exceptional cases which will be determined by school Management.

02 Admissions



Time Frame	Tuition Fee	Admission Fee
If Learner does not report after admission given and payment has been made not more than 2 weeks.	100% REFUND	NO REFUND
If Learner attends class for more than two weeks	75% REFUND	NO REFUND
If Learner attends class for more than a month	50% REFUND	NO REFUND

Admission fee policy

Admission fee shall be paid only when a Parent receives an admission letter. A full term's fees must be paid regardless of the actual date of admission or re-entry.

Withdrawal and refund policy

Early Withdrawal of Students:
Unsatisfactory attendance and behavioral issues may lead to early withdrawal of a learner by the school. The school will provide ample information / warning to parents before a decision is made.

Parents who have the intention to withdraw their wards during the term to attend another school must give ICS a three-month written notice and sign a withdrawal form before the student registers at another school. The parent must also pay any balance on the student's tuition fees and the student must return library books. The withdrawn student's records will not be forwarded to their new school until all financial obligations to ICS have been settled.

In the event of withdrawal of a learner after the admission fee has been paid and before the end of the school term, the following regulations apply: Fee refund is as follows and applies to the term in which they were admitted.

****All refund percentages are subject to change*

02 Admissions

Classroom Placement

Children are generally grouped by age, and developmental level .

The Head of School will determine which classroom your child will be placed and will ensure the greatest growth and development.

Classroom Size

25

02 Admissions





Congratulations! Your ward has been accepted into Preschool and we are excited to have you on board. At ICS, there are two types of orientation Parents are taken through:

New Parent Orientation

This is orientation for all Parents whose children have been given admission to Preschool. Here, they are taken through the school systems and procedures, program, dress code, things needed for school and other key information every parent must know. There is also a formal introduction of key staff.

KG1 Exit Orientation

1. Provides a summary of what has been covered in Preschool and the outcomes

2. Introduction to Primary school curriculum. assessments and expectations in Year 1. There is also a formal introduction of key staff.

02 Admissions

Uniform Code



School Uniform

- Black shoes (Flat bottom)
- White/black socks
- Stud earrings (girls)
- Shorts underwear(girls)
- Black/white hair scrunchy/tie
- Black, navy blue or gray sweater or jacket
- No hoodies
- No hair ribbons/beads



P.E. Uniform

- Black sneakers (Flat bottom)
- White/black socks



Friday wear

- Black sneakers (Flat bottom)
- White/black socks

Nursery 1

Daily Bag Essentials



1. Diaper



2. Wipes



3. Facial tissue



4. Bib



5. Bed sheet



6. Water



7. Change of clothes



8. Towel



9. Small Poly bag



10. Snack
(Including fruits
& vegetables.\





Homework Essentials (At home)

Giant crayons
Glue
Scissors

Note: Please label all items except disposables.

On Swimming Days
+
1. Swim suits
2. Swim goggles
3. Swim cap
4. Pool Diapers
5. Slippers
6. Towel
7. Lotion

Nursery 2

Daily Bag Essentials





1. Water



2. Change of clothes



3. Snack
(Including fruits
& vegetables.\

Homework Essentials (At home)

Crayons
Glue
Scissors
Pencils
Erasers
Cutter/Sharpener

Note: Please label all items except disposables.



On Swimming Days

+

1. Swim suits
2. Swim goggles
3. Swim cap
4. Pool Diapers
5. Slippers
6. Towel
7. Lotion

KG 1

Daily Bag Essentials





1. Water



2. Snack
(Including fruits
& vegetables.\

3. Cutlery set



4. Napkin



Homework Essentials (At home)

Crayons
Glue
Scissors
Pencils
Erasers
Cutter/Sharpener

Note: Please label all items except disposables.



On Swimming Days

+

1. Swim suits
2. Swim goggles
3. Swim cap
4. Pool Diapers
5. Slippers
6. Towel
7. Lotion

02 Admissions

Children with Special needs



As parents, the desire for our children to realize their full potential is universal. At ICS Preschool, we acknowledge that each child has unique requirements and we endeavor to accommodate these needs to the best of our abilities. Our aim is to collaborate with you to ensure that your child receives the necessary support to thrive.

Before enrollment, we advise parents to consult with the Head of School if their child has special needs. Our experienced educators possess expertise in child development and can identify developmental or behavioral needs in young children that may not be discernible to parents. We work together with parents to identify these needs and work towards potential solutions.

