

**Kindergarten
Student Handbook
2019-2020**

Zahrat Al-Sahra'a International School

Jeddah, KSA

012-2614823

056 729 1417

www.zsi.sch.sa

www.facebook.com/ZSISKindergarten

Mobile application: ZSIS



“Striving for Excellence”

Description Zahrat Al-Sahra'a is an institution that prepares international learners based on the core standards of the American curriculum.

Our mission is to equip young leaders with superlative knowledge and adaptable social skills through contribution, updated technology and resources, enthusiasm, equality, conscientiousness, commitment, and quality assurance.

Our Goals

We strive to provide:

- A well balanced, non- sectarian, segregation free educational program in the English language for members of the international community residing in Saudi Arabia, regardless of race, religion, nationality or sex
- High quality comprehensive input that generates the best outcome. An environment that allows for easy acquisition of knowledge and its applicability, personal and social skills, and the improvement in attitudes towards learning
- An atmosphere that encourages students to acquire self-discipline and responsibility towards others and fosters student's ability to think independently, reason deductively, communicate effectively, learn enthusiastically, and behave responsibly
- Parents with opportunities to participate in their child's learning

Vision and Purpose

In ZSIS we believe that

- Adaptable social skills are required to help each individual accommodate with new experiences. This is achieved through accurately planned activities (both curricular and extra-curricular).
- All individuals must be treated based on equality. Members Of staff, students, and parents must all feel and understand that they are receiving fair treatment in order to ensure their comfort which in return will contribute to a positive learning atmosphere.
- Superlative knowledge is translated into average to high scores, excelled academic performance, and adequate general knowledge.
- Updated technology and resources are essential to maintain high quality education that ensures that any student at ZSIS is ready to succeed in other schools or even colleges.
- Every child and adult must seek knowledge. We can only achieve this by inducing the love of learning into our students' minds. With challenges and rewards, activities and encouragements, students can reach a satisfactory level of enthusiasm.
- Quality assurance and conscientiousness go hand in hand as each individual works with loyalty, integrity, sincerity, consistency, and reliability.

Administrative Board

Private Education Office

(Under the supervision of
General Director of Education in Jeddah)
www.moe.gov.sa

Mrs. Islam Rifai

Chief Accountant

012 – 667 1199 ext. 203

Mrs. Amna Walid

Kindergarten Principal

012 – 261 4823 ext. 111

info.zsiskgs@gmail.com

Mrs. Lina Kheirallah

ECE Director

012 – 261 4823 ext. 200

academics.kgs@zsi.sch.sa

Mrs. Samar Habanji

Teacher & Student Affairs Manager

012 – 261 4823 ext. 201

communications.kgs@zsi.sch.sa

Ms. Jamilah Al-Otaibi

School Secretary

012 – 261 4823 ext. 100

*We are ready to answer your enquiries via e-mail at any time of the day.

*For Teacher & Student Affairs Manager, please refer to the timings below for contact:

Timings	Means of Communication
8:00 a.m. through 10:00 a.m.	Landline: 012 261 4823 ext. 201
11:00 a.m. through 2:00 p.m.	Cellphone: 056 729 1417

Academic Board

School-Parent Communication Channels

- Landline
 - Cell Phone
 - E-mail
 - School System
 - Facebook private messages
 - Paper notes
 - Visits
- You may have direct, daily contact your child’s class teacher through her e-mail. The teacher & the administration staff will be checking the e-mails several times every morning. Please send your e-mail address to the teacher so that she can send you notes and notices.

Attendance Policy

Legal Requirements

- A. Valid Iqama number for non-Saudi students.
Valid I.D. numbers for Saudi students.
- B. Student must fall within the stated age criteria.

**AGE REQUIREMENTS
2019-2020
(exact dates provided by the MOE)**

LEVEL	HIJRI	GREGORIAN
Preschool	04.01.1437 – 03.01.1438	17.10.2015 – 04.10.2016
Pre-K	04.01.1436 – 03.01.1437	28.10.2014 – 16.10.2015
Kindergarten	04.01.1435 – 03.01.1436	07.11.2013 – 27.10.2014

School Timings

- A. Arrival time 7:45 a.m.
Dismissal time 1:00 p.m.
- B. School gate opens at 7:30 a.m.
School gate closes at 2:15 p.m.

Reporting student Absence

It is the delegation and responsibility of the parent, or guardian, to report the child's absence or tardy each day.

