



**AL-BAYAN BILINGUAL SCHOOL**

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*Parent Handbook*  
*SY 2016/2017*



*Pre-School Department*

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## **The Fundamental Six Principles**

1. Early child development sets the foundation for lifelong learning behavior, and health.
2. Partnerships with families and communities strengthen the ability of early childhood settings to meet the needs of young children.
3. Respect for diversity, equity, and inclusion are prerequisites for honoring children's rights, optimal development and learning.
4. A planned curriculum supports early learning.
5. Play is a means to early learning that capitalizes on children's natural curiosity and exuberance.
6. Knowledgeable, responsive educators are essential.



## **1) FOUNDER'S VISION**

Al Bayan was founded by the late Mrs. Fawzia Al-Sultan Al-Essa (*God bless her soul*) supported by fourteen women. The purpose was to establish a school that bridges the progress of the west and the traditional values of the Arab culture. Thus, the bilingual program of the school came into existence, a program that prepares the students for the world of today and the challenges of tomorrow, a program that constitutes a happy marriage between the “Modern” and the “Traditional”. With this clear vision, Al Bayan Bilingual School was established in 1977, as the first bilingual school in Kuwait.

### **School Mission**

Founded in 1977, Al-Bayan Bilingual School, owned by Fawsec Educational Company, a non-profit organization, is a private Arabic-English university preparatory educational institution, which fosters an environment for students to develop the intellectual qualities, ethical values, and positive attitudes required for effective participation and leadership in the overall development of Kuwait and the rapidly changing world.

### **The School Philosophy**

**We believe** that we are educating students for the rapidly changing world of the 21<sup>st</sup> century. We agree that technological, social, and economic trends indicate that, more than ever, success and an enriched life will depend upon:

- The mastery of communication skills, including writing, reading, speaking and listening.
- The development of problem-solving skills, technological capabilities, critical thinking, and analytic abilities needed to deal with an increasingly complex world.
- The cultivation of an international and multi-cultural perspective and skills that will enable one to take advantage of professional opportunities in the international sphere.
- An understanding of the historic, economic, geographic, and environmental forces that have shaped the modern world and the ability to use this knowledge to better comprehend the present and anticipate the future.
- The ability to work with others as part of a team and to experience leadership effectively and appropriately.
- The capability for personal autonomy and motivation for a life of continuous learning.
- Strong self-confidence, resourcefulness, self-esteem, and assertiveness.
- An appreciation of the essential ingredients for sound physical and emotional health, and the capability to utilize the resources available to realize these values and to deal with the stresses of an active life.
- A well-defined code of ethics, values, and standards that are not dependent upon a controlled environment.
- Effective development and instruction in the fine arts; health, recreation, and physical development; leadership and team play; aesthetic awareness; ethics; and psychological growth.

### **School Objectives: BBS students will:**

- Acquire the learning skills needed to pursue knowledge and higher education independently.
- Learn to seek information from various sources in order to reach conclusions through sound, objective reasoning.
- Adopt a scientific attitude to learning which adheres to high ethical standards and respect for other people's ideas and beliefs.
- Acquire problem-solving skills.
- Attain recognized standards of knowledge of their subjects, but also realize that learning is a continuous process.
- Develop a positive self-concept so that they may explore their individual creative abilities.
- Appreciate the value of time and learn how to manage it productively.
- Develop an active concern for the preservation and improvement of the environment.
- Learn how to manage their health and well-being via a life-long physical fitness program.
- Appreciate the fine arts universally.
- Be responsible and committed citizens in their communities.
- Acquire, understand, and respect Islamic teachings, traditions, and culture.
- Understand and appreciate the culture and traditions of Kuwait, the Arab region, and the world.

## **2) ADMISSION POLICIES & PROCEDURES**

### **A) General Guidelines**

Registration for new children commences in the beginning of February every year. Children entering the Pre-Nursery School Program must be **2 years of age by December 31 of that same academic year, 3 years for Nursery, 4 years for KG1, 5 years for KG2 and so on.** Consequently, the children's ages may vary slightly in any given grade. Children may be older than the minimum ages cited herein; however, **they may not be younger.** Children who do not attain the minimum age for entrance may apply for admission in a following year, or for an earlier grade level.

