

RAH Preschool

Policy Manual

INDEX

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INTRODUCTION

Education

Guidance is obtained from our school 'board' and from the 'Statutory framework for the early years foundation stage' (EYFS) developed by the government of UK, which sets standards for learning, development and care for children.

Emphasis is given to the seven crucial areas of learning and development that must shape educational programs in early years settings which are i. communication and language; ii. physical development; iii. personal, social and emotional development; iv. literacy; v. arithmetic; vi. understanding the world; and vii. expressive arts and design.

Character building begins at a young age. Schooling is based on the premise that 'strong fundamentals', will go a long way to help the child, ably negotiate the rigors of life. Research has proven that the early years, the formative years, are crucial to the development of the personality of a child. The school endeavours to grasp this opportunity. Because once missed, it is that much more difficult to get back on track.

It is endeavoured that the teachers have a strong background. Children are taught basic manners and civic sense. Effort is made to inculcate values that shall stand by them all their life. They are taught to be confident without being arrogant. To be friendly but not familiar. Relaxed but not casual. To have the courage to live by sound moral, social, cultural and spiritual values. The school encourages courtesy, honesty, compassion and tolerance through a fair and consistent framework of discipline and praise. The school teaches the pursuit of excellence underpinned by security and stability. To become lifelong learners. To understand that there are many ways to be successful and the secret of a fulfilling life is to find the way that will work best for them.

Our History - The school is housed in a premise that was originally built in late thirties, by a Sikh family. It was realized that most high end schools had moved away from the city centre in Lahore, leaving a vacuum. Great distances had to be covered, from the town centre, to take small children to such schools. It was then, that the idea came up to open such a school, close to the city centre, that, for starters, would cater to 'Early Years Foundation Stage'. A purpose built, three storey building has been constructed for the school. The building compound has high, secure walls with a nice and safe play area.

School management and staff – The management of the school is in the hands of people who have a strong back ground, having themselves been taught in the finest educational institutions. Children are provided with caring teaching and custodial staff and an environment in which they would regard the school '*a home away from home*'.

The School – The school strives to attain and then maintain a level where '*things just happen without one needing to ask*'. As the children grow, it would be endeavoured that they develop close relationships with teachers. The school strives to inculcate a sense '*to be the best that I can with the gifts that I have*'. Effort is made to instil the virtues of enthusiasm and curiosity; self-discipline and endeavour; courtesy; compassion and tolerance; perseverance and service to others.

Method of teaching – Montessori principles are applied to teaching. A conceptually structured curriculum is followed through play based education incorporating the 'Early Years Foundation Stage' as enunciated in early years statutory frame given by the government of UK. Caring, safe and friendly environment is provided for the children to play and learn. Child led and teacher supervised activities are at the core which transition into preparatory classes. The school encourages the creation of an inquisitive mind; to develop the habit of reasoning and critical thinking as opposed to blind acceptance or rejection. Support is provided to each individual child, which allows them to reach their full potential, whatever their abilities.

Settling your child into Pre-School – Pre-school will be a new experience for your child. We want your child to feel happy and safe at the pre-school. We endeavour to make the transition from home to pre-school an easy one. The staff will work with you to decide on how to help your child to settle into the pre-school.

When your child starts pre-school, it may seem strange to them. They may feel upset or anxious. Once you have settled them at an activity or with a member of staff, explain that you will leave them and that you will come back later. Your child should soon settle into the routine, but we will always call you if there are any problems.

In the first week of the child joining the school, at least one parent is encouraged to stay, with the child, to tide over the separation anxiety period. Please bear in mind that during the settling in period, when the parent is with the child, in school, the presumption is that the child is in the supervision of the parent. Once the separation anxiety period is over, parents are expected to leave after having delivered the child to the class teacher. Prolonged stay of parent in school, distracts the child, distracts other children and unnecessarily extends the settling in period. On regular school days, the parents are expected to hand the child over to the class teacher, in the class, in person, before leaving. Separation anxiety period varies from child to child. Parents are expected to stay on call, for initial few months, in case the school administration thinks that their intervention is necessary.

GENERAL STRATEGIES

Student's Attendance

Once school begins, it is understood that the child will attend regularly. Making sure that a child does not miss school will go a long way in inculcating discipline in the child. It will ensure that our mutual end goal becomes that much more achievable. However if the child is unwell, please do not send the child to school. However the school needs to be informed by calling / SMS / email to the school address / number.

School Outfit:

There is no uniform for preschool. Children are expected to wear inexpensive, clean and comfortable clothes. Activities during the day can be messy and the clothes can get stained. Children are expected to bring a fresh set of clothes and diapers. All personal belongings of a child, including clothes, whether accompanying or worn, must be properly labelled, carrying the name of the child. Girls with pierced ears may only wear plain studs. Wearing of other jewellery is not permitted. All other items of personal use like hair bands etc. need to be inexpensive as they tend to get lost, primarily during outdoor activities. Footwear, in particular, must be safe. Closed shoes are a must to prevent the children from getting scrapped when playing.

