

Preschool Parents' Handbook
 2023-2024

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Introduction

Ahliah School believes that all children have the right to learn in a caring nurturing environment and to be treated with respect and dignity.

The purpose of this Handbook is to familiarize you with the expected responsibilities and procedures and set guidelines that will provide for the efficient operation of the school.

Mission Statement

Ahliah School develops young minds to their best abilities, while nurturing self-confidence, respect, compassion, creativity, joy for learning, and working collaboratively within a diverse environment. Ahliah graduates are primed to take responsibility for their future and to be active citizens engaged in local, regional, and global issues.

Ahliah Code of Ethics

Integrity
Respect to self and others
Diversity
Collaboration
Excellence
Growth mindset

Quality Education at Ahliah

Ahliah School is committed to provide quality education through,

- providing a clearly documented curriculum, learning experiences, and teaching approaches that promote the acquisition of knowledge, critical thinking, creativity, problem solving, decision making, working collaboratively, and the appreciation of arts
- nurturing responsibility, respect, compassion, and collaboration
- nurturing citizenship and engagement in local, regional, and global issues
- promoting student-centered teaching to develop students' full potentials cognitively, emotionally, socially, physically, and aesthetically
- providing a healthy, safe, protective, and supportive learning environment
- promoting the continuous learning of the whole school community through effective and productive collaboration
- conducting results-driven assessment and evaluation that identifies students' needs
- strengthening home-school relationships to ensure parental and community involvement in school

- Leveraging the use of technology by the school community and in accordance with the International Society for Technology in Education standards.

Global Citizenship at Ahliah

Ahliah is committed to develop Global Citizenship and open-minded individuals through providing opportunities for:

- appreciating diversity and multiple perspectives
- communicating in more than one language
- fostering citizenship and engagement in local, regional, and global issues
- nurturing the values of respect, compassion, responsibility, collaboration and conflict resolution
- understanding and advocating human rights, social justice, and equity
- recognizing and appreciating different cultures including beliefs, values, languages, heritage, environment, economic, social and political systems
- developing the ability to engage productively with all others in a diverse world
- recognizing and practicing the rights, responsibilities, and ethical behaviors of living, learning and working in an interconnected digital world

Website (www.ahliahschool.edu.lb) / eSchool website /Social Media (Ahliah School)/

- Parents will be provided with accounts during the first month of the academic year for the online Academic Dashboard “eSchool”. This enables parents to check parents’ newsletter announcements, news, calendar, activities, and homework if applicable according to the grade level of the children. In addition to that, you are kindly asked to download eSchool mobile applications for easier usage and communication with the school (an email or SMS will be sent later to provide you with the names of apps).
- Parents can also visit social media pages in order to stay up-to-date with all school events and activities

Ahliah Preschool

Ahliah preschool provides each child with the opportunity to create, socialize, explore, enjoy learning and prepare for a lifetime of learning and discovery. Students learn in a safe environment to develop cognitive, social, and emotional skills.

The Preschool Division consists of three academic years from KG1 to KG3 (3 to 6 years old).

The Curriculum

Ahliah’s Preschool curriculum ensures the following guidelines:

- Align Ahliyah's curriculum with Ahliyah Standards which are mostly adopted from Common Core International Standards
- Include language arts (English, Arabic, and French), math, science, social studies, music, art, physical education and Character Education.
- Use classical Arabic in Arabic teaching
- Use the English language for instruction in English, Math, Science, Social studies, Art and Physical Education
- Provide opportunities for active learning, critical thinking, and problem solving
- Ensure opportunities for the appreciation of fine arts
- Design the scope and sequence in all subject areas to ensure vertical and horizontal alignment, continuity, and appropriate distribution
- Cater for the individual needs of students
- Engage students in different hands on learning and learning through action activities in order to link knowledge to their personal experience or daily life interactions
- Include group interaction in cooperative and differentiated learning, group investigation and discussions with open ended questions
- Promote project based learning and problem based learning, and guided inquiry.

Assessment

- Students' ongoing assessment is based on observation and monitoring of their multiple developing skills, and on outcomes such as class journal, class participation, hands on activities, open discussions, worksheets, projects, environment based learning etc.
- Rubrics, checklists, anecdotal records, remarks and report cards are tools used to document students' performance.

Follow-up

- Teachers and academic administrators will constantly follow up on students' academic performance and put intervention plan when necessary.
- Teachers and academic administrators might call for a parent conference if a student's academic performance is not up to expectation.