**Children entering BBS must have sufficient knowledge of English and Arabic in order to meet the instructional demands of the grade level to which they apply.** In addition, they need to demonstrate the potential to contribute positively to our academic and social environment while they are enrolled in the school. If a child does not meet the requirements, the admin team has the right to not promote him/her.

### **B) Acceptance Criteria**

In line with Al-Bayan's non-discriminatory policy, admission is conditional only upon successful entrance assessment results and the availability of places; regardless of gender, nationality, religion. Academic and social developments are the principal selection criteria. Within these general criteria, priority for available vacancies is given to siblings of current students and children of alumni then to children of new families. If there are more applicants than the spaces available, confirmation of acceptance will be determined by looking at the testing results, and the admission priority order stated above. When the capacity of each class is reached, those students meeting the above criteria, but not admitted, will be placed on a waiting list in case an opening occurs. In that event, families will be contacted according to the abovementioned criteria. Applications to be considered for the following school year must be resubmitted during the next spring registration period in order for the student to be reassessed.

All children shall be toilet trained upon entry in September for the Nursery Program.

### **C) Interview/Test Policies & Procedures**

After meeting all the basic qualifications, the Registrar will inform parents about the suitable dates and times for the interview/assessment by issuing an appointment slip. The Registrar then informs the Principals who will appoint faculty to carry out those assessments. All assessment/interview fees are non-refundable unless cancellation is made by parents 2 business days prior to assessment date. Entrance assessment fees differ depending on division level. Pre-School parents will be advised of acceptance/rejection of their children after all assessments are completed around end of March. This will be done through the Registration Office. BBS reserves the right to deny admission to any child without stating detailed reasons, maintaining confidentiality of references given by the child's previous school or when the school officers believe that it is in the best interest of the school or the child to do so.

In the admission assessments, which become more formal as the grade level advances, the school attempts to determine if the child is developmentally ready for school, has the basic skills required to enter the grade level in question, demonstrates no significant learning difficulties and will be able to cope successfully with the heavy demands imposed by a bilingual educational program. English, Arabic, and Math admissions test have been designed by the school to assess basic language and math skills reflecting our curriculum. The English and Arabic exams assess reading, writing and oral language skills. If a child is applying for admission in a certain grade level and he/she did not pass the entrance assessment in the level which he/she applied for, BBS may offer him/her acceptance in a lower grade level depending on his/her previous records, age, and abilities observed during school's entrance assessment. Thus, it is the family's decision whether to accept or reject this offer. The family cannot request a change in grade once they have accepted the offer. There is no admission assessment for Pre-Nursery children.

### **D) Pre-School Interviews (Nursery, KG1 and KG2)**

- Preschool faculty interview children in the presence of their parents and submit their observations to the Principal/Deputy Principal.
- These interviews assess the development of the child's social, emotional, speech, language, and fine motor skills (in both Arabic and English).
- The interviews are conducted on a weekly basis during the months of February and March each year, and continue depending on availability of places.
- Each interview lasts approximately 30 to 40 minutes.

### 3) **CHARACTER EDUCATION AT BBS**

#### **Al-Bayan Character Ethos**

Al-Bayan Bilingual School community members take responsibility for themselves, act with honesty, treat themselves and others with respect, and model the behavior they expect from others.

#### **Al-Bayan Character Beliefs**

- I am responsible for myself.
- I choose to act with honesty.
- I treat myself and others with respect.
- I model the behavior I expect from others.
- We are all part of one community.

As our school philosophy states, we expect all of our stakeholders (students, teachers, administrators, support staff, Board of Trustees and parents) to embody and express a well-defined code of ethics, values, and standards on a daily basis, in and out of school. At BBS we strive to develop a spirit of independence, responsibility, empathy, respect, and acceptance.

These values have always been close to BBS's heart. As our school grows and evolves we must continually renew and recommit ourselves to maintaining and developing these qualities that are the centre of the BBS ethos.

As you have entrusted us to develop your child in all ways, we ask you to trust our efforts in accomplishing this goal.

