



AL-YASSER LANGUAGE SCHOOL

HANDBOOK
◀ 2022-2023



KINDERGARTEN & GRADE 1 DEPARTMENT





Welcome

We would like to welcome you and your child to our kindergarten and grade one Department at Al-Yasser Language School, welcome to your new family.

Feeling secured is one of our priorities and as well as showering our students with lots of warmness and family like atmosphere which will lead to build student's characters perfectly.

We are so excited to be here for your children and looking forward to work side by side together for the sake and benefit of your child. We wish your children a bright and successful future.

Kindergarten and Grade 1 staff



Message from the School Principal and General Director

Principal's Message:

Welcome to the beginning of a new year at Al-Yasser Language School, where students can learn, grow, acquire experience, practise problem-solving, and communication skills.

I believe that educators have the power to change the direction of young children's lives and have a positive effect on the lives of the future generations.

Teaching and learning require planning, enthusiasm, desire, time and effort.

I have a great respect and appreciation for teachers and their work.

Learning is a joyous and never ending process that leads to a successful life. It has a positive impact on our families and communities.

As a school principal, I am ultimately committed to the learning process, safety, and emotional growth of our students and teachers.

By working together, we can provide the best possible education for our children.

The main purpose of this handbook is to assist our students to learn to manage their time and know their rights, duties and responsibilities.

Together, we will provide each individual student with the best possible education.

Sincerely,

Dr. Asmaa El-Hegawy



Stage Director Letter

Dear parents,

The first year of school is an exciting and important period in a child's life. It should be fun! Our goal is to make your child's first years in school full of happy and pleasant experiences and to create an atmosphere where your child will feel secured, accepted, understood, and loved.

Learning in kindergarten is an active, engaging process which involves kids through playing, skill practice, exploration, games, songs, and more! kids will be involved in a variety of activities throughout the day that will require them to think critically, participate in conversations, and construct knowledge.

Our goal is to build children's characters spiritually and mentally along with seeding values in their personalities.

Mrs. / Marwa Aly



Kindergarten Contact Information

Address:

Fifth settlement, off 90th road after Al-Masraweya compound, Beside Durrah compound.

Our contacts:

For KG stage: 01551503549

Reception: 01552640787 / 01143295522

Students' Affairs: 01552645536 / 01151558587

Financial Affairs: 01552640737 / 01551239489

Face book page: YLS Language school

Our kindergarten team:

Stage Director: **Marwa Aly**

Stage Director assistant: **Mariam Hatem**

Head of English: **Heba Ismail**

Head of Arabic: **Fatma Gamal**

Head of Religion: **Abd Allah Shabaan**



School Vision

In Y.L.S., school learning is not only an academic programmer; we are committed to developing our students' skills emotionally and socially and helping them to interact properly with their community so as to lead their lives smoothly.

School Mission

To offer a different quality of educational programs for our students to make them able to think on a global scale to force their challenges and achieve academic excellence.



The Kindergarten & Grade (1) Department

Dropping off and picking up children:

- Our day starts at 7:40 am and ends for **Pre.k** at 1:30 pm, for **k.G1, K.G2** at 2:00 pm and ends for **grade (1)** at 2:10 pm
- Teacher's supervision begins at 7:40 am
- No supervision before 7:30 am or after 2:30 pm.
- Children must be picked up from kindergarten on time by an adult person and they must show their ID.
- **K.G** Students are not allowed to enter after 8:00 am.
- **Grade 1** Students are not allowed to enter after 7:50 am.

1) Facilities:

Our place includes different facilities as well as important sites.

a) Classes:

- The kindergarten classes are prepared to suit the number of our students.
- Students are seated in groups to develop their social and team work spirits.
- Different aids are provided inside the class to enhance students' absorption of the given material such as (smart boards – charts – computers - projectors).

2) Garden:

Well equipped for the students to practice their physical education lessons and to entertain themselves during breaks and weekly events.

3) Calendar:

- A Calendar will be provided at the beginning of each term including all our events and occasions.
- Parents will be notified in advance of any changes in the calendar.



4) Parent-school communication:

A) Channel book

- Channel book for daily communication between parents and teachers.
- Kindly write the date clearly, sign the note, any verbal messages will not be taken into consideration.

B) Application

- Send a message or e-mail on Classera.

C) Telephone

- You can contact the stage director on 01551503549 daily or visiting us.
- Parents should not exchange numbers with teachers.

D) Fixed appointment

If you want to discuss any topic concerning the stage you have to set an appointment through the stage director's office every Monday and Wednesday from 10:00 till 12:00

E) Parents meetings:

The school sets two parents meeting's per term throughout the academic year.

Parents are expected to attend all meetings to discuss child's progress.

5) Orientation Letters:

Detailed letters concerning the system of each subject will be **Uploaded** on our school page and Classera as well as being given out on the orientation day.