Parent Meetings

- Meetings with teachers are very important and beneficial to the student, parent, and teacher.
- Our teachers are readily available to communicate regularly with parents.
- Meetings with teachers are scheduled on a weekly basis.

- Parents who want to meet with their child's teacher are kindly asked to notify the school in writing a message, by email or by calling the preschool HoD ahead of time. The teacher will send back a written message on eschool, to set the time for a meeting.
- Information concerning family matters and personal lives remain strictly confidential.

Parent/Teacher Conference (PTC)

- Parent/ teacher conferences are scheduled two times a year.
- Parents are notified ahead of time and are requested to attend the meetings.

Homework

- Only KG3 Students should normally complete their daily homework with their parents' help.
- Daily homework includes assignments to review the concepts taken during the same day at school.
- On average, a student in KG3 needs about 20 minutes to finish his/her daily homework.
- Parents are asked to check the school notifications and messages on a daily basis.

Dress Code

- Children should come to school wearing the school uniform (The Ahliyah Preschool shirt, dark blue pants or jeans should be adjustable and comfortable) with black or dark blue shoes (without shoelaces)..
- Dresses, skirts, sandals, jewelry, accessories, nail polish, colored pants and high heel shoes are not allowed.
- Girls should have their hair tied; dyed hair is prohibited. Also, boys with long hair should have their hair tied for hygiene and practical purposes.

School Hours/ Attendance

- Parents are kindly asked to bring their children between 7:20 am and 7:50 am. On Mondays and by maximum 7:55 am from Tuesday till Friday. There is no one to supervise children who arrive earlier than 7:20 am.
- Parents are responsible to bring their children to school on time; our doors close at 8:00 am. Children arriving after 8:00 am may disrupt the class routine and may feel uncomfortable about arriving after everyone else has become involved in play and learning activities.
- Class hours are from 8:00 am to 2:00 pm on all days except for Wednesdays; class hours on that day end at 1:00 pm.
- The Preschool Students are dismissed from School at 2:00 pm.
- Students who have siblings in school may register at the beginning of the school year in the afternoon duty program which takes place in the preschool classes and ends at 2:30 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday
7:50- 2:00	7:55- 2:00	7:55- 1:00	7:55- 2:00	7:55- 2:00

- It is important for parents to pick up their children on time. If parents cannot pick up their children on time, they are requested to contact the school on the following numbers 01-372579/ 01-372960/ 01-372961/ 03-310612.

Tardiness/ Absences

- Your child is expected to be in class at maximum 7:55 am;
- Parents are asked to contact the preschool administration if their child cannot attend school.
- When a child returns after a short absence, supply him/her with a note stating the reason for the absence.
- After a prolonged absence due to illness, parents should send a medical report to the preschool administration. The school nurse shall follow up on the medical case accordingly.

Persons Authorized For Picking up Children

- Parents must provide the school with the names of the persons authorized to pick up their children by filling a form that will be sent at the beginning of the year. They also need to provide a copy of the ID with a passport photo.
- It is the parents' responsibility to inform the school ahead of time of any changes.
- If parents request from the school to release the child with a person who was not previously identified, the school shall request a copy of his/ her ID before releasing the child.

Transportation

- Parents are responsible to bring their children to school and back home.

Visitors

- Parents are expected not to disrupt students and teachers during their class time, except when they are invited to volunteer in pre-planned activities.

School Events

- During the academic year, the school will celebrate different events. We will notify you of the events as the school year progresses.

Field Trips

- Ahlihah School organizes educational field trips throughout the year to relate learning to real life experiences.
- At the beginning of the year, parents are asked to sign a permission form for field trips.
- Each trip will be announced a couple of days ahead of the actual date.

Birthdays

- Ahlihah preschool celebrates students' birthdays of each class once every year, which gives students the equal opportunity of celebrating their birthday and enjoying the event together. Parents do not attend this event.

Money/ Games/ Valuables

- Children may not bring toys and games unless they are asked to.
- Children may not bring any valuable item to school; therefore parents are asked to check their bags before coming to school.
- The school will not compensate for a valuable item that is lost or damaged at school.
- Parents are requested not to send money with their children in the Preschool Division.
- Long earrings, bracelets, and necklaces are not allowed in school. Such items may prove to be dangerous while children are playing.