#### **Our Community Policy**

- Members of the BBS community include students, parents, faculty, staff members, and school employees.
- The right to an education means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate and unruly behavior.
- Members of the BBS community have the right to develop their own individuality without criticism or pressure from others, so long as it does not interfere with the rights of others.
- Members of the BBS community have the right to privacy.
- Members of the BBS community have freedom from being set apart or mocked because of race, sex, religion, culture, disability, classroom performance, etc.
- Members of the BBS community have the right to have personal and school property respected and safeguarded.
- All stakeholders are expected to treat each other with dignity and respect; this includes all faculty, support staff, maids, guards, students, and parents. All members of the BBS community are afforded this right.
- The school owners, the BOT and the divisional school administration will work to ensure that the school's rules, policies, and procedures, for all BBS stakeholders, must be consistently and fairly enforced.
- Faculty and staff must enforce and follow all school rules, policies, and procedures with consistency, fairness and respect and are expected to model these values in their interactions with peers, students, and parents.
- Students and parents are expected to follow all school rules, policies, and procedures; by reinforcing these, parents and students join the school in modelling these values. Rules, policies, and procedures are available for parents through divisional school guides, the school website, through information detailed at "Back to School" nights and through other available communication.
- Consequences for breaking rules or policies must be accepted in a mature and respectful manner by teachers, students, and parents.

- Students and parents must communicate their concerns respectfully and promptly following school protocol, as outlined in the divisional guides.
- **The parent, hereby, declares and agrees that under no circumstances, whatever the reasons or motives, will he/she intimidate/threaten, or physically, verbally or mentally abuse any BBS community member for any matter relating to his/her son or daughter whether inside or outside the school campus.**
- **If a parent breaches the above agreement the school administration reserves the right to immediately expel the student from the school without notification or warning, and to take appropriate legal action against the parent.**

#### **4) BBS AND TRIBES <sup>NEW!</sup>**

Al-Bayan is proud to be a TRIBES school where all teachers, from Pre-N to Grade 12 are trained to use the TRIBES process, which strongly supports the character education goals at BBS. TRIBES engages all teachers, administrators, support staff, students, and families in working together to create a supportive learning community through the daily use of the four TRIBES Agreements:

- Right to Participate/Right to Pass
- Attentive Listening
- Appreciation/No Put Downs
- Mutual Respect

TRIBES encourages student collaboration, independent learning, and self-reflection through targeted TRIBES strategies and techniques. More information on the TRIBES process can be found on the BBS website under “Parent Resources.”

#### **5) INTRODUCTION**

Welcome to Al-Bayan Bilingual Pre-School! The faculty would like to warmly welcome you and your child. This is a wonderful time in your child’s life. Children are curious about the world around them and are asking questions. They are developing cognitively and physically every day and this varies from child to child. As educators in the Pre-School, we strive to provide your child with the best opportunities to learn and to have the best learning experiences possible. The faculty is aware of the children’s needs, and provides plenty of stimulating activities to encourage and help them achieve their potentials. We hope that with your support and cooperation, we can make this year a successful one for your child.

The department includes 4 Pre-Nursery classes, 8 Nursery classes, 8 KG1 and 8 KG2 classes. Arabic and English classrooms consist of a teacher and a teacher assistant, a ratio of one adult per four children. Pre-Nursery classes are placed in mixed ability grouping.

We thank you for choosing our Program for your child’s first school experience. For the child’s benefit and for his/her quick adjustment we would like you to prepare your son or daughter. Help him/her to understand that he/she will spend a period of time away from you and that he/she is safe with teachers and friends.

#### **6) SCHOOL HOURS**

##### **★ Hawally Campus**

School commences at 7:30 a.m. Parents should not send their child before 7:00 a.m. because there will not be any supervision before that time. Therefore, the school is not responsible for any child left alone before 7:00 a.m. Upon arrival, children put their lunch boxes in their cubby and then go outside to the playground. Children do not stay inside the building unless the weather is bad (rainy, dusty, cold, humid or very hot). The teachers start the day by introducing the skills or concepts, and giving instructions to the activities of the day. It is very important that a child attends class on time. Failure to be on time may affect the child’s performance.