In certain circumstances, a child may require one-on-one assistance during the day. If this is the case, we are glad to work with you to develop a plan that is in the best interest of your child. Please note that decisions regarding such arrangements are made on a case-by-case basis, and a limited number of individuals are allowed on our campus at any one time.

At ICS Preschool, we are dedicated to ensuring that every child feels secure, supported, and accepted. However, there may be instances when it is not in the best interest of your child to participate in our programs or a group setting at the present time. We will always work with you to determine the best solution for your family.

We appreciate your consideration of ICS Preschool for your child's education. We anticipate collaborating with you to assist your child in achieving their full potential.



Section 03

Daily Routine & Activities

03 Daily Routine

School Hours

Official School Hours are from 8:00am to 2:30pm



Parent/Guardian Participation

At ICS Parents are encouraged to take an active role in supporting their child's early education. They are encouraged to participate in school activities and provide input on a regular basis. Parents can help their child by discussing and expanding on each day's learning at home.

We encourage parents to be involved in many ways which include:

- Transporting their child to and from school.
- Ensuring that their daily needs are packed in their bags.
- Being prompt regarding arrival and dismissal times
- Supervising homework and returning it in good condition.
- Checking the weekly focus learning area newsletter as recommended.
- Ensuring there is a delegate assigned for pick-up incase of their absence.
- Volunteering as a resource person as and when needed by the school.
- Providing constructive feedback on our progress to the appropriate staff.
- Building mutually respectable and trusting relationships with staff.
- Keeping up to date with school communication on all platforms.
- Being a good role model to all children.

03 Daily Routine

Classroom Routine

The classroom Daily Routine provides these activities (not necessarily in this order)

- Circle time
- Assembly
- Prayer
- Show and tell
- Numeracy
- Wash room time
- Snack
- Gross Motor Skills Development (P.E)
- Expressive art and Design
- Literacy
- Understanding the world/Story time
- Worship/Social and Emotional Learning/Character Studies
- Outside play
- Changing time/Nap time
- Guided reading
- Swimming
- Phonemic awareness/Phonological Awareness
- Morals

03 Daily Routine



Teachers

We take great pride in the special qualities, experience, and talents of our faculty and staff. They are selected not only for their educational background and work experience in the field of early childhood education, but also for their personal qualities of warmth, empathy, and the ability to relate positively to others.

Lead Teacher: Responsible for planning and teaching lessons, tracking performance of learners and keeping records of learners progress, engaging and collaborating with parents to support learners high outcomes.

Assistant Teacher: Supports the lead teacher in planning and teaching lessons and support the learners with their needs

All prospective teachers go through an interview process with both the Principal and Head of Preschool, as well as undergo several working interviews. Applicants are evaluated on their teaching skills, interactions with children, enthusiasm, and overall ability as a classroom teacher. We check references, perform thorough background checks, and require staff to maintain CPR and First Aid certifications.