6) What to bring to kindergarten:

- It is highly recommended that parents have to label their child's belongings like "jackets, bags, pencils, flasks, lunch bags, etc..." this will help in identifying lost items and returning them to their owners.
- Children **are not allowed** to bring toys to school, except in "show & tell" session in which he/she can bring any item from home to talk about, according to their teacher's request.
- No accessories / rings / chains or any golden objects are allowed at school.

7) Vaccinations:

The school will be responsible for giving Vaccinations only for students whose parents have signed the medical slip sent home; parents who don't reply before deadline will not have their kid's vaccinated.

8) Identification cards:

The school will provide two IDs on the first week.

One with the child's picture. It must be worn by the child throughout the academic year, and a stamped ID will be kept with the person responsible for picking up the child to show it at the gate.

It is the parent's responsibility to provide a new ID if the original one is lost.

9) Kindergarten and grade 1 uniform:

- It's expected to wear the proper school uniform and to keep a school proper appearance.

Uniform Code for kg stage

- Navy blue (pants or skirt and Jacket).
- Hot Pink (T- Shirt or Sweat-Shirt)
- [Shoes: Black or Blue (sport shoes are allowed)].



Uniform code for grade1

- Dark blue skirt or trousers and mint T-shirt.
- No jeans are allowed at school.
- Uniform is available at Al Yasser campus.
- Students are not allowed to come out of uniform under any circumstances unless they are asked to.
- Kindly send a full pack of clothes to be kept at school (including underwear and socks).
- All clothing should be clearly labeled with your child's name.

Note:

- Unusual hair colors or styles on either boys or girls are unacceptable.
- Boys with long hair will not be allowed in school until their hair is cut appropriately.

10) Money:

- If money is needed for any reason at school, please be sure to send it in a closed envelop labeled with your child's name attached to the channel book.
- For daily use of money to buy things from the canteen please write your child's order and send the appropriate amount of money in the channel book.
- No verbal order will be taken in the consideration.
- The canteen menu will be sent at the beginning of the school year for dry products only.

11) Drawers:

- Each student has a drawer locker in the classroom labeled with his/her name, where things are kept to be used every day for kg1+kg2+pre k only.

12) Absence from school:

- If the student is absent, please send a note with him/her as soon as he gets back and we would appreciate it if you call us and mention your excuses.



13) Breakfast & lunch:

- You should send healthy food with your child.
- Chocolate – Pepsi – chips- sweets,,,,, and all the unhealthy food are not allowed in school.
- Please label your child's lunch box with his/her name, as well as any plastic containers or bottles you may pack with the lunch.
- Breakfast time starts at 7:40 am ends at 8:00 am for K.G and from 9:10 till 9:20 for Grade 1. If you are going to bring your child late, please make sure that he/she had his\her breakfast at home.
- Please send the appropriate tool needed for the kind of food sent (Spoon – fork -.....) only plastic one no metal.
- Please don't send smelly food with your child.

14) Misbehavior attitude:

The school encourages good behavior all the time and expects the cooperation of parents to always improve the child's manners. In case of misbehavior the following actions will be taken:

- The first two times, the appropriate actions will be done at school.
- On the third time, parents' conference will be arranged with the stage director and the school social worker to discuss the child's unacceptable behavior.

15) Homework policy:

- Homework is very important as the student should practice what he has learnt at school.
- Student's homework schedules are given out at the beginning of each week in the weekly plan.

In case of absence;

- 1 -All books will be sent next weekend to be done at home.
- 2-Regular absence is not allowed without an accepted excuse.
- 3-Teachers are not responsible for making up for your child.



16) Bus policy:

- At Y.L.S., we treat bus drivers and matrons with respect.
- Wait at your bus stop before regular pick up time.
- Wait until the bus comes to complete stop before attempting to get on /off the bus.
- While on the bus, keep your hands and head inside at all times. Stay seated while the bus is in motion.
- Buses will leave the school in 10 minutes after the end of the school day.
- In case a student will not be taking by the bus on a specific day, a written note must be sent to the stage director stating the reason and the matron's name.

18) Gate students:

You must provide names, updated addresses and telephone numbers of the ones authorized to pick up your child, if there are any changes in these information you should notify the K.G ahead before 12:00 pm.



Remember

- Be sure that your child gets enough rest because most of the children need from ten to twelve hours of sleep at night.
- Be sure that your child wears appropriate clothing.
- Teach your child to use the bathroom, always washing hands and face, cleaning teeth, and dressing.
- Help your child to eat healthy food all day long.
- Help your child to be responsible and independent.
- At the end of the school day parents should wait for their kids at the gate.
- Toys, chewing gum, mobile phones are not allowed.
- Exchanging phone numbers with teachers is not allowed during gate time.
- Jewelry is not allowed in the school; jewelry found with the students is to be taken by the school administration and will be given only to the parents.



Quotes teachers believe in:

Education is the most powerful weapon which

You can use to change the world.

"Nelson Mandela"

Teachers who love teaching ... Teach children to love learning

"Native American Speaker"