School ends at 12:30 p.m. Parents/nannies will be asked to sign on a “Sign-out” sheet for the release of children at the end of the day. No child will be released with a different person unless a notice has been send or a call has been made to the school.

We expect parents to be prompt in bringing and collecting their children from school.

### ★ **Jabriya Campus**

School commences at 8:00 a.m. Parents should not send their child before 7:30 a.m. because there will not be any supervision before that time. Upon arrival, **Nursery** children put their lunch box in their cubby and then go outside to the playground. Children do not stay inside the building unless the weather is bad (rainy, dusty, cold, humid or very hot). The teachers start the day by introducing the skills or concepts, and giving instructions to the activities of the day. It is very important that a **Nursery** child attends class on time. Failure to be on time may affect the child’s performance.

School ends at 1:00 p.m. Parents/nannies will be asked to sign on a “Sign-out” sheet for the release of children at the end of the day. No child will be released with a different person unless a notice has been send or a call has been made to the school.

We expect **Nursery** parents to be prompt in bringing and collecting their children from school.

**Pre-Nursery** children are on a flexible schedule. Parents may drop off and pick up their child at any time according to the child’s needs between the hours of 8:00 a.m. and 1:00 p.m. Many young children are unable to handle a full day away from home, and will benefit by attending Pre-Nursery a few hours at a time until they feel comfortable in their new surroundings. Pre-Nursery children that arrive before 8:00 a.m. will be directed to our indoor play area, **but must remain with an adult** (their nanny or a parent) until 7:55 a.m. At this point, children will be directed to individual classrooms by our teachers.

## **7) COMING IN/DISMISSAL OF CHILDREN**

We encourage Nursery and KG children to stay until the end of the day, but if - for any reason - you have to take your child early, please go the school nurse and tell her the name and class of your child. She will send a nanny to get him/her while you wait in the clinic. The nurse will fill in a dismissal slip that you have to give to the guards. **Parents cannot go directly to the child’s class and take him/her. This is for their safety and the safety of other children as well.**

★ **Please do not go into the classroom or try to talk to the teacher when the children are in the classroom or when instruction is going on.**

★ In the afternoon, before dismissal, Nursery and KG parents are kindly requested to wait for their child away from the classrooms, either on the playground, or in the parents’ waiting area. Please do not wait in the hallways because this will distract the children. Also, when children see their friends’ parents and do not see theirs, they become frustrated and think that their parents are not coming to take them. Some of them will even cry especially at the beginning of the school year.

Pre-Nursery parents may pick up their child at any time.

### **Safety**

★ The streets around the school are very crowded during dismissal time. Please remind your child to hold their nanny’s hand and not to run or walk freely. The same applies to nannies; please remind them that their prime responsibility is the safety of the child and that they should not let him/her run or walk alone between cars. The nannies should follow the security guards’ directions as well.



## **8) DAILY ROUTINE**

A typical daily classroom routine includes a mix of direct instructions and opportunities for children to choose their own activities. Children will work individually, in small groups and as part of a large group. The use of work sheets and drill instructional practices is kept to a minimum. The program uses themes, pre-reading skills, pre-writing skills, oral language and critical awareness. The curricula will vary to the instructional level of children taught. Other areas in the curriculum include developing fine motor skills, math, Islamic Studies, art, physical education, and music.

## **9) SPECIAL NEEDS CHILDREN AT BBS**

Al Bayan Bilingual School is a university preparatory educational institution providing the best quality education to its students. Even though the school strives to meet the needs of all students, our preschool staff and facilities are generally not equipped to meet the special needs of children with academic, social, emotional or behavioral difficulties that result in educational modifications which are beyond the scope of our programs, and/or in continuing discipline problems / undesirable influences upon other children. **Therefore, when the school's officers believe that it is in the best interests of the school or the child, the administration of the school reserves the right to deny admission to the following grade for a child whose behavior is deemed unacceptable or who does not show appropriate academic progress.**

## **10) ADMINISTRATION LETTER REGARDING CLASS LISTS**

BBS' professionals carry out the time consuming and difficult task preparing class lists with great care because it is among the most important challenges we face each year. The school's staff considers every possible variable while composing class lists. We consider the opportunities children need to make new friends; balancing genders across sections within a grade; the learning styles and instructional needs of children; the teaching styles and teaching abilities of our instructors; distributing children with special behavioral characteristics and/or learning abilities evenly among the sections; balancing class numbers; separating siblings and children who do not get along, and a great many other factors.