Punctuality

It is hoped that the parents would ensure that the child is dropped off at school on time. Conceptually, preschool children are always in time no matter when they come. However, all of us are here to achieve a goal. That goal would become that much easier to achieve when punctuality is observed ensuring that the child does not miss out on the daily activity. It is expected that the child would be collected within fifteen minutes of the close of school. Delay in the collection of a child makes them anxious, which needs to be avoided.

Personal Hygiene

A fresh set of clothes and diapers need to accompany a child as all children may not be toilet trained. However, invariably, a female custodial staff accompanies a child, under the supervision of the class teacher, to an en-suite bathroom. Finger and toe nails need to be clean and trim. It is expected that hair would be neatly done, ensuring there are no lice and nits. The school is always open to any complaints or suggestions.

Snacks

During snack time, all children eat in their respective classes. The school is very careful about the food consumed by the children. Fizzy drinks are not allowed. Children tend to share food with each other, due to which, all items containing nuts, especially peanuts, are not allowed to be brought into school. Any allergies that your child may have, need to be declared, in writing to the school administration. Snack time is an opportunity for children to take small steps towards independence and a giant step to learn social skills and basic table manners. This begins with serving themselves by opening their own lunch boxes and putting them away after they have eaten. It is also an opportunity to learn basic table manners like eating with the mouth closed, finishing what is on the plate, using polite language during conversation or an argument, cleaning up their table after eating, putting back their chair after getting up from the table etc. etc. During this interaction, there is plenty of opportunity to show consideration for others and opportunity to develop friendships.

Lost and Found

The school takes care that the children return with all the belongings they brought to school. However, school is a place where children would forget or lose things, or intentionally or unintentionally take someone else's things. Such incidences need to be brought to the attention of the school administration and followed up with the school's lost and found section. To minimise the chances of losing things, it is emphasised that all personal belongings of a child carry the name and the class. Furthermore the school insists that the personal belongings of a child need to be inexpensive. Although the school takes every precaution that the child's personal belongings return with the child, however there is an ever present possibility of things getting lost, for which the school cannot be held liable. The lost and found section shall keep the items for one term after which they are passed over to charity.

School Schedule – The Preschool Year is broken down in four terms, each coinciding with the billing cycle. Summer vacations are for approximately three months from June to August. Winter and Spring breaks take place in December and March respectively, for approximately two weeks each. Children are placed in classes according to their age and development. Every child is promoted to the next level. There is no grading or the concept of fail or pass in Preschool years. A child may be recommended to repeat a specific term while it would seldom be, to recommend a child to a higher class, because a child should preferably with his / her own age group.

Preparatory class is the first full one-year academic program. At the end of the Preparatory class the first formal academic assessment takes place to evaluate a child's readiness for formal learning.

The approximate age bracket according to Preschool classes is as follows:

Class	Age Bracket
Play Group	2.5 – 3.0
Reception	3.0 – 3.5
Montessori I	3.5 – 4.0
Montessori II	4.0 - 4.5
Preparatory	4.5 – 5.5

School Birthdays

Parents inclined to invite class mates of their child to birthdays may extend the invitations through the class teacher only. Such invitations, if made, are to be for the entire class. Names of the students would be given by the class teacher on request. Address and phone number of the invitees cannot be given.

Parents may opt to have the birthdays of their child in school. Three days advance notice to the class teacher would be required. One cake, without nuts, is as much as can be brought. Goody bags need to contain simple, made in Pakistan items only, for which the discretion rests with the class teacher. Edibles containing nuts & chillies, sour jellies, chewing gums, expensive items, gas balloons are not allowed and would regretfully be returned. All birthday items are to be handed over to the class teacher first thing in the morning.

Photographs & Social Websites

Taking of photographs of other than ones' own child is not allowed. During events photos may be taken sparingly and keeping in mind that each photo contains one's child. If such photos have been taken during an event in school, they are not for public viewing. They need to be posted on ones' own personal social websites in a very responsible manner.

Students' Personal Security

Only female staff, whether custodial or teaching, is allowed to have any physical contact with the children. No male staff, be they security staff or office staff is allowed to have any physical contact with any student. Teachers and custodial staff, who are all female, have been sensitised to ensure that the personal space of a student is not encroached nor any undue attention is being showered on any child.

