



AMS Kindergarten

Parents Handbook

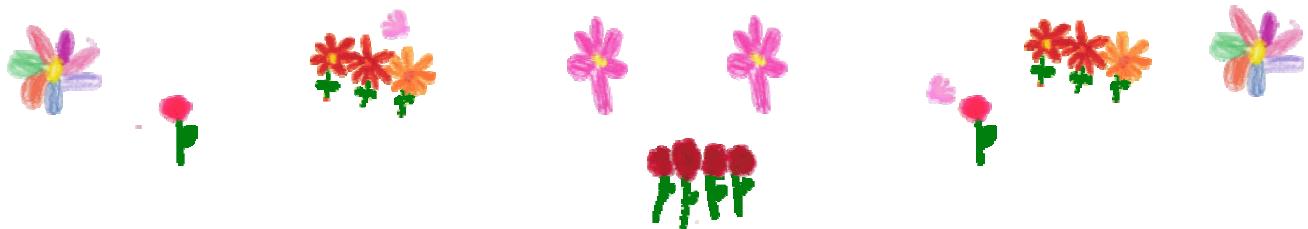
2023-2024





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Welcome Word

Dear Parents,

Welcome to AMS Kindergarten. We look forward to opening up new worlds for your child in fun and stimulating ways. We are pleased that you have chosen our school as a home away from home for your child.

Here at AMS Kindergarten we are committed to creating a warm, friendly and happy environment for your child, while assisting your child in developing a strong positive awareness of his/her identity. Our curriculum will expose the students to a wide range of experiences (including art, music and movement, pre-reading & writing skills and early math skills) all integrated in our hands-on learning centers. We are committed to excellence in all areas. Our curriculum is designed to enhance the young child's physical development, motor skills, language development, and sensory development. The harmonious daily schedule strengthens the child's sense of security, self-confidence, imagination, and creativity. This prepares the students for a more structured academic curriculum in the primary grades and beyond.

When dropping off your child, you will find caring teachers who, above all, will shower the children with love and affection. We offer a creative learning atmosphere where your child's individual style of learning will be valued and nurtured. We will encourage your child to explore the world, to learn to be part of a group and to solve problems in a constructive manner. Learning at our school is self-rewarding, joyous and noncompetitive.

We have prepared this handbook to help ease any anxieties you may have and to assure you that your child is in good hands. To help your child get ready for Kindergarten, please take the time to carefully read this handbook, which contains updated and pertinent information. As this booklet has information and answers to parents' common questions, you may want to keep it handy and refer to it as needed throughout the year. At the end of the handbook you will find a "student mini handbook". Please review this handbook with your child before the first day of school.

It is important to us that you, as parents, become positively involved in our school. We welcome your suggestions, comments, and constructive criticism.

We look forward to a fully cooperative relationship and a very successful school year.



AMS Kindergarten Philosophy and Vision

AMS Kindergarten provides a safe, secure, happy and fun introduction to learning. Our approach puts our young students at the center of their learning with opportunities that are cross –curricular and meaningful. We encourage an interest in learning through an inquiry-based approach that engages the children in topics in which they have shown interest. Children learn how to listen to others, to communicate their ideas effectively, to solve problems and to develop resilience by persisting with tasks they may find challenging.

We understand that children develop at different speeds in many different areas so it is vital that we work in partnership with our parents so that we support every child as they progress along their life journey of learning.

We believe in creating a learning environment that creates a stimulus for all our young children. We encourage outdoor learning to help cultivate their curiosity so that they develop into assured young learners who have the self-confidence and spirit to succeed in life.

At AMS Kindergarten we will be:

- **Focusing on spoken language, rather than just written work**
- **Using differentiated teaching methods to reach every student with different abilities**
- **Incorporating Inquiry based activities and hands on arts & crafts**
- **Assigning "Home Activities" not "Homework"; that will assess the understanding of students**
- **Forster ethical and social development through applying Positive Discipline strategies**





Curriculum Highlights

At AMS Kindergarten, we have designed a comprehensive academic program that focuses on how students learn and develop their skills, rather than just content. We place a great deal of importance on our students' ability to work collectively ,as well as interpedently, in developing their own thinking .Our main objective is to create the whole child atmosphere iv which children can attain all what they need and what is even beyond their needs and to let them color their world themselves instead of coloring it for them.