03 Daily Routine

Transition to a new program/classroom

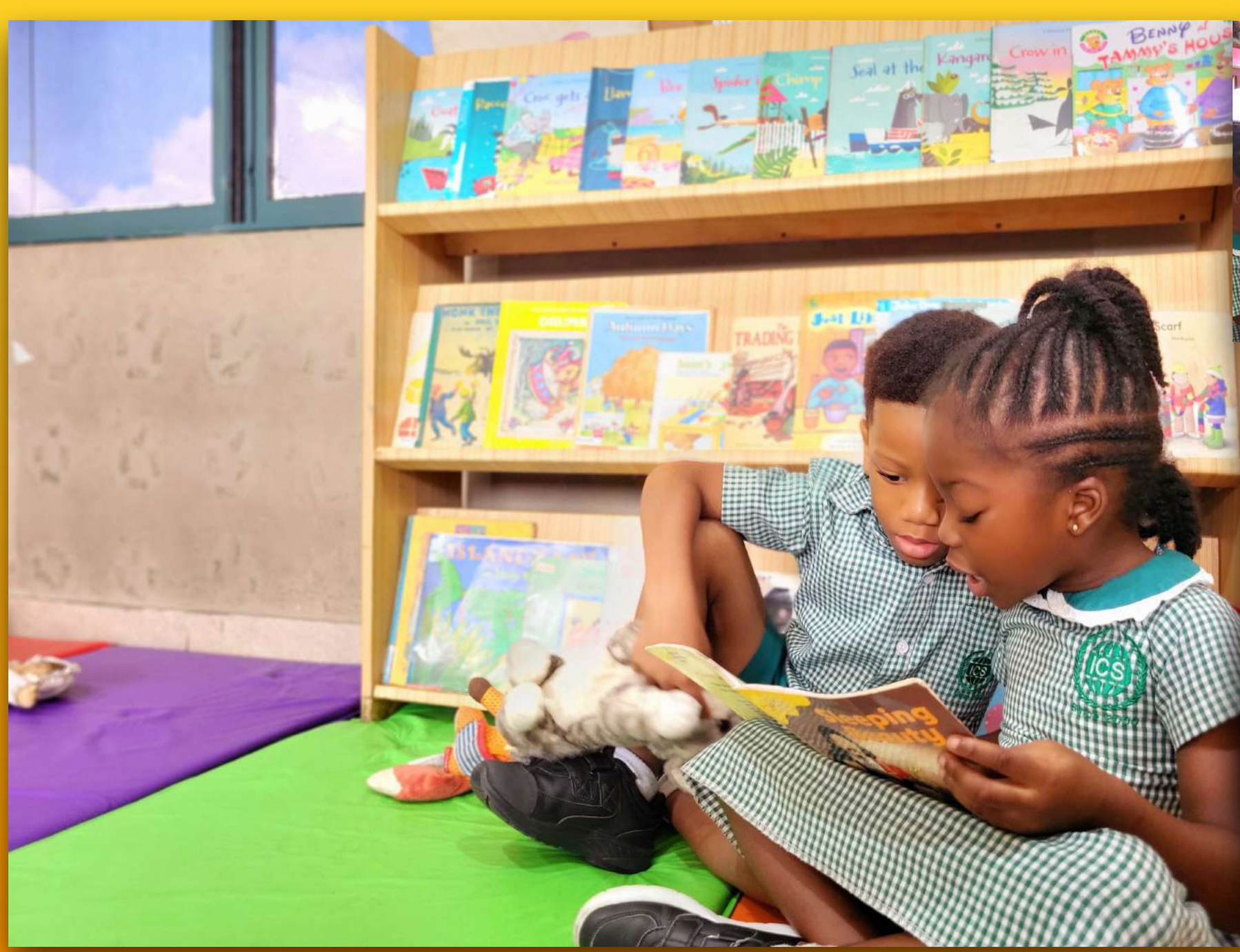
Transition times are learning times for both preschoolers and Parents so adapting to transition and overcoming separation anxiety may take time.

Remember that becoming comfortable in a new classroom is an ongoing process, not just a single event.

Dropping off kids early to school helps in the transition as they get to play with their peers before lesson time.