Parent Teacher Meetings

Parent teacher meeting is a formal platform to discuss the progress of the child. It is also a forum for parents to voice their concerns and obtain answers. It is a formal forum for discussion, enabling all stakeholders to devise a unified approach for the betterment of the child. The school aims to hold parent teacher meetings two times in one term. Only parents may attend. The school does not discuss the progress of a given by one parent / guardian. It needs to be understood that working with the child is the collective responsibility of the school and the parents. Acceptance of this approach by the parents, shall enable achievement of the primary goal child with anyone other than the parent, unless circumstances justify and written permission has been.

Confidentiality Policy

The school is obligated to regard all information provided by the individual staff member about himself / herself or with regard to the information of a child, as confidential. This information is, as a matter policy, not released to anyone other than with the permission to whom it belongs or the parents of the child. Exception to this rule is when so required by court of law, or by government authorities, about which the parents and the related staff will be kept in the loop.

Gifts to Teachers or Custodian staff

Giving of gifts or tips to staff is not allowed. Please do not embarrass yourself or the staff by giving such gifts or tips. Any such incident is required to be brought to the knowledge of the school administration. However any Sadqa or Zakat, whether in cash or kind, needs to be deposited into the school office against proper receipt. This will then to distributed as per decision of the school administration.

Responsibility of Parents

Eye on the ball - Whatever the pretext, one cannot afford to take one's eye off the ball. A special purpose, English Immersion Preschool, needs to have an unwritten partnership between the parents and the school. Such a partnership, shall hopefully enable the child achieve the desired end.

Proper disclosure - It is expected that all forms required to be filled in by the parents are filled in with utmost integrity. This shall enable the school to make informed decisions.

Notices and Communication - All communication and notices from the school, need to be read and given the consideration they deserve. If a response is required, it is expected that a response would be forthcoming, in a timely manner. The idea is to achieve the goal for which the child has been placed in school. However this will be an uphill task without the active participation of the parents / guardians.

Child needs to be kept tension free - Care needs to be taken, by the school and the parents / guardians, that the child is kept tension free.

Attendance and Punctuality - It is the parents / guardians responsibility to ensure that the child does not miss school and is punctual in the mornings and picked up promptly after school.

Parent Teacher Meetings - The participation of the parents / guardians the welfare of the child is best exhibited by regular attendance at parent teacher meetings and school activities in which the child is participating.

Forewarnings - The school would be that much more equipped to take better care, if informed of any unforeseen changes at home, which may be prone to adversely affect a child.

Disciplining - Child is not to be shouted at and disciplined within the school premises by the parents.

Complaints & Suggestions - Any complaint / suggestion about the school / the staff or school administration, needs to be handed into school office, in writing, under acknowledgement. You will most definitely be contacted and informed on how your complaint has been handled or suggestion taken forward. Under no circumstances should any parent / guardian take upon himself / herself to address any grievance with any staff.

Photos – taking of photos of children, other than your own, is not allowed.

Privacy – privacy of teachers is to be respected. They are not to be contacted on their private number or added to Facebook and other social networking sites.

School Security

There are adequate security arrangements for the children which are periodically reviewed.

Visitors

Prior permission from the school office is a must to visit the school premises. As a rule, casual visits are not allowed, either to outsiders or parents. Visitors with official business are allowed visits on being given permission by the school office. Visitors, with valid permission from school office to visit the premises, are required to wear the visitors' badge. The visitors' badge is given against an original CNIC or car keys to ensure it is returned on leaving. Record of each visitor is maintained by the school.

Traffic Rules

The school is housed in a residential neighbourhood dotted with offices. It is expected that cars coming to drop and pick up children would respect traffic rules for the safety of the children and maintaining tranquillity of the neighbourhood. Motorists are expected to:

- Drive very slowly because of safety of the pedestrians, which would include children;
- Not blow the horn in the vicinity of the school;
- Park at least twenty meters from the school gate, as the child is to be handed over and picked up from inside the classroom;
- while parking kindly make sure that entrances to any gate are not blocked;
- parking is at the owner's risk;
- please observe the directions of the security guards of the school. They are working to make it safe for your child and following the guidance given by the school management.;
- display of weapons is not allowed. Additionally no one can bring guns into the school premises;
- child is expected to be seated in the back of the car strapped in a car seat or otherwise properly restrained with a seat belt.