Based on these guiding principles; we have chosen "Mimi's Wheel "(Macmillan) as our course book and Jolly Phonics as our phonics resource for all Kindergarten stage.

Mimi's Wheel:

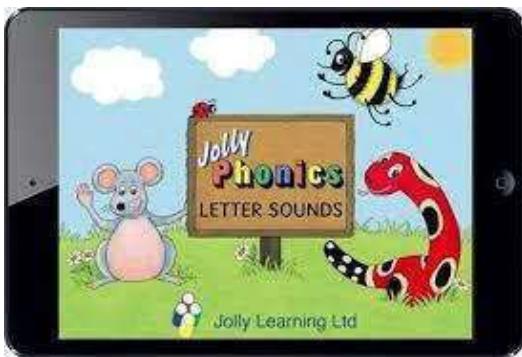
Mimi's Wheel book deals with the imaginary world of the meerkats, where Mimi and her family Dylan and Mummy and daddy provide a rich source of engaging stories. In addition, two real life children provide a realistic and motivating model which encourage students to communicate in English.

This course:

- 1- provides a clean, logical structure which builds children's linguistic competence and self-confidence.
- 2- focuses on the development of the whole child including metacognitive, cognitive, psychological development Moreover, it focuses on the social, emotional and life skills.
- 3- Balances between fantasy, which builds on children's nature capacity for creativity, play and reality which develops children's curiosity in learning about the real world.
- 4- offers a wide range of resources to ensure that the lessons are engaging and dynamic including the Mimi puppet, the big wheel mat, animated stories, videos, songs, flash cards, story cards, posters and pupil's apps (NAVIO)
- 5- represents the innovative Hop on and Hop off approach to learning which enables Cross-Curricular learning that enables the development of multi intelligence.

Jolly Phonics:

Jolly Phonics is a fun and child centered approach to teaching through synthetic phonics. With actions for each of the 42 letters sounds, the multi-sensory is very motivating for children and teachers, who can see their students achieve.





Mathematics

The goal our kindergarten Math curriculum is to familiarize students with the basic concepts they need to build solid understanding for mathematics in their future study. During the kindergarten years students will learn concepts like: Counting & Recognizing Number, Numbers sense, Seriation & Ordering, Sequencing & Patterning, Comparing, Classifying and sorting, Spatial Relationships, Measuring, Time, Predicting and problem Solving. Our curriculum offers mental Math as a part of our vision in enhancing children to think independently to solve problems.

Arabic

Teaching will be carried out in accordance with the decisions of the Ministry of Education through the course book "Tawasul"/ "Communication", which is one of the ministerial course books for students of the Kindergarten department. This curriculum aims to make the child get used not to depend on memorization and indoctrination, and to be an innovative and ambitious thinker, which prompts the child's problem-solving skills. It also encourages the child to have a spirit of cooperation with everyone. After each group of letters, the curriculum allows making realistic connections to the topics that interest children every day in a funny way, so that children become fond of the Arabic language and become more eager to express themselves in their mother tongue.



Positive Parenting

"Focus on routines"

Kids thrive with a routine, so set clearly defined routines for the most challenging times of the day, like mornings, after school, mealtimes and bedtimes. Let your kids help decide how the routine will go (do we get dressed or brush teeth first? How can you help get dinner ready?) For younger kids, write out the order of the routine using pictures or words and let them decorate it, then hang it where they'll see it every day. Then stick to it.



School Activities

At AMS Kindergarten we provide three types of activities; all of which are carried out during the school day without any extra fees:

1- Curricular Activities:

A very important aspect of the classroom instruction is implementing relevant activities that support students' exploration and problem solving. For example: Arts and Crafts, instructional games, classroom/Laboratory experiments, scientific observations, listening activities, role plays, making different charts and models are all curricular activities that support and enhance the learning process.

