



Parents Handbook

2024-2025

♥ Welcome to
Kindergarten





Dubai International Private School (Al-Quoz)

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.



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"تمكين العقول، إلهام القلوب، تشكيل المستقبل"

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Welcome Message from the Principal 2024-2025

Dear Staff, Parents, and Students,

I am delighted to extend a warm welcome to each of you as we embark on a new and exciting new academic year-2024-2025. As a principal, I am honored to keep working with a dedicated and passionate group of individuals committed to quality education and the holistic development of our students.

To our esteemed staff, your unwavering commitment and enthusiasm are the foundation of our school's success. Your creativity and dedication inspire our students and contribute significantly to their growth. I am honored to keep working closely with you and the recently joined staff to continue fostering an environment where teaching and learning thrive.

To our parents, your partnership and support are invaluable. Together, as previous years have proved, we can create a nurturing and challenging environment for our children, ensuring they have the tools and opportunities to reach their fullest potential to support their educational journey and celebrate their achievements.

To our students, you are at the heart of everything we do. Your curiosity, energy, and ambition drive us to constantly strive for improvement and innovation. I encourage you to embrace every opportunity with enthusiasm and resilience, and I am excited to support you as you pursue your goals and dreams.

As for the current academic year 2024-2025, the school will focus on the following priorities:

1. Further improve student achievement in core subjects including Arabic Language and Islamics.
2. Continue to invest in data literacy training for teachers to better customize instruction for individual needs with focus on Middle school.
3. Further ensure all students develop strong English skills through a comprehensive language program.
4. Start to introduce AI into teaching and learning.

Together, let us work towards a successful year filled with growth, achievement, and positive experiences. I am confident that with our collective efforts, we will continue to build upon our traditions of quality education and create a bright future for all. Thank you for your commitment and support. Here's to a remarkable year ahead!

Warm regards,
Akram Zayour Ph.D.
Principal
Dubai International Private School (AlQuoz Branch)





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2.WELCOME

Dear Parents,

Welcome to our Kindergarten at Dubai International School. We hope that the new academic year, 2024-2025, will be a successful, safe and fruitful one.

Our kindergarten provides an inspiring and engaging environment, where every child is valued and made to feel safe and secure in their surroundings. We are a family feel school with children at the heart of everything we do, ensuring there is a good balance between child-initiated activities and adult directed activities that enable children to reach their full potential socially, emotionally and academically with confidence. We understand the importance of working together with the whole family, building positive and supportive relationships always motivated by our school vision of Achieving Excellence Together.

Enclosed is a list of rules and procedures that we follow in the kindergarten section. Please read them carefully, and do not hesitate to contact us if you ever have any concerns or questions throughout the year. We are sure this is the beginning of a wonderful year at Dubai International School Kindergarten!

3.KINDERGARTEN READINESS: YOUR CHILD'S EMOTIONAL PREPARATION

Your child will likely have an easier transition to kindergarten if he is comfortable away from you for several hours at a time. Some children can handle the separation easily, while others may be overly clingy or tearful as the first day of school approaches. Here are several ways you can help your child deal with his anxieties:

- Notice how he typically reacts to new and different situations. Encourage him/her to put his feelings into words. He may be reassured with such statements as "I know you miss me when you're at school. I miss you, too, and when you come home, we'll have a snack and read a story."
- Know yourself and your own family pattern. Are you a worrier? Do you tend to overreact and overprotect? If so, this could give him the subtle message that he can't really be independent.
- Practice before school starts. For example, leave him with a baby-sitter or with a friend for a play date. Gradually increase the amount of time you are away from him.
- Tour the classroom together and meet his teachers in the days before school starts. Call ahead to make sure they are available to visit with you.
- On the "big day," make your good-bye firm when the teacher indicates that it is time for you to leave. If you linger, he may feel that he can't handle this new experience without you. Give him a big hug and kiss and tell him how proud you are of him.
- **The Importance of Setting a Sleep Schedule:** Children who regularly obtain an adequate amount of sleep have improved attention, behavior, memory, and learning, in addition to overall mental and physical health.





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4. CLINIC/HEALTH AND SAFETY OF YOUR CHILD

The Clinic:

- Your child's health is a matter of great importance to all of us; therefore, a medical check – up will be administered by the school physician at the beginning of the year.
- If a child shows any symptoms of a contagious illness, he / she will be referred to the clinic, and parents will be contacted and asked to come to school to pick up their child.
- In case of accident or injury we will make an immediate attempt to contact you. If we cannot reach you, we will proceed to the emergency room at Rashid Hospital.

Health and Safety:

Keep your child at home if he / she

- Has a fever or had one during the previous 24-hour period.
- Has heavy nasal discharge.
- Has a constant cough.
- Is just tired. Rest at home at such times may prevent the development of serious illness.
- Have symptoms of a possible communicable disease.

5. HEALTHY FOOD/ KG CANTEEN

KG Canteen:

There will be packed food and drinks available in the KG section canteen (we will send a list of foods and drinks). It is preferable, however, that each child bring his own food from home.

