

Preschool Parents' Handbook 2026-2027

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Introduction

Ahlihah 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

Ahlihah 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. Ahlihah graduates are primed to take responsibility for their future and to be active citizens engaged in local, regional, and global issues.

Ahlihah Code of Ethics

Integrity
Respect to self and others
Diversity
Collaboration
Excellence
Growth mindset

Quality Education at Ahlihah

Ahlihah School is committed to providing 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 the 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 potential 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 developing 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 view the parents’ newsletter announcements, news, calendar, activities, and, if applicable, homework by their child's grade level. In addition, you are kindly asked to download the eSchool mobile application for easier use and communication with the school (an email or SMS will be sent later with the app names).
- Parents can also visit social media pages and the Class Dojo application 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, spanning from KG1 to KG3 (ages 3 to 6 years old).

The Curriculum

Ahliah’s Preschool curriculum ensures the following guidelines:

- Align Ahliah’s curriculum with Ahliah Standards, which are mostly adopted from Common Core International Standards

- Include language arts (English, Arabic, and French), math, science, social studies, music and movement, art, and Character Education.
- Use classical Arabic in Arabic teaching
- Use the English language for instruction in English, Math, Science, Social Studies, Art, Music & and Movement.
- 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 to the individual needs of students
- Engage students in different hands-on learning activities 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, problem-based learning, and guided inquiry.

Assessment

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

Follow-up

- Teachers and academic administrators will continuously monitor students' academic and behavioral performance, and will implement intervention plans when necessary.
- When a student's academic achievement or behavior does not meet expectations, teachers and academic administrators may request a parent conference to discuss concerns and collaboratively plan appropriate support.

Expected Standards of Parents' Conduct

- All parents and guardians who engage with the school community are required to adhere to professional and respectful standards of behavior. This standard applies to communication conducted on school premises, during school events or meetings, on official school platforms (including SIS, email, and internal messaging services), and on social media when referencing the school or its community. The school has a duty of care to protect its community.
- Expected conduct includes:

- The use of respectful language and tone in all interactions.
 - Maintaining a calm and constructive demeanor when raising concerns or discussing issues.
 - A willingness to follow established school procedures for raising concerns, seeking meetings, and submitting feedback, ensuring issues are addressed efficiently by the appropriate personnel
- Certain behaviors are strictly unacceptable from parents or guardians and constitute a serious breach of the school's communication and community standards, triggering immediate school action. Unacceptable conduct includes, but is not limited to:
- Raising voices, shouting, or displaying aggressive body language toward any member of the community.
 - Verbal abuse, insults, humiliation, or intimidation directed at students, staff members, or other parents/community members.
 - Using threatening language, whether explicit or implicit, toward any member of the school community.
 - The use of discriminatory, offensive, harassing, or defamatory language.
 - Attempts to pressure, coerce, or bypass established communication and procedural protocols.
 - Threatens to humiliate students or staff
 - Undermines the authority, credibility, or professional integrity of school personnel.
 - Posting or circulating hostile, threatening, or defamatory messages in private parent groups or on public social media platforms.
- When inappropriate or unacceptable behavior occurs, the school shall act immediately to safeguard all parties and restore a professional environment. The school reserves the right to take the following actions without delay:
- Immediately ending a meeting or phone call.
 - Ask the parent to leave the school premises immediately.
 - Redirecting all future communication with the parent to a written format only.
 - Immediately involving senior leadership or security personnel if there is any perceived risk to the safety or well-being of staff or students.
- Any interaction involving explicit threats or aggressive escalation will be documented and escalated to senior administration without delay.
- Depending on the severity, frequency, and context of the breach of conduct

standards, the school may apply one or more of the following graduated consequences and interventions. These measures aim to restore respectful communication while prioritizing the safety and dignity of the school community. Consequences may include:

- A written warning that formally references this policy section and the specific breach committed.
 - Requirement that all future communication be conducted in writing only and/or be conducted exclusively through a designated school representative.
 - Requiring that all future meetings be supervised by a member of the school's leadership team.
 - Issuing a temporary restriction from school premises (except when legally required for student-related issues).
 - The school reserves the right not to offer admission (non-renewal of enrollment) to the student(s) associated with the offending parent(s) for the next academic year. This ultimate action is reserved for behaviors that fundamentally undermine the safety, integrity, and operational function of the school community.
 - Board Referral: Referral of the matter to the Board in cases involving threats, defamation, or sustained risk to student or staff safety.
- parents shall not record, photograph, screenshot, reproduce, store, distribute, publish, or share virtual lessons, online meetings, counseling sessions, student work, or members of the school community without prior authorization from the school.
 - To protect the privacy and safeguarding of all students participating collectively in school events, performances, celebrations, presentations, exhibitions, assemblies, or activities, parents and guardians shall agree to not photograph, video-record, livestream, or share group performances or activities involving multiple students.
- Parents shall sign the consent form for online learning, media privacy, and event documentation
 - Parents are expected not to disrupt students and teachers during their class time, except when they are invited to volunteer in pre-planned activities.

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.
- 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 remains strictly confidential.

Parent/Teacher Conference (PTC)

- Parent/ teacher conferences are scheduled three times a year.
- Parents are notified in advance and are requested to attend the meetings.

Homework

- Only KG3 Students have homework.
- KG3 students should normally complete their daily homework without their parents' help.
- Daily homework includes assignments to review the concepts covered at school.
- On average, the KG3 students need about 20 minutes to accomplish their daily homework.
- Parents are asked to check the school notifications and messages daily.