2- Cross-Curricular Activities:

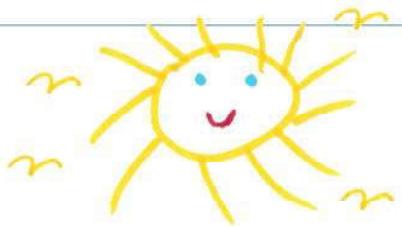
We believe that learning should be relevant; students need to see knowledge as interdependent and connected rather than as individual, isolated subjects. At AMS we develop fun and motivating activities that relate the learning outcomes of different subjects together. For example; Science is integrated into English, Arts or Health & Physical Education activities. Math is integrated with Science, or English activities.

3- Extra-Curricular Activities:

We provide various extra-curricular activities for Kindergarten, indicated in the students' daily schedule:

- Art (2 Sessions/week)
- Music (2 Sessions/week)
- PE. (2 Sessions/week)
- ICT (2 Sessions/week)
- Quran (2 Sessions/week)





The First Days of School

Adjusting to School

The beginning of the school year is an exciting time, for children, teachers and parents. It can take time for children to adjust to the new schedule, environment and people. We will do all we can to make your children most comfortable and experience a seamless transition. In order to help children adjust to school, we ask the parents to do the following:

- Make sure your child gets enough sleep the night before school
- Do not prolong the good-bye time when you bring your child to school in the morning
- Help your child separate by setting up a routine for departure and maintaining that routine.
- Never slip away without telling your child good-bye, and reassuring that you will return.
- When you pick your child up, please be on time and celebrate the events of their day and help him/her to look forward to the coming school day.
- Speak positively about the school and your child's teachers

Finally, it's important to share information with your child's teacher about his/her routines, ritual, fears and the sort of night they had. This will help us deal better with your child. Remember, separation anxiety is part of many four year old's development. It will eventually pass, if managed well.



Daily Routine

School Hours

Regular School Hours: 7:30 am. to 2:00 pm.

Students who do not come to school by bus shouldn't arrive earlier than 7:30 am. or later than 8:00 am. Parents should come to pick them up at the end of the day no later than 2:30 pm.

After 8:30 am., students will not be allowed to enter the school premises, unless there is a good reason for tardiness. Students are not allowed to be late for school for more than 3 times per term.

Morning time

Students who arrive from 7:30 till 8:00 will stay in their class under the supervision of their teacher/co teacher.

From 8:00 till 8:20, students will be having their morning assembly. The first session of the day starts at 8:30.

Daily Schedule

The daily schedule is divided into 9 sessions, 30 min. each. Students have 2 breaks during the day; the garden break, and the lunch break, which includes a second garden time.



Dismissal Time

Students wash up and get ready to go home from 1:50 pm till 2:00, so if your child doesn't go home by bus, you can pick him/her up anytime between 2:00 and 2:30.

After 2:30 pm. students will be supervised by the security staff (which we do not recommend) so kindly don't be late for your child pick up.

Homework Policy:

At AMS Kindergarten, home activities are meant to assess the students understanding of what has been covered in class. English and Math activities are sent daily while Arabic home activities are sent at least three times a week.

Home activities should not be a burden on your child. On average, it should take from 20 to 30 min. to finish all the tasks sent home. This estimated time might vary relatively according to each child's abilities and age. Please give your child the time needed. Provide help and encouragement in the activities sent to share the fun and excitement of your child's daily achievements.

If your child has difficulties in doing the home activities sent, kindly send a note to his/her teacher and she will provide help and support on the following day.

Students' Belongings

In addition to the supplies list mentioned in the "School Supplies" list, each student should bring a water flask, please make sure it is labeled with your child 's name.

Lunch Box

Please send your child 's lunch in a sturdy and clearly labeled lunch box. This is to be kept in their own school bag. Only send the amount that your child would normally eat at home. At school, we encourage healthy eating, so please send fresh fruits and vegetables with your child sandwiches instead of chips or sweets.