03 Daily Routine

Class Library Time









03 Daily Routine

Physical Education



03 Daily Routine

Water play



03 Daily Routine

Free Choice indoor play



03 Daily Routine

Outdoor play







03 Daily Routine

Swimming



03 Daily Routine

Nap time



Section 04

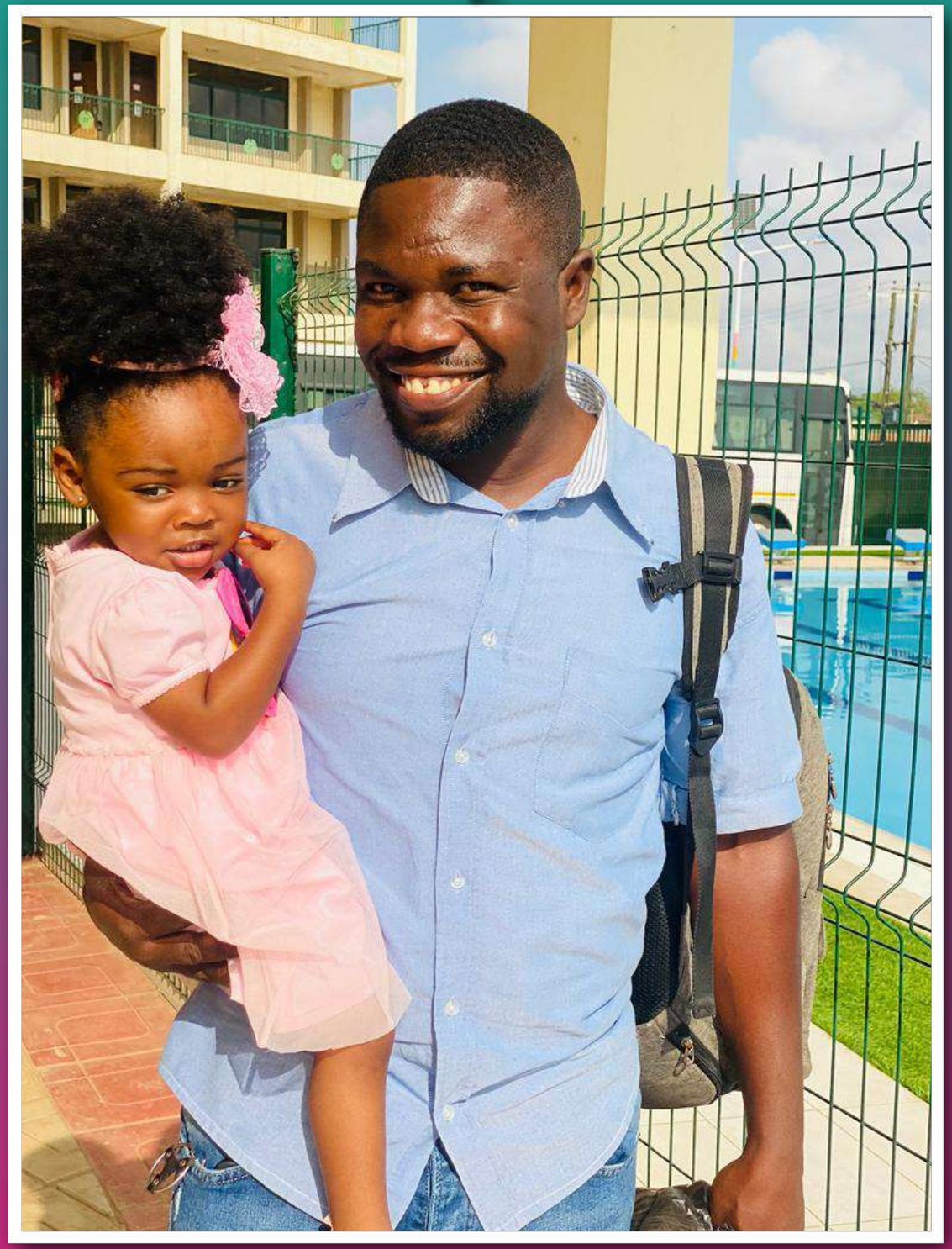
General Policies

04 General Policies

Parent Code of Conduct

We expect parents to observe a certain standard of conduct as a part of our school community. The following are not acceptable while on our campus or at home.

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Making disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Using contact information of ICS families for commercial or any other improper purpose
- Not following policies designated to protect the safety and security of everyone at the school



04 General Policies

Absentee policy

If your child will be absent, please call the classroom directly. It is important for us to know the reason for a child's absence.

Drop-off and Pick-up policy

Young children appreciate routine. A late drop off can be disruptive to the classroom and have a negative effect on the child's whole day. Please make sure you arrive on time for preschool and be scanned at all times by the security officials for pick-up and drop-off.

Parents on the Accra campus must ensure that they have downloaded Smartsapp which will verify who is picking up and dropping off their ward.

Only the authorized parent(s) or others designated by the parents on Smartsapp can pick up a child.

Late pick-up policy

Teachers understand that occasionally parents/guardians are late to pick up children. However, because teachers have other responsibilities it is unfair for them to have students regularly left late.

Parents will be charged an hourly fee for late pick-up. Please have another person available to pick up your child if you will be delayed.

Diapering

Parents will provide all diapers, wipes, and diaper creams. Parents will be notified in person or through text message when your child's diapers, and wipe supply is low.

Labeling policy

For easy identification purposes, we ask that Parents label all school bags, uniforms, lunchboxes, water bottles and messy clothes to be labelled with their child's name with permanent marker,or embroidery. This ensures that items are not mistakenly mixed up as can happen from time to time in any busy school setting.

Birthday Party policy

Parents who wish to celebrate their wards birthday in class should have a discussion with the class two weeks in advance. Birthday celebrations are allowed only on Fridays.

Toys from home policy

Toys from home are not allowed.

Confidentiality policy

All information given on forms and discussed will be held in confidence by

Nap time policy

Individual cribs are provided for toddlers. It is the parent's responsibility to bring nap items in at the beginning of the child's week and take them home to be laundered at the week's end.

Grievance Procedure

If you have any concerns regarding Preschool policies or the care your child is receiving, you are encouraged to speak to the appropriate person. If the concern is regarding a teacher, the classroom, or your child, you should first initiate a conversation with the teacher. Many times, this approach will result in a satisfactory outcome not requiring any further discussion.

