

## Dear Parents,

It is a pleasure to welcome each family to Walktall International School. The staff and I will endeavor to make this year a "best ever" school experience for your children. In this effort, communication between parents and staff is essential.

Much thought, planning and preparation have gone into the program in our new school. We attribute much of this success to the participation and support from so many outstanding families. We encourage your suggestions and input and will appreciate all wonderful donations of toys, educational items and ideas.

## GOALS

The goal of Walktall International School is to encourage children to maximize growth cognitively, emotionally, socially and physically. Our teaching staff is trained to meet the needs of the whole child in a loving and respectful manner. Each child is treated as an individual personality with utmost importance being placed on self-esteem and verbalization of one's feelings. It is our goal to provide a safe, nurturing environment while offering a wide range of activities that foster social skills, problem solving and first and foremost, having fun while learning and growing.

## **PRE-SCHOOL POLICIES**

### **1. Fee Schedule**

- Schedule of Fees can be collected from the school bursar.
- There will be no refund of fees and no adjustment for days the child does not attend. There will be no adjustment for holidays. Holiday schedule for facility will be given out on Sept. 1st of each year or the Monday following.
- Accounts that are not paid in full by the last day of the month of resumption will constitute ground for children being sent back home.

### **2. Arrival Time**

Our school day starts at 8:00 a.m. exactly. In deference to the children and staff, please be prompt. Interruptions are very costly both in time and schedule. Preschoolers do not regroup very quickly or effectively. Our facility is open at 7:00 a.m. exactly for before school care.

### **3. Vacation**

School vacation is in line with Government pronounced holidays, and mid term holiday.

### **4. Pick-up Time**

The Preschool will close promptly at 1.30 p.m. Extended classes is available from 1:45 p.m. to 2.45 p.m. A late fee of N200.00 for every 1 hour will apply after 3:00 p.m. In the event we cannot reach you or an authorized person, the Nigerian Police Force Services will be called at 8:00 p.m.

The Primary school will close promptly at 2.00p.m. Extended classes is available from 2.10 p.m. to 3.00 p.m. A late fee of N200.00 for every 1 hour will apply after 3:15 p.m. In the event we cannot reach you or an authorized person, the Nigerian Police Force Services will be called at 8:00 p.m.

5. Lunches are not included in the fees but fruits are provided as in-between snacks. Children must bring a lunch from home or purchase a hot lunch from the school cafeteria (Plan for cafeteria on the way).

6. Parents are responsible for advising school Administrators of changes in address, phone, work, or emergency telephone numbers, etc.

7. Parents are to walk their children into the school and sign them in upon arrival and out upon departure.

8. A term written notification of withdrawal from school is required.

9. A child's enrollment is confirmed upon receipt of registration form and all applicable fees.

### **MEDICAL EMERGENCY PROCEDURE/ACCIDENTS**

Injuries of a minor nature (small cuts, bruises, bumps, etc.)

- Staff gives necessary first aid and notifies parents of injury upon pick-up from school.
- If the injury appears of a more serious nature, the parents will be notified for further instructions.

### **HEALTH & MEDICATION POLICIES**

If a child is sick and has a fever or undiagnosed symptoms, we are not equipped to take care of your child. However, if your child has a cold or is generally not feeling well after a 24-hour bug, etc., we will accept him. Children must be symptom free for 24 hours.

Medicine must be sent with a signed request and should include:

- a. Date
- b. Name of child
- c. Name of Medicine
- d. Amount to be given
- e. Time of day to be given and how often
- f. Number of days to be given
- g. Medicine must be in original container

### **PRESCHOOL PARTIES**

Halloween

Thanksgiving

Christmas

Valentine's Day

Easter

End of School Program and Party

Bar-B-Que (End of summer)

A short program is presented by children for parents on each party day. (Halloween, Christmas, etc.). These programs start at 8:30 a.m. exactly. These programs are always fun and adorable and are an excellent way for our schoolers to gain self-confidence while having fun.

Please make every effort to be on time. Children should arrive for programs no later than 8:20 a.m. Video cameras are welcome. Parents are invited to stay for coffee and visiting from 9:00 - 9:30 a.m.

The children's parties start at 10:00 a.m. and end at 12:30 p.m. Do not pack lunch on party days. Parents are asked to bring goodies, lunch fixings or drinks and other party foods. Notices are posted regarding each party and what each parent should bring.

## **BIRTHDAYS**

We have (1) birthday party each month celebrating all children's birthdays in that particular month. Parents send cupcakes - we provide fun and games. Please do not send party invitations for private parties to school.

## **PERSONAL ITEMS**

Children are welcome to bring a special blanket or stuffed animal that gives special comfort . . . No bottles.