Cell Phones and Tablets

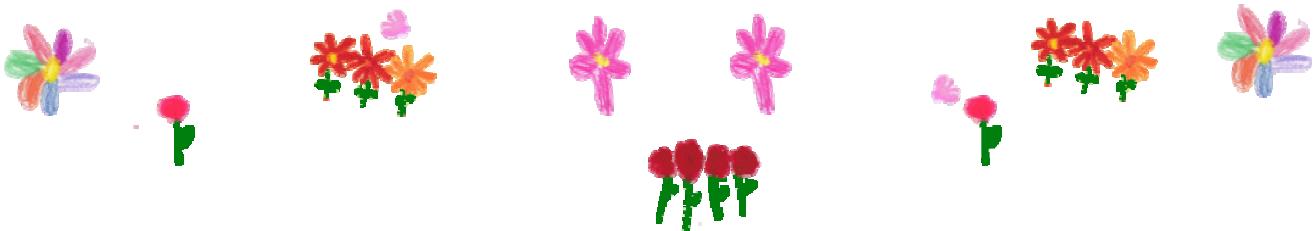
Students are not allowed to bring their cell phones to school and there are NO exceptions to this rule.

Contact between the students and their parents during the school day should only be through the school administration.

These rules are set for your child's protection and to ensure a proper and productive learning environment so please help us by supporting the school system.

If any of these devices was brought to school with your child, the item(s) will be confiscated in the school safe till the end of the year. Also the school will not be held responsible if the student hid any of the items listed above and then lost it.

**Your child's stationary books and copybooks should be clearly labeled and divided,
each subject separately.**





Dress Code

In General, all students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school academic and non-academic activities.

- Students should be dressed only in the school uniform. There are NO exceptions!
- During P.E. sessions, or activity days, only sports outfits (provided with the school uniform) are allowed.
- Students should be dressed in the school uniform during examination periods, trips, and fun days, unless the school administration allows certain outfits for special occasions.
- Only black shoes and white socks or pantyhose are allowed
- Wearing jewelry is prohibited, either for girls or boys. The school will not be held responsible for any valuables lost.
- Girls' hair should be tied back. Boy's hair should be neatly cut
- Only white hair bands are allowed for girls.

All our students are expected to adhere to these guidelines. As a parent, it is your responsibility to ensure that your child is dressed properly for the school every day.

Having outlined these rules; if your child is not dressed up according to the school dress code, he or she will not be allowed to the school bus or the school premises.

PLEASE provide a seasonally appropriate change of clothing to be kept at school, in case of a toile.

PLEASE label all your child 's outfits, especially their school jackets; most children take them off when they feel warm and it will be lost if not labeled



"Get serious about sleep"

Positive Parenting

Think of how you feel when you're overtired - cranky,

irritable, your head and stomach hurts. It's the same for kids, and most toddlers up to teens get far less sleep than their growing bodies need. So consult your family physician about the hours of sleep your child needs by age. If your child has a sleep deficit, try moving up bedtime by 10 minutes every few nights. A well-rested child is a well-behaved child and can function better throughout the day, including school.



Positive Discipline

Our school objective is to help our students build up responsible, mature and positive personalities capable of socializing and sharing. We believe that good discipline is administered in a calm, consistent, and fair manner. This is why at AMS we chose to adopt Positive Discipline approach as our main disciplinary approach.

Positive Discipline is a program designed to teach young students to become responsible, respectful and resourceful members of their communities. Based on the bestselling Positive Discipline books by Dr. Jane Nelsen, it teaches important social and life skills in a manner that is deeply respectful and encouraging for both children and adults (including parents, teachers, childcare providers, and others).

Recent research tells us that children are “hardwired” from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive Discipline is based on the understanding that discipline must be taught and that discipline also teaches.

Five Criteria for Effective Discipline

1. **Helps children feel a sense of connection.** (Belonging and significance)
2. **Is mutually respectful and encouraging.** (Kind and firm at the same time.)
3. **Is effective long - term.** (Considers what the child is thinking, feeling, learning, and deciding about himself and his world – and what to do in the future to survive or to thrive.)
4. **Teaches important social and life skills.** (Respect, concern for others, problem solving, and cooperation as well as the skills to contribute to the home, school or larger community.)
5. **Invites children to discover how capable they are.** (Encourages the constructive use of personal power and autonomy.)