If you feel that the issue merits the attention of the Administration, you should ask for a meeting with the Head of Preschool. Any concern with financial issues may be discussed with the Accounts office.

Field trips Policy

Field trips are part of the Preschool program. Teachers will make arrangements for appropriate trips. The fees for Field trips are not included in the tuition fees. They are charged separately based on the cost of entry fees for the places to visit and the number of trips in the term.

Parents will be required to provide consent for the participation of their ward for every field trip.

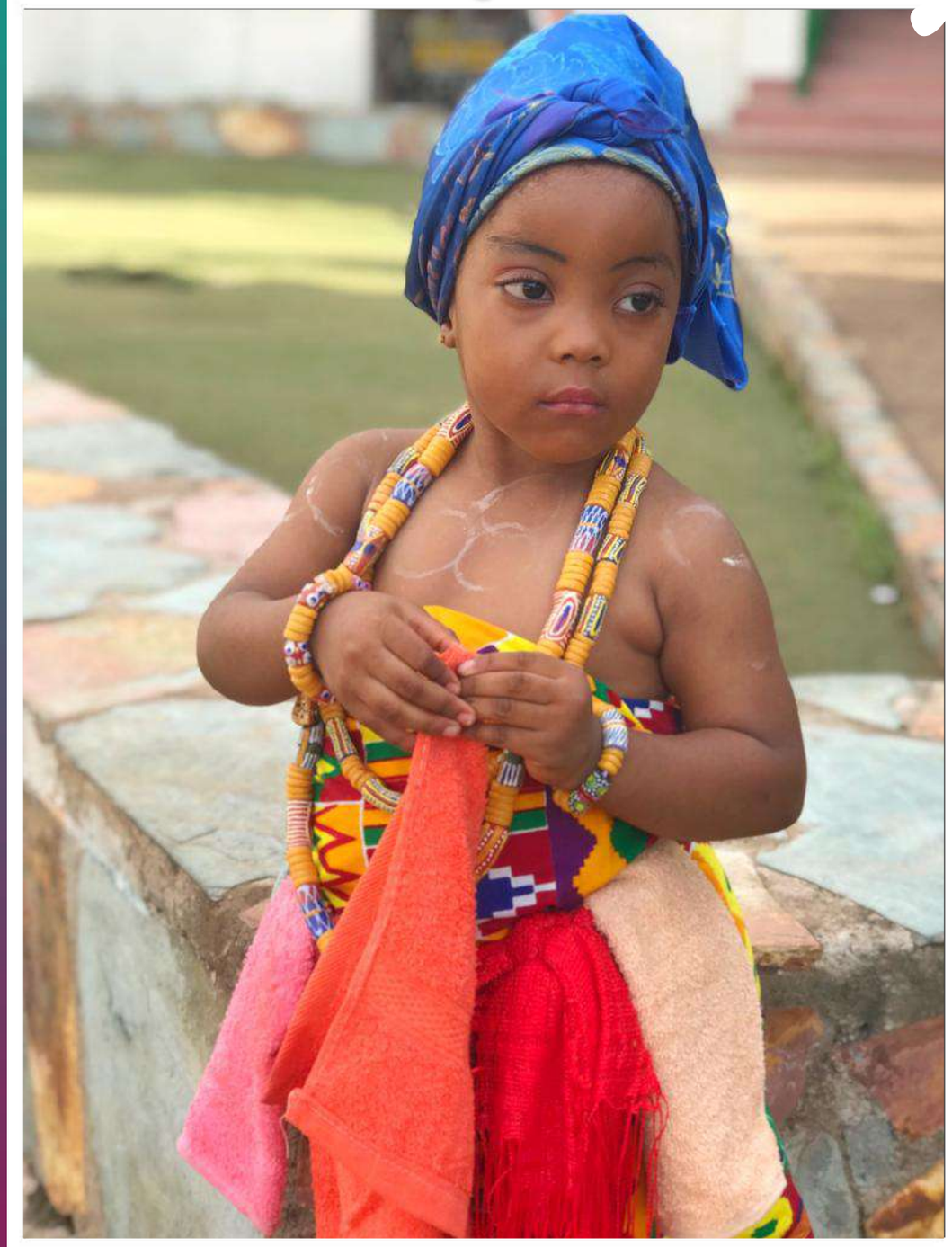
04 General Policies

Fundraising Policy

Occasional fundraisers are held to benefit charitable causes. Participation in fundraisers is encouraged, but entirely optional.