We will have selected days for sharing toys from home. As a general rule, however, toys are welcome, but are at high risk for damage in a large group.

## **GROUP TIME**

We have three groups within which children work. They are placed according to interest in activities, concentration span, and comfort zone (a special friend or teacher). Children may change groups throughout the year. Basic preschool skills (colors, shapes, numbers and the alphabet) are taught through games which also encourage healthy problem solving skills and respect for others. Children progress at their own interest rate into pre-math and phonics skills.

## **DISCIPLINE POLICY**

Because self-discipline and responsibility are primary goals taught at Walktall International School., Children are handled in an individual and appropriate manner when disciplinary action is required. Each child's personality, needs, and response to disciplinary measures are taken into consideration. Parent's involvement and suggestions regarding their child's'

behavior are encouraged and discussed daily until inappropriate behavior subsides. Our goal at Walktall International School. is to encourage and guide your schoolers to become happy, independent individuals who obtain problem-solving skills through the following.

- Redirection: Removing child from problem area and involving the child in activity of less stressful nature.
- Positive Reinforcement: Acknowledge and praise good behavior. Ignore negative behavior when possible.
- Problem Solving Skills: Teaching non-aggressiveness through discussion . .discuss consequences of bad choices and talk about other's feelings.
- Remove Privileges: This is accomplished by immediately denying a fun activity or privilege when appropriate.

Through these strategies, the teaching staff strives to teach repetition of good behavior and qualities needed for acceptance in a group. We support the children in thinking through problems so that the child is hopefully able to recognize that negative behavior is non-productive. Obviously, the overall safety and comfort of all our schoolers is of utmost importance. Therefore, extreme and repeated behavior problems may require immediate suspension.

Your support and ideas are greatly appreciated and always welcome in our endeavor to create the best preschool situation possible for your child. Please see Walktall International School. Brochure for our goals and policies and procedures developed for your complete understanding of our philosophies in dealing with young children. Under no circumstances is corporal punishment implemented or any action or words used which may embarrass or demean the child.

Please ask to review the teacher's manual, activity booklets, monthly calendar, and special projects for each month of the year. We are very proud of our program as it is extremely comprehensive and yet allows our "kids to be kids" through fun and play.

We look forward to another fun and exciting year watching your children develop and grow into self-assured responsible schoolers.

## **SCHEDULE OF DAILY ACTIVITIES**

7:00 - 8:00 Free Play - toys, games, puzzles, play-doh, etc.  
8:00 - 8:20 Story time or puppet show  
8:20 - 8:40 Music and lots of action songs (We learn approximately 5 - 9 songs monthly)  
8:40 - 9:00 Brain Gym  
9:00 - 9:30 Breakfast snack  
9:30 - 10:00 Outdoor play. (Depending on weather)  
10:00 - 10:30 Educational games & group activities (alphabet & counting skills, colors, shapes)  
10:30 - 10:45 Calendar time: months, seasons, clothing, foods & nature  
10:45 - 11:30 Arts & crafts: painting, nature hikes, & special projects  
11:30 - 12:00 Lunch: picnics, enjoy outdoor outings as often as possible  
12:00 - 12:30 Preschool dismissed. Day care begins, nap time optional  
12:30 - 1:00 Outdoor games: race, hop, skip, jump, Simon Says, circle games, etc. We use this time to develop physical skills and confidence.  
1:00 - 1:30 Individual reading skills.  
1:30 - 1:45 Movie - rest time, quiet board games  
1.45 – 2.45 Extra Classes  
2.45 – 3.00 – Free play until pick up time.

## **TRANSPORTATION**

Transportation via school bus is not mandated and individual privileges to ride the bus may be revoked at any time. By education code, students are subject to the discipline of the school when they leave home to board the bus and after they exit the bus in the afternoon until they arrive home. The bus schedule is evaluated each school year and necessary adjustments are made within a few weeks after the start of school. Parents will be notified of any changes. Please contact the office for schedule information.

## **TELEPHONE**

Students should make all after school arrangements before they arrive at school. Telephones at school are for official business or emergency use only.

## **VALUABLES**

Children are not to bring valuables, radios/tape players, large amounts of money, walkie talkies, hazardous items, card collections, toys or live animals to school. The school is not responsible for lost personal items.

## **LOST AND FOUND**

Many articles become lost or are left unclaimed. All personal belongings should be marked. Found items should be turned into the office. Items not claimed will be given to a charity.

### **PICKING CHILDREN UP EARLY FROM SCHOOL**

Please call ahead of time should you need to pick your child up early from school. We will then have him/her ready and waiting with their belongings.