Dress Code

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

School Hours/ Attendance

- Parents are kindly asked to bring their children between 7:30 am and 7:45 am every day. There is no one to supervise children who arrive earlier than 7:30 am.
- Parents are responsible for bringing 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 1:45 pm on all days except Wednesdays; on that day, class hours end at 1:00 pm.
- The Preschool Students are dismissed from School at 2:00 pm.
- Students who have siblings in school may register for the afternoon duty program at the beginning of the school year, which takes place in the preschool classes and runs from 2:30 p.m. to 4:30 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday
7:45- 2:00	7:45- 2:00	7:45- 1:00	7:45- 2:00	7:45- 2:00

- Parents need 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 arrive at school by 7:45 AM at the latest.
- Parents are asked to contact the preschool administration if their child can not attend school.
- When a child returns after a short absence, parents are requested to provide a note stating the reason for the absence. The school nurse or the HOD should also be notified either by message or phone call.
- 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.
- Parents are not expected to pick up their children during school hours and interrupt the learning process.
- Parents are advised not to schedule doctors' appointments for their children during school hours unless there is no alternative. If needed, a medical report is to be submitted to the head of the division.

Persons Authorized For Picking up Children

- Parents must provide the school with the names of the people authorized to pick up their children by completing 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 in advance of any changes.
- If parents request that their child be released to a person who has not been previously authorized, the school will require a copy of that individual's ID before releasing the child.

Transportation

- Ahlihah School does not provide bus services. Parents need to notify the school of the way their child leaves the school: by car (parent/driver), private bus, or walking
- Ahlihah school hands over the children enrolled in a private bus to the driver and his assistant
- Children who are not enrolled in the private bus are not allowed to ride the bus with their friends for any reason
- Parents should send a message to the HoD or call the School Reception to indicate their permission if a child will not be using the private bus on a particular day.

Toilet Routine

- Intimate care and toilet assistance procedures are implemented within a safeguarding framework that prioritizes student dignity, safety, hygiene, privacy, and professional boundaries while minimizing physical contact whenever possible. To promote self-independence, students will be assisted by a helper who will guide them through the toilet routine, providing tissues and water as needed. This support is part of the program, which also includes instruction on developing these essential skills, especially in KG1 and KG2.

- If a child soils their clothes, and to avoid spreading contamination, the soiled clothing will be carefully sealed in a plastic bag and sent home unwashed for proper cleaning. We kindly ask parents to ensure that an extra set of clothes is sent in the child's bag on the next school day.
- Designated preschool helpers remain present and accessible in the preschool toilets during operational hours to supervise and assist students when needed. Helpers assigned to these responsibilities receive training on hygiene procedures, safeguarding expectations, signs of abuse or neglect, mandatory reporting obligations, confidentiality expectations, and appropriate student support practices.
- Physical contact during intimate care must remain limited and only occur when necessary for the child's hygiene, health, safety, or wellbeing. Helpers must maintain respectful communication, professional conduct, and age-appropriate language throughout the interaction.
- When a child soils themselves with urine or fecal material, helpers follow established hygiene procedures designed to minimize direct contact. These procedures include the wearing of disposable gloves, and hygienic materials must be used throughout the process. Helpers use tissue paper to remove fecal material while avoiding direct contact whenever possible. Water may then be applied for cleaning, followed by drying using disposable materials in the same controlled and hygienic manner.

- Whenever a child requires changing or intimate care assistance beyond routine supervision, the interaction must be documented in the school's Intimate Care Log.
- A cleaning supervisor conducts hourly spot-checks of preschool students' toilets and hygiene facilities throughout the school day to support hygiene, safeguard visibility, and adherence to procedures.
- For hygiene purposes, and in accordance with international standards, the KG3 toilets are not equipped with water sprayers. This measure helps maintain a clean, dry, and safe environment for all children. Students who require support may seek assistance from the helper, who will provide water accordingly.

Visitors

- Parents are expected not to disrupt students and teachers during class time, except when 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 across all classes once a year, giving students an equal opportunity to celebrate their birthdays and enjoy 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 items to school; therefore, parents are asked to check their bags before dropping them off at 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 dangerous when children are playing.

Lost and Found

- Children, with their parents' support, should be encouraged to take responsibility for their belongings.
- Labeling your child's items with their initials (please don't label full names for your child's personal safety) could help return any lost items. Lost and found items are placed in the Preschool Division.
- At the end of the year, all lost and found items that are not collected or claimed are donated to a charitable 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 a proper breakfast every day before coming to school.
- Please be informed that the school offers 4-course meals (Breakfast, Hot meal, Salad, and Dessert) through the Cafeteria service to Preschool students.
- If parents choose not to enroll their child in the cafeteria service, they are kindly requested to send healthy, nutritious food properly wrapped. Examples include sandwiches, fruits (such as apples, pears, or bananas), and vegetables (such as cucumbers, lettuce, or carrots), packed in bags or clearly 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, marshmallows, 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 complete the medical report form provided at the beginning of the year and submit it by the first month of the year.
- This must include current immunizations and a health care summary.
- Information remains strictly confidential.

D- Health and Safety

- Ahlihah has a health care program that is implemented by a full-time, qualified school nurse.
- In the event of an emergency beyond the infirmary's capacity and facilities, 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 parent's written request and in accordance with a medical prescription.
- The medication must be in its original packaging, with the child's name and directions for use clearly marked. 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 antipyretics 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 returns to their duty.
- A report is sent home to parents on the same day, describing what happened, where the accident occurred, 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 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 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.