- A. The parent should phone the school or send a text message by 8:30 a.m. on the day the student is absent.
Cell phone number to be used is 056 729 1417.
- B. Excused absences
 - Personal illness or injury
 - Medical or dental appointments
 - Head lice. Children excluded from school due to head lice are allowed 2 days.
 - Exceptional cases deemed good and sufficient by the principal.

Dismissal Policy

Student I.D. Card

Each student receives an I.D. card with his/her name, photo, and school I.D. number. The I.D. card is stamped for authorized use.

- A. The student's I.D. must be presented at the gate by the guardian or driver.
No student is allowed to leave the school premises without the presentation of the authorized I.D. card.
- B. Each student is entitled for one I.D. card. In case of loss, the guardian must sign a clarification form and purchase a new card for 80 S.R.

Early dismissal/late arrival

- A. Students arriving after 7:50 a.m. are considered late. After three late arrivals, the student's guardian is requested to sign a clarification form.
- B. In case of emergency early dismissal request, parents must inform the school secretary by 11:00 a.m.

Emergency Procedures

Emergency Dismissal

- A. Fire drills are conducted in accordance with the Saudi local regulations to insure that students are properly prepared for mass evacuation if the need should ever arise.
- B. During sudden sandstorm or heavy rain, parents are expected to pick their children from school immediately.
- C. An emergency closing of the school occurs in cases of expected severe weather changes. The announcement is made on the school's website and Facebook page.

Always keep your cell phones on to avoid missing any emergency calls (God forbid) from the school.

Student Dress Code

Appropriate student dress and grooming practices are as important as appropriate conduct at ZSIS. Part of the total education of students is learning to dress appropriately and behave well.

- A. The following regulations are to be taken into consideration:
 - Parents/guardians maintain responsibility for following the student dress code.
 - A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Parents/guardians will be notified and responsible for bringing an appropriate change of clothing.
 - Students are strictly required to abide by the uniform code during field trips. Failure to dress accordingly leads to excluding the student from the event.
 - The administrators and the teachers help in enforcing the student dress code.

- When any dress or grooming interferes with the cleanliness, health, or safety of students or disrupts the educational process, it is prohibited.
- The dress code may be modified by the building principal for the purpose of school activity days.

B. Uniform

- Girls may wear white leggings under their skirts.
- Boys must wear blue jeans with their school blouse.
- Only wear the sports uniform on the days stated in the *sports schedule.
- Your child will be running in the playground everyday. Please keep that in mind when choosing school shoes. Socks must be worn at all times.
- Keep an extra outfit in school for emergencies. Have each item clearly labeled with your child's name.

***Sports Schedule** as provided by your Class Teacher

Kindergarten at ZSIS

A Major Milestone

Welcome to ZSIS Kindergarten!

Your young child is going to kindergarten. You, dear mommy, are anxious, proud, worried, excited, and passing through an emotional conflict. It is 100% normal. Your baby has grown into an independent child who is going to spend time away from you. Will he be able to ask for something he wants? Will he make friends? Will he have to sit alone during recess? Will he miss me? Will he know his way through school? Will he know how to unwrap his sandwich?

STOP.

Your dear baby is a big kid now. He will learn how to ask for help. He is super sweet and so he'll make many friends. He has learned a lot from you that now he is ready to interact. He will miss you; yes, but it is not going to be painful. He will be excited about the many things that he'd want to tell you! He will be surrounded with caring adults who will help him all the way through.

FOCUS ON YOUR CHILD'S EMOTIONS RATHER THAN YOURS

Your young child is also feeling worried. He'll be leaving the nest for the first time in his life. You have already made your research about the school, and you have certainly chosen the one that best suits your perceptions and your child's needs.

- Explain the daily routine to your child. Have him understand that he will be leaving you every morning to spend a great time at school with his friends and teachers, and then he will come back with lots of stories to tell you. Tell him that you will be waiting to hear his stories as you prepare a yummy lunch for the 'big kid'.
- Read stories about first days of school to your child. The Kissing Hand is one of my favorite stories. You can find many more stories that will help your child understand the new experience.
- Have your child help you pack his lunchbox. Fill it with his favorites. Teach him how to unwrap the sandwich and how to open his water bottle. Explain to him that in all cases, the teacher will always be happy to help him.
- Take him on a tour around the school before the actual school day. He has the right to know where he's going to spend his mornings.
- When you say good-bye, stay positive. Your child is watching your reaction to figure out how he should feel. If you appear worried or upset, he may feel more fearful. Say a quick, upbeat good-bye, tell him that yes, you will both miss each other, but he will have a great day. And remind him you'll be back at lunchtime (or whenever it is that you'll return).
- Resist the rescue. Don't run back to the classroom if you hear your child crying. He may, quite understandably, feel sad and a little scared. But if you return to the classroom, you might prolong his distress. Have confidence that the teacher knows how to deal with these situations. If you're worried, call the school to see how he is doing.