FEE RULES & REGULATIONS

- Fee challan is issued by school office to be deposited in bank as per challan.
- **On admission**, fee for the full term is charged, irrespective of the month of admission.
- Fee is to be paid in full in the case of a person being absent on account of being ill, other reasons or early withdrawal.
- Normally fee bills are sent with the child, at least fifteen days before the due date. In case of non-receipt of the fee bill, the parents are responsible to obtain a duplicate from school office. Non receipt of bills is not an acceptable reason for delayed payment.
- Fines for late payment of fee bills are charged after the last date of payment. Late payment fine is Rs100/- per day for first ten days and then it is Rs500--/- per day. Non-payment may result in cancellation of admission.
- Charges for air- conditioning, heating, field trips, class presentations, photographs etc. will be levied when required.
- All dues (except security deposit) once paid are not refundable.
- The school management reserves the right to take any necessary action, including but not limited to withholding of report, if the fee bill is not paid.
- Students vying for admission to other schools are to pay for the terms of January to July in the month of January of the year they seek admission in the above mentioned institutions.
- If a child is absent without leave (in writing) for a period of more than two weeks, it will be taken that he/she has left school and will need to seek re-admission.
- The school reserves the right to use the amount of security for purposes of the school, which does not in any way impinge on the refund which shall be made as per rules.
- An application in writing is to be submitted to school office when seeking withdrawal of a child.
- For refund of security all the following matters need to be fulfilled:
 - i. The school has received the withdrawal notice at least one month before the beginning of the next fee term.
 - ii. Full fee for the term during which the pupil leaves has been paid.
 - iii. The refund is claimed within one year from the date of withdrawal.
 - iv. The security amount will be refunded within three months from the date of application received.
- Right to revise the fee and related matters and the right to revise the above rules, rests with the management of the school, as and when deemed appropriate.

Communication

It is expected that notices from school are read and where required, responded, in a timely manner. Notices are issued through one of the many means they being WhatsApp, SMS, email or through a notice pinned onto the child. It is important that the phone numbers, address of the child remain updated with the school. The preferred way for the parents to communicate with the school is through email. However an appointment can always be obtained for a meeting with school administration / class coordinator / class teacher. Unless absolutely essential, the school discourages a day to day interaction of the parents with the class teacher, as this tends to distract her from her prime obligations.

EMERGENCY & SECURITY POLICIES

Pick & Drop to School

At the level of preschool we suggest that the parents pick and drop the child in person. If for some reason that is not possible, then the grandparents may take on the responsibility. Children at this age are very sensitive, hence who best than the immediate family to tend to these delicate needs of a child.

ID Cards / Gate Pass

An ID card issued by the school is to be shown before entering or leaving the premises. A gate pass is required while leaving the premises. Each child is issued an ID card. Each person allowed to pick up a child gets an ID card carrying his picture and that of the child. Each person collecting a child, be it a parent or driver, or some other person authorised to collect a child, needs to carry a valid ID card, in original. In case the person collecting the child is not in possession of the ID card issued by the school, then such a person will need to get in touch with the school office and follow the procedure as given by the office.

Emergency Alert

In case of an emergency, we will inform you through WhatsApp or SMS on your priority number. On receipt of the message kindly follow the directions in the message in a calm and collected manner.

MEDICAL ASSISTANCE

In case medical attention is required by a child, however insignificant, as a policy, the parents are contacted on their regular and priority numbers, so that the child is taken home. The wellbeing of your child is as important, as the wellbeing of other children. For the sake of your own child and for the wellbeing of other children, the school expects that a child shall not be sent to school if suffering from any ailment, more so, any contagious ailment. In case of an emergency, the school administration shall act in the best interest of the child, including but not limited to taking the child to one of the many nearby hospitals. The bill of the hospital shall be charged to the parents. The school administration shall inform the parents, in writing, if the child has been sick, or has encountered any other emergency and any first aid that might have been administered.

CURRICULUM

The RAH Preschool Classrooms

Each class can accommodate around 15 children.

- The preschool maintains a 5:1 child-teacher ratio.
- All classrooms are clean, safe, air conditioned, heated and well lit.
- Each class has proper activity corners equipped with age appropriate learning tools.
- Classrooms have furniture that is appropriate for the height of children.
- Learning tools are kept in height appropriate racks supplemented with clearly and boldly labelled bins and baskets to enable children self-access.
- Supplies, though kept separately, easily accessible to the teachers and custodial staff.
- The entire school, including each class, is dotted with appropriate dustbins, to encourage their use by the children and give them civic sense.
- There is proper arrangement for the children to rest.
- Each classroom has an adjoining bathroom so that the children use the facility under the supervision of the class teacher. The bathrooms are decent, practical, clean and adequately equipped.
- Students are provided with bottled water

Suggestions & Feedbacks

The school is open to suggestions which may be communicated to the school by email or in person preferably during parent teacher meeting or through the web portal via the child's access code/Authentications.

SCHOOL WEBSITE & CONTACT NUMBERS

Administrator RAH Preschool, Lahore - UAN 042-36302917 Administrator

Lahore

Email: rahpreschool1@gmail.com

Website: www.rahschool.com.pk

Please visit our website regularly for all the latest updates, notices and photographs.

The School Management reserves the right to change, add, or amend this Policy Manual. An SMS will be sent to intimate you of all updates.