Healthy Food:

We ask you to send:

- 1- Sandwiches the filling can include cheese, labneh, sliced cold meats, peanut butter...
- 2- Fruits and vegetables.
- 3- Fruit Juice.
- 4- Cake / biscuits / cookies / muffins (not creamy)
- 5- A water flask and mineral water



We ask you not to send:

- 1- Meat like hotdog, kofta, hamburger ,....
- 2- Junk food like potato chips.
- 3- Eggs (hard boiled eggs or egg sandwiches).
- 4- Soft drinks, juice in glass bottles. fizzy drinks.
- 5- Chocolate, candy, chewing gum and lollipops.





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6. ARRIVAL AND PICK UP:

- The morning assembly starts at 7:45 a.m. Parents/guardians are not allowed to accompany their children to the classroom.
- The school day begins at 7:45 a.m. and ends at 2:15 p.m.
- Staff supervision will start as early as 7:15 a.m., therefore parents are fully responsible for dropping their child before this time.
- You're kindly asked to follow our timing.
- The entrance door to the kindergarten will be closed from 1:30 p.m. to 2:15 p.m. daily. So kindly don't come before the mentioned time to pick your child up, and don't use the school clinic entrance.
- If for unavoidable reasons you must pick up your child before the usual time 2:15 p.m. please drop by the kindergarten office and get an authorization form signed by the KG administration. No child will be released without the authorization form.
- If you plan to pick up your child that normally rides the bus you must send a written note or contact the kindergarten office, or the transportation department. Do not relay information incorrectly. If no written note or phone call is received before 1:30 p.m., your child will be sent home by his/ her usual method of transportation.
- The school will be responsible for caretaking of the children until 2:40 p.m. There will be no staff to supervise children staying after the mentioned time.
- We ask you to keep your child at home if he/she shows any symptoms of illness: fever, headache, cough, runny nose, lethargy, stomachache, etc.
- Only one person from the student's family can enter the school to pick up the child.

7. ATTENDANCE / ABSENCE AND TARDINESS:

A successful school experience is the responsibility of the children, the parent and the school. Your child's progress, both academically and socially, is influenced mostly by daily participation. Now it is the time to establish good attendance habits. Help your child realize that school is an important part of his/her life and that you expect him/her to go to school everyday and to be on time for class.

- Do not give the impression that there is a choice attending school unless he/she is ill. Kindergarten is a continuous experience with each day's learning built on the day before. Attendance is an important part of the school curriculum.
- **Regular attendance without tardiness is key.**
- If a child arrives late, parents/guardian will report to the KG administration. The secretary will register lateness and escort the child to class.
- If your child is absent, kindly inform the KG section.
- If your child is absent for more than two consecutive days, a medical report from his / her physician stating the kind of illness, and its duration is required before he/she will be admitted to class.





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8. Authorization to pick up a child / Transportation

- No child will be released to anyone or to any siblings other than his parents unless the parents call and notify the school or that person has written permission signed by the parent with him or her. The sibling should be at the sixth-grade level or above.
- Drivers are not allowed to enter the premises of the KG section at any time.

9. SCHOOL UNIFORM

- Dress your child in school uniform, white socks and black shoes.
- Open sandals are not allowed.
- Girls in the KG. Section should wear white stretch/ cotton shorts under the uniform.
- During winter students should wear the school jacket only.
- Label all jackets and sports uniform with the child's name.
- White tights for girls (in winter).

10. Requested Clothes / Using Toilet

Requested Clothes:

Please send an extra outfit and underwear to school and label each piece of clothing.

Using Toilet:

- We expect the child to be trained and able to ask to use the toilet at the appropriate time.
- Children will be reminded to use the toilet at regular times during the day.
- In case of any accident or incident when using the toilet, the nannies in the kindergarten section will help by cleaning the child and changing him/her into clean clothes (provided by the parent) and putting the dirty clothes in a plastic bag to take home.

11. BOOKS, BAG AND LUNCHBOX

We will deliver the books, KG bag and lunchbox the first week in the classes, so please do not send other bags. Trolley bags are not allowed.

12. STATIONERY

Parents must provide the child with stationery list sent to you earlier, provided that the child puts the tools in his/her own pencil case (writing his name on it) and the white board inside the school bag .

13. CURRICULUM

The system of teaching and learning in kindergarten includes performance standards, objectives and evaluation with educational foundations.

Parents

A comprehensive overview of the curriculum and digital resources will be sent to you and how to apply them in integration with these subjects:





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1. English, Math and Science
2. Arabic language
3. French (Kindergarten 2)
4. Islamic Education (for Muslims)
5. Music Education
6. Physical Education
7. Art Education



14. Schoolwork/Homework:

Kindergarten is the perfect time to begin “homework habit”. The primary focus of doing homework as a habit is to build bridges between family and school. Not only homework will reinforce the concepts covered at school, but it will instill in your child an important sense of responsibility and a marvelous sense of pride and accomplishment.