### **DRESS CODE**

Without going into long descriptions, our dress code is an attempt to provide an academically appropriate environment. All students wear the school uniform except those in the crèche. The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance, which is not distracting to teachers or other students or, in any way, disrupts the instructional program of the school. In any event, all clothing must be clean upon arrival at the school. When a student's appearance is felt to be detrimental to the school program, the student may be sent home to change.

### **HOME COMMUNICATION**

Communication between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. If still not addressed, it can become a major problem. To avoid the problem area, be sure to ask the question as soon as it arises. The place to start is with your child's teacher, and, if not resolved there, to the director. A record book is provided for each child for communication purposes.

### **PROGRESS REPORTS**

These reports are intended to give the parents and children an indication of the child's growth and development in pre-school activities. Parents will be notified whenever necessary of any concerns regarding a student's conduct and performance. This policy will enable us to develop cooperative strategies to encourage meaningful communication and plans for helping each student to experience success.

### **PARENT CONFERENCES**

Conferences may be scheduled at any time during the school year at the request of either parent or teacher. However, there are specific conference days scheduled by the school. These days are minimum school days for the students. Teachers will schedule a conference with parents for these days. If you do not receive an appointment for a conference and desire one, you may call the school office (8040281) to make the necessary arrangements.

## **HEAD LICE**

For the benefit of everyone, all children are routinely checked for head lice. If your child is found to have head lice or nits, they will be excluded from school until:

1. You have treated them with an accepted agent that neutralizes lice.
2. Your child is "nit" free.

## **PERMISSION NOTES**

Field trip permission slips are sent home before field trips are taken. Children are not allowed to participate in any off campus activity without a signed permission slip.

Any time that a child rides the bus and gets off at a stop other than their home address stop, they are required to bring in a permission note to the bus driver. No child will be let off at a stop other than their designated stop without a note.

## **CLASSROOM VISITATION**

You are welcome to visit the school at any time. It is, however, necessary to have some guidelines so that your visitation does not interfere with the educational program. Whenever possible, please call the office before you plan to visit in order to see what is scheduled for your child's class. Be sure to sign in at the front office when you arrive. If you feel a need to have a conference, please make an appointment to talk with the teacher outside of class time.

## **STUDENT DISCIPLINE**

The attached pages outline specific responsibilities and expectations regarding student conduct. We have included our philosophy of discipline and a comprehensive program for grades 4-8. The emphasis in grades K-3 will continue to be classroom based through a system of ongoing teacher praise and specific classroom guidelines.

Positive reinforcement in the classroom is supported and encouraged. This includes:

- On the spot praise
- Special notes
- Awards
- Other means of acknowledging appropriate behavior

We believe that all behavior is maintained by its consequences (both good and bad) and have developed a comprehensive program of rewards and specific consequences. We invite you to join with us in supporting a school environment that maintains high expectations and encourages individual student academic, social, and emotional growth.

### **PARENT GUIDELINES**

In order to establish an atmosphere of mutual respect and to provide a positive learning environment in our school, we request that all parents or relatives of student follow these guidelines:

1. In order to maintain order in the daily instructional schedule, it is important that any extracurricular activities that you would like to share with your child's class, especially pets or birthday celebrations, be arranged and approved at least a day ahead of time.
2. You should always check into the office first before coming to the classroom during the day. The office will assist you in relaying messages or materials to your child to avoid any disruption to the instructional program.
3. Teachers have the discretion to establish special rules for their class and have their own specific teaching style, which should be respected and followed.
4. If you need to discuss a problem with the teacher, please send in a note or call after school. Trying to discuss a concern in the morning or during the day is very difficult for the teacher who is involved in the management of the children in the classroom.
5. Parents should work with their child to learn the responsibilities involved with attending school (bringing and buying lunch, being responsible for personal belongings and for home/school correspondence, arrival and departure routines, homework, etc.).
6. Party invitations cannot be distributed at school and to protect your privacy school employees are not allowed to give out student phone numbers and addresses.

### **PARENTAL SUPPORT**

Educational research studies and common sense continue to validate the proposition that parental support and involvement is a significant factor in your child's success and achievement in school.

### **YOU CAN HELP YOUR CHILD AND US BY:**

- Making sure your child attends regularly and arrives on time. Call the school when your child is absent.
- Please read material sent home and follow through as required.
- Notify school immediately of any changes in address, phone number, or emergency contact person.
- Set aside a quiet time and place for study each night.
- Encourage good reading habits by: reading yourself, sharing ideas, feelings and discussing good books, provide a variety of printed material capitalizing on specific topics of interest to your child (i.e. sports, games, nature).
- Communicate regularly with your child's teacher. Don't wait until conference time if you have any questions or concerns.
- Attend scheduled meetings.
- Provide support, encouragement and instill confidence when your child encounters difficulty - few things that are worthwhile and have lasting value come easy.