Lost and Found

- Children, with the support of their parents, should be encouraged to be responsible for their belongings.
- Labeling your child's items with their initials (please don't label full names for your child's personal safety reasons) could facilitate returning any lost item. Lost and found items are placed in the Preschool Division.
- At the end of the year, all lost and found items that are not picked up are given to a charity organization.

Health Care

A- Healthy Eating Habits

Children who are healthy and well-nourished have enough energy to take them through a full day of school activities.

- Parents should make sure that their children have adequate time to eat proper breakfast every day before coming to school.
- Please be informed that the school offers optional hot meals for lunch to children. Thus, parents who are interested may refer to the Admission Office and subscribe to this Food Service. Parents may fill a prepaid card from the Admission office and preorder the meal on the previous day before 12:00 noon.
- Parents who are not interested in subscribing to the food service are kindly asked to send healthy and nutritional food that is properly wrapped, for example sandwiches, fruits (apples, pears, bananas) and vegetables (cucumbers, lettuce, carrots) stored in bags or labeled lunch boxes...
- Parents may also send fresh juice and milk in a box container; glass containers are prohibited.
- Parents may prepare additional snacks for their child who stays in the afternoon duty program.
- Furthermore, other food including candy, chips, gum, lollipops, soft drinks, or other types of junk food should be left at home. If brought to school, these foods will be confiscated.

B- Water

- The school provides drinking water in the playground. The water is treated and regularly tested.
- Parents may send a bottle with their child for refilling.
- Parents are requested to send a bottle of water or even two (when the weather is hot) with their child.
- The bottle should be clearly marked with the child's initials.
- The bottle must be washed and freshly filled with water every day.

C- Health Information at Admission

- Parents are requested to fill in the medical report form, provided at the beginning of the year, and submitted by the first month of the year.
- This must include current immunizations and health care summary.
- Information remains strictly confidential.

D- Health and Safety

- Ahliyah has a health care program which is implemented by a full time qualified school nurse.
- In incidents of an emergency that is beyond the capacity and facilities of the infirmary, the nurse will contact the parents for their approval before transferring the student to the hospital.

E- Medication Policy

- Staff members are not allowed to give medication to the children.
- However, if children are on medication, parents are asked to notify the Head of Division, as a child's behavior can be affected by it.
- Medication will be administered to a child only upon the written request of the parent and attached to a medical prescription.
- The medication must be in its original packaging with the child's name and directions for use clearly marked on it. The following procedure is used:
- Parents bring medication early in the morning and give it only to the school nurse.
- Any medication that is kept at the infirmary during the week will be sent home on Friday. The nurse shall return the medication directly to the parents or to the bus assistant
- Parents are kindly asked not to give Panadol or other antipyretic early in the morning before sending the students to school.

F- Procedures in Case of minor Accidents

In case of student injury in class or on the playground, the following procedures will be followed:

- The teacher in class or on duty informs the administration/nurse about the case and goes back to her/his duty.
- A report is sent home to the parents on the same day describing what happened, where the accident took place, and the procedures followed by the nurse.

G- Insurance:

The school has an insurance policy that covers accidents within the school campus and field trips. The school insurance does not cover preexisting health diseases. But if the nurse deems it necessary for the student's safety to be transferred to the hospital, she will accompany him/her after informing the parents.

H- Illness Policy:

- Certain symptoms in children may suggest the presence of a communicable disease. Parents are asked to notify the school within 24 hours if their child has been exposed to any communicable disease. The child can join the school once the family physician provides a written report stating that the child has recovered.
- Children, who have the symptoms of communicable diseases, should be given time outside the classroom
- Parents are requested to provide the school with a medical report clarifying that the case is no longer communicable.

Symptoms of communicable diseases might include:

- Fever: a temperature of 37.5 degrees or higher that occurred at least within the previous 24 hours.
- Respiratory Symptoms: difficulty in breathing, severe coughing, croup with high-pitched whistling cough, with or without fever.
- Diarrhea: It is the result of an increased number of abnormally loose stools within the previous 24 hours. The student shall be observed for other symptoms such as fever, abdominal pain, or vomiting.
- Vomiting: eye/nose drainage, thick mucus or pus draining from the eye or nose.
- Sore throat.
- Skin Problems: skin rashes, undiagnosed or contagious.
- Persistent itching of the body or scalp.
- Any change in the child's appearance/behavior: child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, and difficult to awaken.
- Swollen neck gland.