Each year parents make several requests to place children in specific classes. It is simply impossible to satisfy even a small fraction of these requests. Therefore, because Al-Bayan Bilingual School's objective is to create the BEST possible learning environment for EVERY child in EVERY class, school management will **NOT accept any requests to place children in specific classes.** Instead, the school will continue to do everything in its power to create the best, appropriately balanced classes possible in each grade, keeping the best interests of all children in mind.

## **11) PRE-SCHOOL PROGRAM**

Play is the primary vehicle of learning for the young child. Play allows the child to experiment, explore and manipulate his/her environment, while developing imagination and creativity. Engaging in symbolic play allows a young child to express his or her thoughts and ideas, practice and rehearse new roles, and test out newly acquired knowledge and skill.

Young children construct knowledge based on their real-life experiences; they learn by doing. Children increase their own knowledge of the world through repeated interactions with people and materials. Our classrooms are designed to encourage children's active exploration with adults, other children and materials.

Al Bayan Bilingual Preschool also follows the curriculum goal which encourages children to be actively involved in the learning process and to experience a variety of developmentally appropriate activities and materials. It also develops practical life skills and provides the children with the necessary foundation for the future years.

Our Pre-Nursery program is inspired by the Reggio Emilia approach to early childhood education. We value the child as strong, capable and rich with wonder and knowledge. Every child brings with him/her a deep curiosity and potential to make meaning of their world and their place in it. We strive to help every child reach his/her full potential in a caring and nurturing environment. Our program is aimed at developing learning through hands on explorations while fostering a rich language environment.

**Some of our curriculum objectives include:**

**1. Language Development**

- Recognize their names
- Recognize letter names and sounds
- Communicate their needs and thoughts in words
- Develop their spoken language, and expand their vocabulary
- Listen with understanding and respond to directions and conversations
- Understand the purpose of print and become familiar with books
- Dictate stories and experiences
- Read sight words
- Read/write simple sentences

**2. Math**

- Sort and classify
- Recognize patterns
- Identify and name shapes and colors
- Recognize numbers, count objects and understand one-to-one correspondence

**3. Social Studies**

- Identify community workers and the services they provide
- Cooperate and work well with others
- Recognize similarities and differences in people
- Recognize the reason for rules

**4. Physical Development**

- Develop large muscle skills through exercise, creative movement and balancing, running, jumping, throwing and catching
- Develop fine motor skills through the use of scissors, crayons, puzzles, and beads

**5. Science**

- Appreciate science through hands-on activities
- Make observations and draw conclusions
- Investigate living things in the environment
- Use scientific tools such as balance scales, and magnifying glasses for investigation
- Use common weather related vocabulary
- Understand basic safety practices
- Be aware of health & nutrition through healthy-eating and proper hand washing routines

**6. Fine Arts & Music**

- Explore creativity and various art forms
- Develop an appreciation for the Fine Arts and Music

**7. Social - Emotional Development**

- Develop self-control and comfort away from parents
- Manage transitions and begin to adapt to changes in routine
- Engage in cooperative group play

- Share materials and experiences
- Take turns
- Develop relationships with other children and adults
- Show initiative and independence in actions
- Exhibit eagerness and curiosity as learners
- Develop problem-solving skills
- Develop listening skills and learn to follow basic instructions

## **12) SCHOOL ACTIVITIES**

The Pre-School department has various activities that parents are invited to attend. In September, we have an Orientation day; children and parents can meet the teachers, learn about the program, and discover the classroom. “Sports Day” is scheduled for KG1 and KG2 at different times in the school year. Children participate in various fun-filled physical activities. The Nursery and KG1 faculty and children invite parents to celebrate their progress with a year-end concert. KG2 ends the year with the Promotion Ceremony, marking the end of the Pre-School years for our kindergartners. The department will notify parents by a letter about the events that occur during the school year.