Positive Discipline Tools

The Positive Discipline Parenting and Classroom Management models are aimed at developing mutually respectful relationships. Positive Discipline teaches adults to employ kindness and firmness at the same time, and is neither punitive nor permissive. The tools and concepts of Positive Discipline include:

- Mutual respect.
- Identifying the belief behind the behavior.
- Effective communication and problem-solving skills.
- Discipline that teaches (and is neither permissive nor punitive).
- Focusing on solutions instead of punishment.
- Encouragement (instead of praise)



Positive Discipline Association

Developing Respectful Relationships

<https://www.positivediscipline.org>





Nutrition, Health and Hygiene

At AMS we promote healthy lifestyle and healthy eating in specific. Food provided to Kindergarten students has an important role to play in their growth, physical and mental development and in the development of their future eating habits.

During the school day, we recommend that you provide your child with a variety of foods such as vegetables, fruits, cereals, granola bars, crackers, healthy sandwiches, lean meat, fish, chicken, yoghurts and cheeses.

Children are also encouraged to drink water and milk throughout the day. Other sweet drinks such as juices are not recommended. Sweet foods such as cakes, biscuits, cookies, and chocolates should not be sent with your child on a regular basis.

At AMS, Drinks containing little or no real fruit juice, sodas (Pepsi/coke) are not allowed, Foods like potato chips. Lollipops and chewing gum are not allowed and should not be sent with the children.

The School Tuck Shop

Having outlined the school policy regarding nutrition; our school tuck shop will provide various types of healthy food to students. All types of junk food will not be sold in the tuck shop. Potato chips, lollipops, sodas of all types will not be sold, as well as candy or sweets that are of unknown brands.

Students are allowed to go to the cafeteria during the midday break under supervision

- Please don't give your child more than L.E. 10 allowance.
- If your child has more than L.E. 10 allowance, the money will be confiscated in the school safe. Only you can collect the confiscated money.

Health & Wellbeing

At the beginning of the school year, the school doctor will conduct medical checkups for each and every admitted student. Kindly inform us with any updates of your child's medical information. Students' medical records will be kept at school for reference and actions in case of emergencies.

No staff member or children shall come to school if they exhibit signs of communicable illnesses.

If a child exhibits any of these symptoms, he or she will be sent home:

Temperature over 37	severe coughing	as Cough, Difficult, rapid breathing
consistently clear, dripping	Diarrhea	Vomiting
Conjunctivitis	Ear ache	Yellowish skin or eyes

During the school day, if your child shows any signs of illness, he/she will be promptly admitted to the school clinic to be checked by the school doctor and you or your emergency contact will be notified to pick up your child immediately.

PLEASE NOTE: Your child must be fever free for 24 hours before returning to school.



If your child has a chronic medical condition like Asthma or Diabetes, his/her medications should be kept at the school clinic to be administered as needed.

Lice Policy

In order to keep our school and students safe and lice free. Students will be checked for lice, during the first week of school, and then a regular checkup will be conducted. If lice should be found at any time, students will be sent home and required to be completely lice free before returning to school.

Allergy

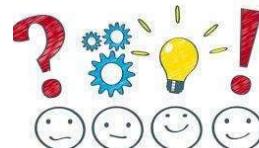
Please inform us immediately regarding your child's allergies so we can make the proper safety precautions. ALL allergies must be posted prominently in each classroom.

Accidents

We will contact you or your emergency contact when your child has any minor injuries that require more than tender loving care, so you can be aware of the incident. An accident report will be filled out and filed for our records, with a copy sent home to the parents.

In the event of an emergency or accident, we will immediately administer first aid and contact you.

If the injury requires further medical intervention, our school doctor will accompany your child to the nearest hospital after taking your permission



Counseling and Academic Support Services

Early childhood students' behavior and work are observed regularly in the classrooms by our school psychologist to detect any potential problems. The school psychologist may apply brief developmental evaluations to individual students. Parents will be contacted before applying any formal evaluations to their child.