Photo and Video Policy

As a school, we understand the importance of communication between teachers, parents, and staff. That's why we use photos and videos as a tool to keep parents informed about what their children are doing in the classroom. We've received positive feedback from parents who appreciate the visual updates about their child's day. It's especially helpful for younger students who might not be able to express everything they did or learned in school. To ensure the safety and privacy of our students, we require a signed photo/video waiver before we can take these pictures. This is included in our Admission undertaking agreement.



04 General Policies

Discipline and Behavioral Management Policy

For children to learn properly, they need to feel safe and secure. This is especially important for preschool-aged children who are still learning how to regulate their emotions and interact with others. Our staff understands that each child is different and at their own stage of social-emotional development. That's why we use only positive methods of discipline and never resort to any form of punishment that could be harmful.

If there are any social-emotional problems in the classroom, our staff is always ready to diffuse the situation. They approach the children calmly, stop any hurtful actions, and gather information from everyone involved. Then, they restate the problem in a way that takes everyone's feelings into account. Finally, they encourage the children to work together to come up with a solution that everyone can agree on. And if a child's behavior is causing problems, our teachers will work with the child and their parents to help them improve.

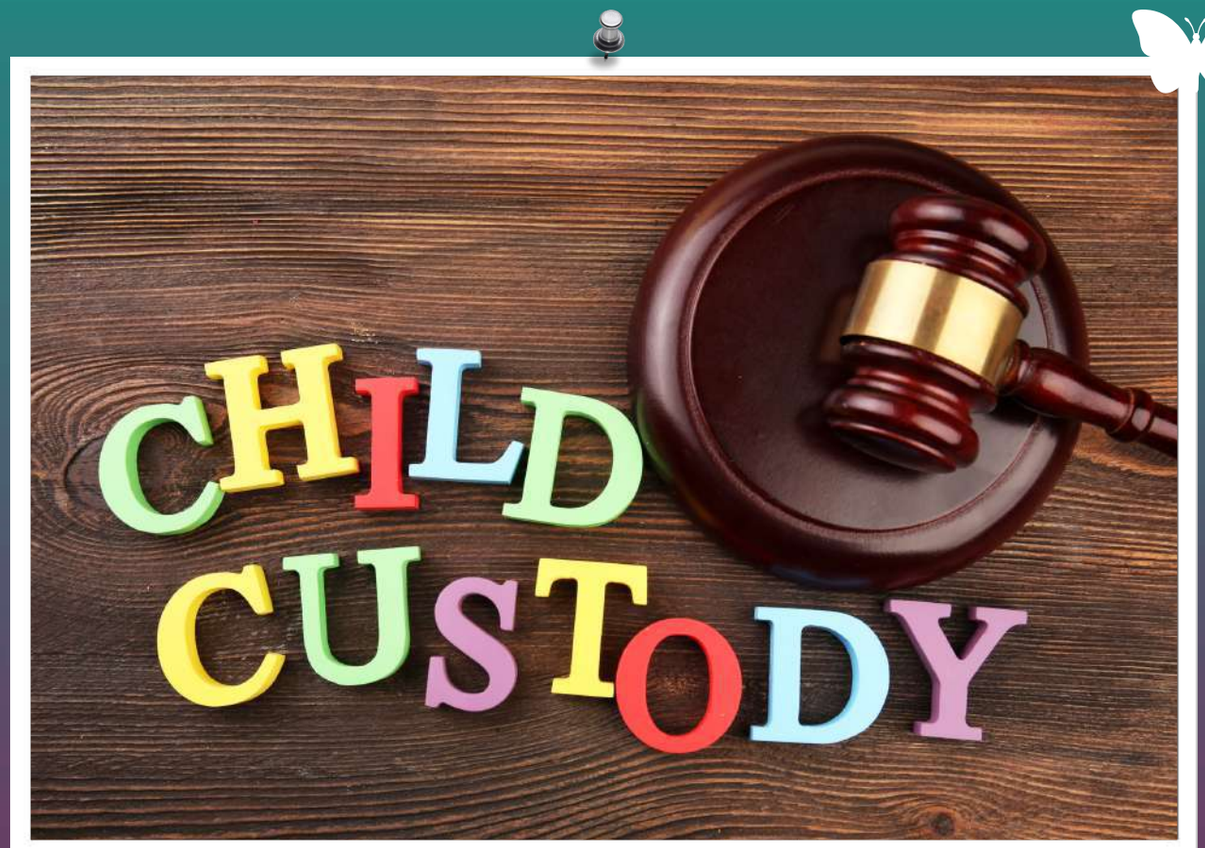
Our goal is to create a safe and happy environment for all children. But if a child's behavior is consistently causing problems, our teachers will communicate with their parents regularly and even ask them to come pick up their child if necessary. However, we always focus on changing negative behavior and helping each child improve. We know that change can take time, but with our support, we're confident that every child can succeed.