Please, try to visit the school to support your child during these activities. Children are thrilled to see their parents in school; admiring their work and watching them perform.

## **13) BUS SERVICES (HAWALLY CAMPUS ONLY)**

Bus service is available from a private bus company. All arrangements must be made with the Accounts Department at Fawsec in Hawally.

Bus children are placed in the bus at 12:15 p.m. The school must be notified if parents wish to collect their child on any day instead of letting him/her ride the bus home. If no phone call is made or a note is sent, your child will be placed on the bus. All bus children must behave on the bus. It is very important that your children listen and obey the adults or supervisors. If your child rides the bus, we encourage you to discuss the importance of proper behavior on the bus. There is no bus service at the Jabriya Campus.

## **14) HEALTH CLINIC**

### **★ Role of a Nurse**

- Provide medical care for injuries and acute illness
- Long term management of children with special health care needs
- Maintain children health records regarding issues of each child from mild sicknesses and/or injuries that happened in school
- Conduct child developmental screening upon entry to school and per semester. These screenings record each child’s: weight, hearing and vision.

### **★ Illness**

A child that has fever, a runny nose, a persistent cough, an unfamiliar rash, diarrhea, or is vomiting must stay home until he/she is symptoms free for at least 24 hours. No fever medicine will be administered at school.

### **★ Contagious diseases**

If your child has a contagious disease such as measles, chicken pox, mumps or head lice, he/she must stay home until he/she is no longer contagious. Parents must inform the school immediately when symptoms are noticed. A child will be permitted to return to school upon presenting a **written note by a physician** to the nurse that the child is no longer contagious.

### ★ **Medication**

If it is necessary that your child take medicine at school, a written note from the parent of physician is required stating the child's name; name of medicine; dosage; time the medicine needs to be given; and the reason for the medication. Medicine must be in the original packaging.

### ★ **Sleep**

Children at the Pre-School require more sleep than adults. Each child's needs are different. The easiest way to determine the amount of sleep your child requires is to observe him/her on a non-school day. Note the time he/she is put to bed and allow him/her to wake up on his/her own the next morning. Note how many hours he/she slept. This will more than likely be between 9-12 hours. This is the amount of sleep your child needs. Please put him/her to bed so that he/she will receive this number of hours before the time he/she must get up for school. Mornings and the adjustment to school will be much easier if he/she gets a good night's sleep.

### ★ **Nutrition**

We emphasize proper nutrition in Pre-School and encourage parents to pack a healthy lunch. We are a "nut free" Pre-School.

<b>Suggestions</b>	<b>Not allowed</b>
<input checked="" type="checkbox"/> Fresh fruits and vegetables, (already cut for easy eating)	<input checked="" type="checkbox"/> Chips, crisps, etc.
<input checked="" type="checkbox"/> Juices, Milk	<input checked="" type="checkbox"/> Cakes, cookies
<input checked="" type="checkbox"/> Cheese pieces	<input checked="" type="checkbox"/> Soda pop (fizzy drinks)
<input checked="" type="checkbox"/> Sandwiches (not chocolate)	<input checked="" type="checkbox"/> Candy, chocolate, gum
<input checked="" type="checkbox"/> Low sugar cereals in a bag	<input checked="" type="checkbox"/> Nuts of any kind
<input checked="" type="checkbox"/> Zaatar, Labneh, Yogurt	
<input checked="" type="checkbox"/> Boiled eggs	

### **15) ABSENTEES**

Parents are responsible for notifying the school when a child is absent. The nurse will call parents on the third day to inquire further on a child's absence.

### **16) SCHOOL UNIFORM**

Children should be dressed in the official Al Bayan uniform with the BBS logo.

- These are sold at Fawsec
- Each article of clothing should have the child's name on it.
- Tennis or rubber soled shoes with Velcro fastening are mandatory.
- Open toed sandals/Crocs are not permitted for safety reasons.
- Children **should not** wear jewellery to school. The teachers or school **will not be** responsible for any lost items.
- **Free Dress:** On certain occasions children will not be required to wear their school uniform, but may come in free dress. These days will be announced. **(Usually they are on the last Thursday of every month).**
- Teachers request an **extra change of clothing for your child** in case of an accident. Clothing should be placed in a Ziploc bag and properly marked with the child's name.