If a concern arises, the school's psychologist will contact parents, and jointly, parents and the school develop a course of action to help the child. If there is a delay in a developmental area, parents will receive a series of suggestions on how to support their child at home. Social and emotional concerns are dealt with by helping parents with their parenting skills and, in some cases; individual classroom behavior programs are designed.

No in-depth learning or emotional therapy is conducted as part of the school's support services. On occasion, counseling and/or an evaluation are recommended.

If parents have concerns about their child's development and/or behavior, they are encouraged to contact our school psychologist to discuss these issues.

Positive Parenting

"Don't worry, be happy"

Be the example you want your kids to see.

Think about how your kids might describe you to their friends - would they say you're fun and lighthearted, or that you're stressed and bossy? Try changing your energy by simply smiling more. It will help you keep calmer in times of stress, and your kids will notice and keep their behavior more positive too.



Students Safety

Your child's safety is of utmost importance and there will always be a staff member responsible for their safety, both indoors and outdoors.

Our safety policies are as follows:

- No child will ever be left unsupervised at any time.
- Children will be sent home only with parents, or the authorized person as stated on the admission form. If there are any changes, a personal note or call from the parent will be expected.
- The school doctor and a nurse are present at the school campus on full time basis
- All the doors to the building remain locked during school hours; individuals can only enter by being allowed access from the security.
- Professional security personnel secure the school building at all times
- There are live cameras all around the school premises, in the hallways, stairs and playgrounds for additional safety and security of our children.
- The school fire system is instated all around the school premises
- We will have several fire drills, at varying times throughout the year.
- Should any accident or injury occur, we will complete an incident report. One copy will be kept on file and another given to the parent that day.
- We will require written permission from parents prior to each and every field trip.
- If your child will be absent from school due to illness or any other reason, please notify us.



Positive Parenting

"Encourage your child to be a problem solver"

Time to retire your referee whistle - when parents step in the middle of a sibling disagreement and determine who's at fault and dole out punishments, it actually makes things worse. To kids, they see a winner and a loser and a need to escalate the sibling rivalry. Encourage your children to find a resolution to the problem on their own, which will help them solve conflicts as they grow older. If you have to get involved, don't choose sides, but ask questions that will help them figure out a solution that all parties can feel good about.



Communication Channels

Communication between home and school is essential for your child 's happiness and well-being. Should anything happen at home which may upset your child; it is vital that you inform us.

If you wish to discuss your child 's progress or any concerns you may have, we would appreciate an appointment at a mutually convenient time with your child 's teacher.

For day to day concerns, write to your child's teacher in the follow up notebook, or call our PR representative responsible for the Kindergarten section.

We will keep you informed of school events through the school newsletter, notes, and the school website and facebook page.

Your child is our priority and their happiness is very important to us. What may seem trivial to an adult may be a major concern to a child.

- **The follow-up Notebook:** Schedules, Daily Homework, letters to parents, are sent in this folder and it is also used to receive your notes or complaints. A reply to your sent messages is sent back to you on the same day.
- **Through the phone:** For any comments or inquiries you can call 01159016016 this number is dedicated for the Kindergarten section.
- **Through the school website:** <http://ams-egy.com> using your parent account you can access your child's page for the daily Homework, as well as your child's academic and behavioral evaluation. You can also send messages to the school administration or the teaching staff.
- **Through the school official Facebook page:** Please check our Facebook page on <https://www.facebook.com/AlahramModernSchool/>; announcements, events pictures and more are posted on this page.
- **Parents group meetings:** Parent's meetings are held every term. Specific dates and times will be sent to you throughout the term
- **Personal meetings:** For personal meetings with the KG Headmistress, the School Principal, or any member of the teaching staff, please call: 01008215555 or 01159012012 to set an appointment.