Please look in your child’s school bag each day and at the school “weekly learning plan” that will be sent on Fridays. Be positive and value the work your child has done at school.

The weekly plan of assignments that will be sent to you every Friday on SEESAW platform and KG1-KG2 WhatsApp group (your SEESAW username and password will be sent later).

- We ask you to make sure that your child does the daily homework.
- Please make sure to write your name on any assignment papers and send it on the next school day.
- We kindly ask you to keep the corrected assignments sent to you at home.

15.DIGITAL PLATFORMS AND RESOURCES- A letter of login accounts will be sent to you.

- المفكرون الصغار
- SEESAW / Contact with parents regarding the Curriculum
- KG 2- Into Reading (English)
- KG 2 -Into Math
- KG2 -Into Science

16.PARENTS / TEACHERS CONFERENCE:

- Conferences are scheduled four times during the school year.
- The purpose of the conference is to discuss the child’s progress.
- Parents will be notified of the conferences date.
- However, if you would like to meet the teacher to discuss the progress or any problem your child might be facing, **please contact the kindergarten secretary to fix an appointment.**





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17. TABLET

Please secure your child's electronic tablet and the cover, with the specifications listed in the (BYOD) letter.

18.PROMOTING POSITIVE BEHAVIOR

Everyone has the right to always feel safe. Behavior improves when handled in a positive way. Behavior management is very important in school as well as at home. School and parents need to share responsibility, being consistent always, creating a positive safe and secure environment for children. In order to maintain an environment conducive to learning, we expect the children to follow the basic rules:

- I sit and work quietly.
- I raise my hand to speak
- I wait for my turn.
- I listen and follow directions.
- I am kind and helpful to my friends.

Please familiarize yourself with the rules and help your child to follow them.

19.EVENTS AND CELEBRATIONS

During the school year the kindergarten students celebrate and participate in the following Activities and events:

- U.A.E. National Day
- World Days
- Mother's Day
- Co-Curricular Activities
- Character Day, Pet Day, Sport Day, etc.....
- KG1 End of year celebration
- KG 2 Graduation Ceremony.
- Visit our Instagram account and check our photos.





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20.GENERAL INFORMATION:

- Fun and educational field trips will be organized throughout the school year.
- We celebrate birthdays during the snack period on Thursdays, the kindergarten secretary should be notified two days ahead of time to make the necessary arrangements.
- We ask you to leave your child's toys at home.
- The school cannot be responsible for the loss or breakage of any item brought from home
- Jewelry is not allowed. The school will not be responsible for the loss or breakage of any Jewelry item such as (ring, bracelet, etc.,).
- Keep the school informed of a current telephone number, email and address in case of an emergency.





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21.KG Timings

KG 1

Monday to Thursday		
Morning Assembly	7:50-8:00	10 m
1 st Period	8:00-8:40	40 m
2 nd Period	8:40-9:20	40 m
Breakfast time	9:20-9:40	20 m
1 st break	9:40-10:05	25 m
3 rd Period	10:05-10:45	40 m
4 th Period	10:45-11:25	40 m
5 th Period	11:25-12:05	40 m
Snack	12:05-12:15	10 m
2 nd break	12:15-12:30	15 m
6 th Period	12:30 -1:15	45 m
7 th Period	1:15-2:05	45 m
Story time -Bus- Dismissal	2:05-2:15	10 m

Friday	
Morning Assembly	7:50-8:00
1 st Period	8:00-8:40
2 nd Period	8:40-9:20
Hand washing / snack time	9:20-9:40
Break	9:40-10:10
3 rd Period	10:10-10:40
4 th Period	10:40-11:05
Bus- Dismissal	11:05-11-15

KG 2

Monday to Thursday		
1 st Period	8:00-8:40	40 m
2 nd Period	8:40-9:20	40 m
3 rd Period	9:20-10:05	45 m
Breakfast time	10:05-10:25	20 m
1 st break	10:25-10:50	25 m
4 th Period	10:50-11:30	40 m
5 th Period	11:30-12:10	40 m
Snack	12:10-12:20	10 m
2 nd break	12:20-12:35	15 m
6 th Period	12:35-1:20	45 m
7 th Period	1:20-2:05	45 m
Story time -Bus- Dismissal	2:05-2:15	10 m

Friday	
1 st Period	8:00-8:40
2 nd Period	8:40-9:20
Break	9:20-9:40
Hand washing / snack time	9:40-10:10
3 rd Period	10:10-10:40
4 th Period	10:40-11:05
Bus- Dismissal	11:05-11-15





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22. COMMUNICATION CHANNELS

1. Phone Calls :04-3383812
2. Messages on WhatsApp: 050-9854664
3. KG Email: kg@mydischool.com
4. SEESAW Platform
5. KG Instagram: @Kg_dis
6. School website: www.dips-alquoz.ae



Seesaw



Head of Kindergarten
Suhad El Kassar

Email: suhad@mydischool.com

LET'S WORK TOGETHER FOR A TERRIFIC YEAR!!!