### **17) DISCIPLINE**

Each grade level has a set of classroom, playground and restroom rules that each child must follow and obey. Constant reinforcement of rules helps to maintain a pleasant and stimulating learning environment for your child.

**General Rules are:**

- Use the magic words : Please, sorry, thank you
- Listen attentively when someone speaks
- Always keep your hands and feet to yourself
- Treat school material with care
- Sit properly during listening times
- Never leave the playground without an adult
- Practice kind friendly language with friends
- Wash hands: After recess, after using the toilet and after eating
- Always enter the bathroom with an adult
- Take turns and show patience in the line
- Walk up and down stairs; walk in the hallways; walk in the classroom
- Keep to the right side of the stairs when going up or down
- Put lunch boxes and all personal items in their places

**18) PARENT/TEACHER CONFERENCES**

If you wish to discuss your child's progress with the teachers, please call the School Administration, and we will be glad to set up an appointment.

If you are concerned about any matter, please see the teacher first. If you need further advice, the Deputy Principal or Principal will be happy to assist.

Parent conferences are held twice a year. The conferences' days are held in the evening and in the morning of the following day. Meeting times are scheduled; we will send you a form previous to the meeting to assign a time/date. However, meetings are only for ten minutes. If you need more time, you will need to schedule a parent conference for another day.

**19) PARENT PROCESS FOR SHARING CONCERNS**

On occasion problems or concerns will come up in which you as the parent need to voice your concern. We encourage you to let us know when something is a problem so we may work together to solve issues and maintain good communication.

Here are the steps to take towards solving a problem:

What to Do:	What Not to Do:
1. Speak with your child's teacher either through email, phone, or leave a message for the teacher to call you back. Teachers have the most contact with your child and most influence for helping to solve the problem immediately, especially if the problem is between students in the classroom. 2. If after discussing the problem with the teacher and things continue to persist, please contact administration ~ Ms. Suzanne, Deputy Principal for Pre-Nursery and Nursery or Ms. Fatina, Deputy Principal for KG1 and KG2. 3. Problems that are very serious should be brought to Ms. Anna, PS Principal, or if a problem is not resolved.	1. Parents should not talk to other students who may have been involved in a disagreement with their child. 2. Avoid speaking to the teacher for fear of revenge or reprisal behavior towards your child. If you suspect this, please immediately inform administration. 3. If your child reports a problem to you, please keep in mind there are usually many perspectives and at least two sides to the story. 4. Please do not skip over the teachers or administration to discuss the problem and jump to the Director. The Director has the least contact with your child and has to go through all the channels already described.

Additionally, Ms. Anna has an open door policy. If you have a question or a concern or would like to talk, please don't hesitate to come by for a visit.

## **20) SCHOOL COUNSELOR**

The Pre-School Counselor is available to advise both parents and faculty on academic or social problems. There is a counselor on each campus. The School Counselor works with the teacher and gives advice and recommendations when a child has been referred to her. The administration, teacher and counselor work together for the benefit of the children.

## **21) BBS INSTRUCTIONAL COACHES**

BBS has Instructional Coaches (IC) in order to support teachers to transform how students are taught and, by extension, how they learn.

We must create classroom environments where our children become ‘partners in the learning’. We need to be sure that we are educating our children in such a manner as to not only prepare them for what we know they will encounter but the skills to handle the unknown; luminaries are constantly ‘warning us’ that many of the jobs that today’s elementary children will have, have yet to be identified. It therefore becomes critical that our children are able to critically think, to appreciate how to solve ‘real world problems’ and to be responsible, with their teachers, for the learning which takes place.

We want to create a school of ‘master teachers’, where they are working as partners with our children. Instructional Coaches are the bridge in this process. We have ICs in every division of the school. Their mandate is to work with all our teachers, as ‘mentors’ and ‘coaches’ to help them reflect on their practice and to ‘model’ best practices as we move our teachers along the continuum. As a school we are investing professional development funds to prepare our ICs to take on this challenge and will ensure that there are ongoing opportunities for them to continue to improve and hone their skills while supporting our faculty to enhance theirs!

