

POLICIES AND PROCEDURES

Academic year 2010 - 2011

The Management and Staff of Kindie International Kindergarten (DV "Mala kuća") would like to extend a warm welcome to you and your child. Our policies and procedures are aimed towards ensuring a safe, positive and nurturing environment for your child. We would appreciate your strong support to comply with the policies and procedures so that our staff will be able to carry out their duties more effectively for the common good of the children.

STUDENT ENROLMENT

To enroll a child in Kindie International Kindergarten a personal interview with the Principal will be required. The interview with the child and the child's parents will determine if the kindergarten is able to meet the needs of the individual child. Each child will be admitted on his or her individual merits regardless of race, colour, religion or national origin.

A student application form can be picked up in person at our school address.

WORKING HOURS & CALENDAR

Kindie International Kindergarten's working hours are from 7:00AM to 6:00PM.

- ▣ Full-day programmes are from 8:00AM to 5:00PM.
- ▣ Half-day programmes are from 8:00AM to 12:30PM.
- ▣ Extracurricular courses are held after school, from 5:00PM to 6:00PM.

The kindergarten year consists of two (2) terms and a summer programme.

- ▣ Term 1 is from September 2010 to January 2011.
- ▣ Term 2 is from February 2011 to June 2011.
- ▣ Summer Programmes are held in July 2011.

The kindergarten will be closed on Croatian public holidays. There will be a Christmas Break in December 2010 and a Spring Break in April 2011. Holiday dates will be confirmed at the start of the academic year.

PARENTS' INVOLVEMENT

Parent involvement is the key to your child's success at school. We encourage parents to actively participate in our many classroom and school events. Kindie International Kindergarten has an open door policy. Parents are encouraged to contact the Principal to arrange meetings or class observations at any time.

At the end of each term, a Parents' Day will be scheduled to review your child's progress and assessment report. Your child's Kindie Portfolio will be handed out on this day. The Parents' Days will be in January 2011 for Term 1 and June 2011 for Term 2.

We will be training your child to try to pass on messages verbally to you. However, important notices will be given directly to parents.

ARRIVAL AND DEPARTURE

It is best for your child to have a quick drop-off. If your child is tearful or having a difficult time parting with you, establish a routine, such as 5 pushes on a swing and 5 kisses before you leave. Even if your child is very upset, it is best to say goodbye and let a teacher comfort your child.

Our kindergarten opens at 7:00AM. **You may drop your child off between 7:00AM and 8:00AM.** Children enrolled in our programme benefit the most when they are dropped off before 8:00AM. It gives them the opportunity to say hello to their friends and teachers before we begin our day. We want to help you maximize your child's learning experience.

Children should be picked up between 4:30PM and 5:00PM. Please do not enter the kindergarten premises before 4:30PM. If you are late picking up your child, please contact the kindergarten immediately. If a person other than the parent collects the child, our Staff must ensure that the person is on the child's enrolment form and the appropriate permission form has been completed.

Children who are enrolled in extracurricular classes will remain at school and begin their classes at 5:00PM. Parents can pick up their children after the classes end.

We require prior notification if your child is going to be late or absent.

HEALTH AND SAFETY

Kindie International Kindergarten is committed to providing a safe and healthy environment for all our students. **Sick children will not be allowed to enter the kindergarten.** If a child becomes sick during the school day, the parents will be contacted immediately to pick their children up from school.

We will check and record your child's temperature every morning. A child who has a temperature of 38°C or higher will not be allowed to enter the kindergarten. Children who have puffy or sticky eyes, persistent nasal discharge, severe diarrhea or vomiting, unusual skin rashes or persistent pain will also be asked to stay at home.

We kindly ask parents to keep their children at home until their symptoms have ceased for at least 24 hours and normal eating habits have resumed. If your child contracts a communicable disease (chicken pox, dengue, hand-foot-mouth, lice), please contact the Principal within 24 hours.

Up-to-date immunization cards should be provided at the beginning of each term. Please notify the Principal about any changes to your child's medical records during the year.

SCHOOL SERVICES

Lunches. Half-day students will have two (2) nutritional meals and full-day students will have three (3) nutritional meals during the day. Daily menus will be posted on the Parents' Notice Board at the main entrance to the kindergarten. If your child has any allergies or dietary restrictions, please let our Staff know.

School Uniforms. Students enrolled in our kindergarten will be given a school uniform at the beginning of the year. Additional uniforms can be purchased if necessary. Students will be required to wear their school uniforms Monday to Friday, except Wednesdays (casual day). We strongly believe that school uniforms can instill a sense of teamwork, community feeling and pride in one's personal appearance and school. Our Staff members will also be wearing a staff uniform during school hours.

Student Portfolios. A collection of your child's work will be organised in a student portfolio and given to you at the end of each term. Along with their teacher's observations and comments, parents will be able to monitor their children's abilities and progress throughout the year.

Workbooks & Writing Books. Students (ages 3 – 6) will get two (2) sets of books at the beginning of the school year. Students will get the following books:

- (1) English Workbook & English Writing Book;
- (2) Math Workbook & Math Writing Book.

Inter-School Projects. Kindie is part of an international network of kindergartens that participate in fun inter-school programmes. Our first term inter-school project for 2010: Kindie's Christmas Card Exchange Programme (organised in association with Hong Kong International Preschool).

Birthday Parties. At the end of each month, we will have a Kindie Birthday Bash for all our students who celebrated their birthdays that month.

Show & Tell. Every Friday, we will organize a Kindie's Show & Tell programme. Children are encouraged to bring personal belongings (toys, pictures, books, photos, etc) to share with their classmates.

Class Pet. Each class will select a stuffed toy to be their class pet. Students will take turns taking care of the class pet (including taking it home for the weekend). Together as a class, we will create a Pet Diary throughout the year.

Thank you for your understanding and support!



The Kindie Management Team