SHARE YOUR FEARS

Never hesitate to ask us questions and to share your emotions. Inform us of your child's reaction to school after the first week of school if you think he's facing trouble adjusting. Our job is to help you.

Preschool is all about fun, activity, growth, and development. Those first days will definitely become beautiful memories soon, when your child graduates from Kindergarten through high school. I bet you can still remember your favorite story as a kindergartener, the name of your teacher, that favorite toy you used to play with, and so many other little details that it brings tears to your eyes as you see your own little child starting to make his own memories now.

Pray for your child every morning, gear him up with a comforting hug, and send him to his second home – ZSIS Kindergarten.

Again, welcome to ZSIS Kindergarten!

Meals

There are three meal times during the day at ZSIS Kindergarten:

Early breakfast between 7:30 a.m. and 8:00 a.m.

Main meal between 10:00 a.m. and 10:50 a.m.

Afternoon snack between 12:50 p.m. and 1:05 p.m.

- Make sure that your child's lunchbox has enough food and water to allow him or her to eat during our three daily breaks – Early breakfast, main meal, and late snack.
- Keep your child's lunchbox healthy. Add washed, peeled, and ready-to-eat fruits & vegetables.
- Junk food like chips, soda, chocolate, etc. are not allowed.
- Hotdog, Basturma, tuna, and eggs are not allowed too.
- Students eat inside their classrooms as they learn to wash their hands before eating, say their prayers, and apply table manners. This is all part of our learning.

Birthday Celebrations

Due to the amount of allergies we may have in the building, **we do not allow edible treats** to be brought in for birthday celebrations. We know birthdays are special times for students and we certainly want to highlight their special day. You are welcome to send a gift to the classroom in honor of your child's birthday. For example, you may send a book, a game or other item to be kept in class. Students will then have a chance to share this with their class. You may also provide *goody bags to each child as long as there is nothing edible within them.

*Safety rules must be always taken into consideration.

Hygiene

- Boy's hair should be cut short and girls' hair should always be tied up or braided.
- Fingernails should be always trimmed and kept short for cleanliness.
- Uniform should be clean at all times.
- Make it a habit for your child to use tissue when sneezing
- Keep your child aware of hygiene habits to keep him/her safe at all times.

Homework

We encourage you to carry out activities that contribute to the development of cognitive skills. Parents can best help their children by reviewing daily work, reading to them, and listening to their child read a favorite story.

In addition, we will be sending some homework sheets for you to review your child's work and to help keep you involved. Parents should encourage their children to be responsible for their school to home activities and/or homework. Our goal is to develop responsible young citizens.

A newsletter is posted weekly on our website. This gives parents an idea of their children's covered work and academic expectations.

Projects are requested several times during the school year to share during Show & Tell sessions.

Always contact the teacher in case you notice any sign of inability to complete the assigned work. It is our job to explain and your job to enjoy your child's success!

NEWSLETTER

A Monthly Newsletter is posted on the School System at the beginning of each month. The Newsletter contains titles and brief description of what the student is covering in class.

Folder Bag

- Do not send big bags to school. We only need a folder bag and a small lunchbox.
- Always label your child's belongings to avoid loss and/or exchange.
- Send your child's folder bag every day. We are continuously sending homework worksheets and notes from the administration. So send the folder bag to avoid missing important papers.

Mother-Teacher Meeting (MTM)

Fixed MTM dates are set for general discussions regarding students' behavior and academic performances. These are announced through hand-outs and on our Facebook page.

Individual Mother-Teacher meetings are always welcome and encouraged. You should contact the Student Communication Manager to arrange an appointment.

Additional one-to-one meetings are be scheduled as needed.

Change of Address, Phone, etc.

Whenever a change occurs in your child's phone number it is important that you **inform school immediately**. It is also important to inform the school whenever a change in the custody of a child occurs. All court papers pertaining to a child's custody should be brought to school. A copy will be filed in the school office.

Reporting Student Progress

- A. Students are continuously assessed during the year. In addition, there are two formal *assessments (Term1 andTerm2) whose results are recorded on the Student's Report Card.

*Assessments take place through group games, individual activities, and are sometimes computer-based.

- B. The student is automatically promoted to the next level when all areas of development are achieved.

- C. Achievements and weaknesses are discussed by the parent/guardian.