Custody, Court orders, and changes of family status Policy

At ICS, it is our belief that parents should take an active role in their child's care and education. To this end, we strongly encourage parents to remain involved by attending school activities, accessing records, and participating in conferences pertaining to their child. Unless a legal document is presented that denies access, we do not prohibit parents from engaging in these activities. In the event that such a document does exist, we require a certified copy of the current court order, a letter from the custodial parent, and a photo of the non-custodial parent to assist in identification.

Please note that visitation schedules and parenting plans are not binding to the school, and we will release a child to either parent unless otherwise directed by a valid court order. In the interest of maintaining a neutral stance, the school strongly advises against involving school staff in disputes related to custody, visitation schedules, child support, and other related issues. Our staff members are required to maintain positive relationships with both parents and should not be asked to favor one parent over the other. They will not provide testimony or participate in a custody dispute in their capacity as school employees unless served with a subpoena. It is important to note that parents are legally entitled to access their child's records and are strongly encouraged to do so in order to resolve any disputes.



Section 05

Health, Food & Wellness

05 Health, Food & Wellness

Meals and Snack Guidelines

Snack time can provide these opportunities for the child:

- *To enjoy food and the sociability associated with it*
- *To eat foods that contribute to meeting his/her nutritional needs*
- *To develop a willingness to try new foods*
- *To develop coordination using appropriate utensils*
- *To develop language through conversation with others*
- *To develop concepts such as shape, color, texture and weight*



We have a full service kitchen, with a dedicated on-site chef committed to preparing fresh food on a daily basis.We create a homogeneous atmosphere by serving meals family-style, having teachers sit with children during lunch, encouraging conversation and positive mealtime etiquette.









05 Health, Food & Wellness

Temperature during Drop-off

Nursery 1 children are required to have their temperature taken before being allowed into class in the morning. If the temperature exceeds 37.3, it will be taken again after 2 hours, if it is still high, the Parent will be called to pick up their child.

Medication Administration

Parents are required to bring along a written note when prescribed medication will be administered to a child. The note must have the child's name. the dosage required and the times per day to be given. All Medicines must be in their original packaging

Medicines will always be given by the school nurse.

Accidents

When a child experiences an accident, injury, or incident the staff evaluates and cares for the child. The parent/guardian will be notified immediately first by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet them. If the incident, illness, accident, or injury is life-threatening,the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency person will be contacted.

Illness

Remember, as a responsible parent, it is crucial to keep your child at home when they are not feeling well. If your child attends preschool while sick, they could potentially spread the illness to other children, which could be particularly dangerous for those with chronic illnesses. We should always treat others the way we would like to be treated, so please be considerate of other families.

If your child becomes ill while at preschool, the teacher will contact you immediately, and you will be expected to pick them up right away. Some of the signs that your child is too ill to attend preschool include red or running eyes, a persistent cough, a sore throat, diarrhea, vomiting, and any contagious condition such as head lice or strep throat. If your child returns to preschool after an illness or exhibits any of these symptoms, you may be asked to provide a written statement from a doctor confirming that they are no longer contagious and are well enough to attend preschool.

Immunization Requirements

Parents are required to submit their child's immunization record when completing their application for admission. The records must be updated termly.

First Aid Medication Consent and Allergy Assessment

After admission, Parents will be required to to consent to the school's first aid medication list. In the case of allergies, Parents will fill or Allergy assessment form. Parents will provide the school information on :

- *The allergen (i.e. the substance, material or living creature) the child is allergic to such as nuts, eggs, etc.*
- *The nature of the allergic reactions e.g. rash, reddening of skin, swelling, breathing problems etc.*
- *What to do in case of allergic reactions, any medication used and how it is to be used*
- *Control measures – such as how the child can be prevented from contact with the allergen.*



Section 06

Events & Communications

06 Events & Communications

Open-door Policy

Parents of enrolled children are welcome at any time to speak with the Head of School. Appointments may be booked where necessary.