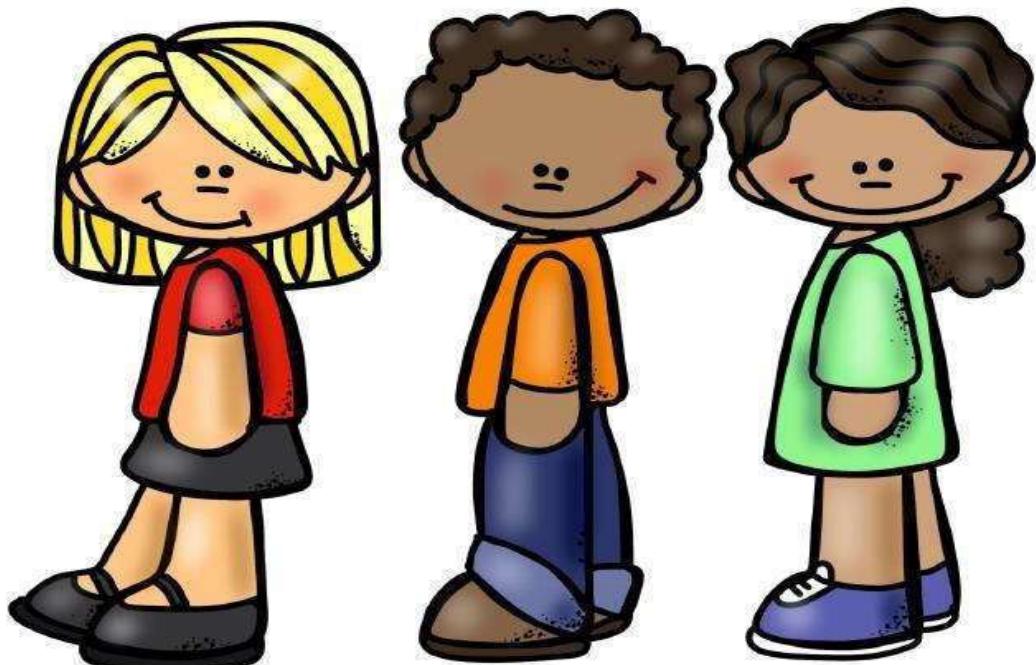


AMS Kindergarten

Students Handbook

Class Rules

All About Our Class





We are kind students.



We clean up after ourselves.



We keep our hands to ourselves.



We listen to adults and friends.



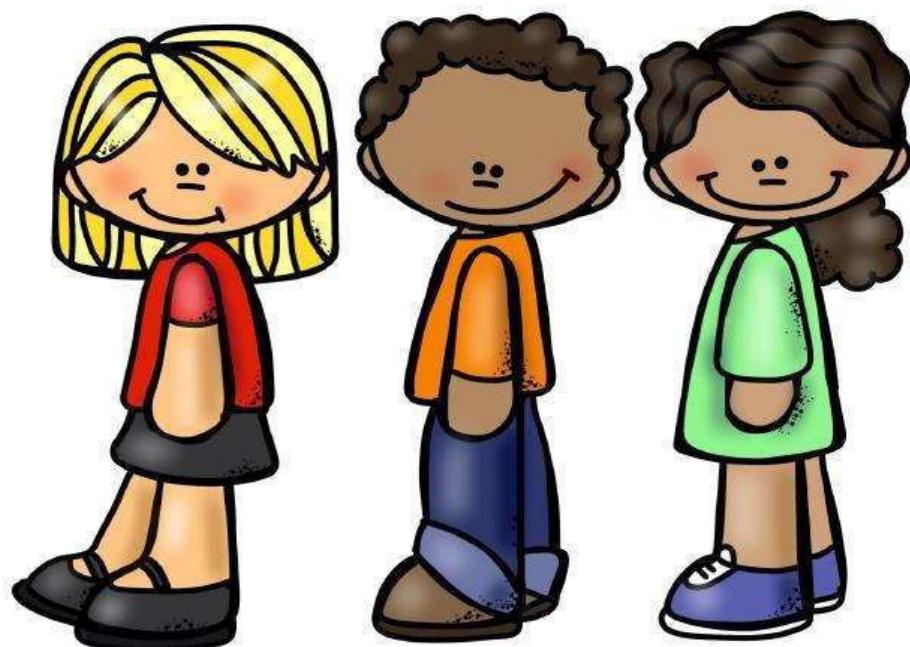
We raise our hand to speak.



We put our eyes on the person talking.



We share our things with others.



We stand nicely in line.



We always do our best.



We can all work together to
have a great year!