BBS is blessed with a team of educators who are committed to being their best, and working collaboratively with the ICs, they will be able to expand their repertoire of teaching strategies while having a colleague there to support them and give them the invaluable feedback necessary to be successful.

## **22) REPORT CARDS**

Report cards are an indication of your child's progress through the school year. Parents must remember that children develop at different times and they should be encouraging and supportive towards their child. Report cards are distributed to parents in December, March and June. Pre-Nursery will have a ‘learning journal’ to discuss twice a year.

## **23) NEWSLETTERS**

Newsletters are posted on the Skoolee website every week. They are to inform you about what your child will learn in that particular week. Parents are encouraged to read the newsletter and use it to reinforce the skills taught at school. The newsletter needs to be placed in a safe place for reference.

## **24) FIELD EXPERIENCES (TRIPS)**

Field Experiences are an essential part of the educational program. They provide children with hands-on experiences and they help to reinforce topics taught. Field experiences are scheduled throughout the school year. Permission slips are sent in advance to inform parents about the trips. The permission slip must be signed and returned to the child’s advisory the following day. If a permission slip is not returned or signed, your child will not be allowed to go on the field experience. If your child is sick, please keep him/her at home. It is difficult to give your child the extra attention needed when he/she does not feel well on these field experiences.

### **Policy For: Parents accompanying children in a school field trip:**

- The parent has to inform the class teacher about his/her wish to join the trip once he/she receives the field trip form.
- The parent has to comply with school policies and procedures during field trips.

- The parent has to assist teachers and take responsibility of a certain group of children during the field trip.
- If a parent wants to share some new ideas that will make the field trip more beneficial, he/she has to inform the Admin about it prior or after the trip.
- The parent has to maintain confidentiality about whatever happens during this trip, particularly about children's behaviour.

## **25) BIRTHDAYS AND SPECIAL EVENTS NEW!**

Please adhere to the following birthday recognition guidelines for 2016/2017:

- In our goal to maximize your child's instructional time and in accordance with BBS school policy; birthday parties are not celebrated during the school day.
- Additionally, we respect and value parents' desire to be creative in their approach to celebrating their child's birthday in a special way. However, our need to protect the instructional day is valuable to your child's education. Therefore, please do not send any balloons, gifts, or any other form of entertainment that may cause a disruption.
- Arranging for entertainment, pizza, birthday cakes, classroom parties, activities, games, etc. is not appropriate or permitted during school hours, including snack time.
- If you are planning to have a party at home, please bring paper party invitations only to the guidance counselor (you should have ONE for EVERY child in the room or boys alone/girls alone if you wish us to distribute the invitations).
- As always, if you have any questions, please, do not hesitate to call the office and we will do our best to assist you.

## **26) SUGGESTIONS FOR PARENTS AT HOME**

- Children have many needs. There are many things that you as a parent can do to help make school a wonderful experience for your child. Listed below are some helpful suggestions:
- Read to your child and have plenty of books at home for your child to see.
- Praise your child when he/she successfully completes a task.
- Set aside a special time each day to listen to and talk with your child. In this manner, you are encouraging listening and showing interest in your child.
- Discuss school activities, school friends, and new experiences with your child. By doing this, you encourage learning.
- Establish bedtime and wake-up routines.
- Have your child participate in every day chores in order to develop a sense of responsibility (i.e. picking up toys, folding clothes).
- Encourage your child to do things for himself/herself (dressing, carrying own lunchbox, feeding themselves, etc.).
- Encourage your child to go to the bathroom and be able to clean himself/herself without the help of maids. This is very important.
- Show an interest in school. Become involved in your child's education and progress. Make appointments with the teachers to discuss your child's progress or concerns.
- Read all the newsletters or notices sent from school.
- Be aware of what your child brings to lunch every day and encourage him to eat healthy food.

## **27) CONCLUSION**

The purpose of this handbook is to assist you. If you still have any questions, please don't hesitate to contact us. Our doors are always open! Your support is greatly valued and we look forward to meeting you.