Parent-Teacher Communications

As a caring and supportive educational community, we understand the importance of open communication between parents and teachers. We believe that this connection is vital for the healthy development and growth of your child. When parents and teachers work together, learners benefit the most, and we can create an environment of trust and mutual respect. Our goal is to be a team that supports your child's education, and we encourage you to come to us with your questions and concerns. While we understand that teachers may not always have the time to engage in lengthy conversations during drop off or pick up, we are always happy to schedule a more in-depth discussion. By working together, we can provide the best possible educational experience for your child, and that starts with communication. If you would like to have more than a few moments to talk, we encourage you to set up a phone call or a face-to-face conference with your child's classroom teacher(s). Remember, early intervention by parents and the school provides the best opportunity for the resolution of difficult issues. We offer a variety of communication options, including verbally speaking with a teacher, WhatsApp messages, EDANA, and phone calls, to ensure that you are always up-to-date on your child's progress. Our teachers dedicate time to keeping these channels updated, both for the classroom and individual children. Let's work together to support your child's success!

Events and Activities Calendar

The events and activities calendar is shared with Parents at the beginning of every term. Parents are encouraged to participate where necessary.

Parent-Teacher Conference

Parent-teacher conferences (PTC's) are held at the middle of each term. It is a whole day event, with specific time slots for each parent, where they get to meet teachers officially to discuss the progress their children and agree on action to help them achieve their next goals.

Parents are strongly encouraged to discuss any concerns with their child's teacher.





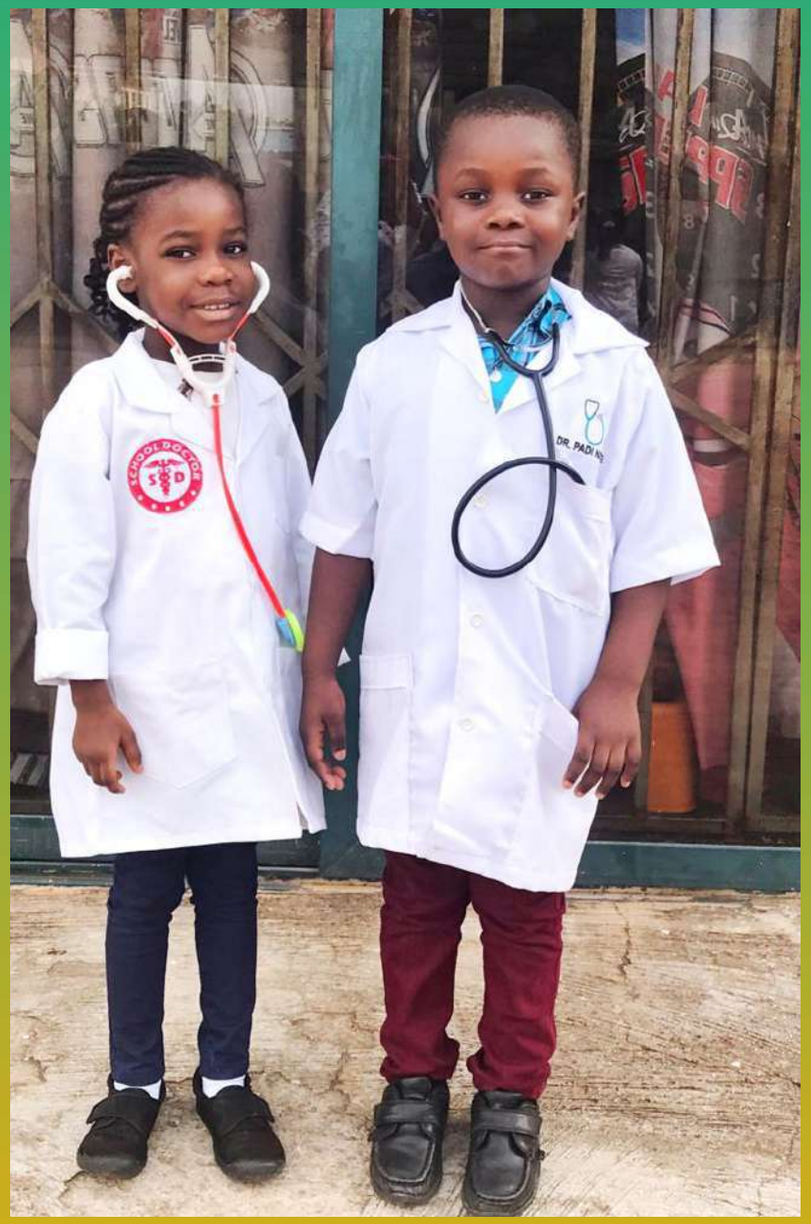
06 Events & Communications







06 Events & Communications







07 CONTACT US

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