



Lahore Preschool

Lahore Preschool
Policy Manual

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INTRODUCTION

Lahore Preschool takes pride in its reputation for excellence. We are committed to providing a safe and healthy learning environment to our students. Our dedicated faculty provides a variety of learning experiences while ensuring that each child is treated with respect and affection.

At Lahore Preschool, we work along the principles of The Montessori Method blended with a Thematic Activity-based Learning Programme. Our activities are inline with The Six Sensitive Periods as popularly practiced by Maria Montessori. The Six Sensitive Periods are based on the fact that every child goes through phases of massive learning from the time of birth till the age of about 7 years. These phases are development of perception, language, order, attention to small details, co - ordination of movement, and social r elations. These are not sequential but are rather overlapping in occurrence. We pay close attention to children's growing concentration and plan activities such that children are able to take maximum advantage of their particular sensitive period.

It is imperative to recognize these sensitive periods because once these opportunities for naturally absorbing any particular skill are over, the child must then be 'taught' the ability. Conscious instruction may not produce results as great as could be produced if the sensitive period had been taken advantage of.

Therefore, early childhood education matters to a child's trajectory in life. Research suggests that early involvement in activities such as finger painting, cup stacking, and sharing may lead to stellar careers later on in life. At Lahore Preschool, children are given immense opportunities to participate in activities that stimulate their social, emotional, and cognitive growth. These children may therefore be at an advantage from an early age.

We place the needs of our students at the heart of our philosophy to ensure a consistent level of care, learning and play throughout their early years. We commit to understanding that parents are the first educators; we ensure our relationships with families are honest, open and constructive. We work closely with the family to identify children's learning needs and to ensure a quick response to areas of concern. At Lahore Preschool, we create and support an environment conducive to developing a positive self-image, confidence, trust, and sense of security in children.



ORIENTATION MEETING & INDUCTION PERIOD

Once the admission procedure is complete, prior to commencement of regular classes, an Orientation Meeting is arranged for parents of all new admissions.

The Orientation Meeting is an opportunity for parents to meet the management and Class Teachers. They are given an overview of the school and its learning program. They receive the child's ID card and other relevant information on this day. This is also a good time for parents to get acquainted with other parents of their child's class.

The Induction Period is for two or three days. The aim behind having induction days is to introduce the child and parent to the Class Teacher and to familiarize the child with the new environment. During the Induction Period the child must be accompanied by at least one parent. Do keep in mind, that the child remains under your supervision during these induction days.

You may prepare your child for school by talking positively but do ensure that you don't over do it. There is a structured yet flexible settling –in routine for every new child. This usually involves a couple of weeks of parents being 'on call' and then gradually extending this time to completely phase out separation anxiety.

Initially each child is assigned a time slot. Your child should be left with the Class Teacher and collected from the class unless the teacher indicates otherwise. The purpose behind this is to give one on one attention to each child in order to help develop a bond with the teacher.

Please do not play hide and seek or peep through the windows; you might upset your child as well as others present in the classroom. Parents are requested to handover their child to the teacher and leave. Parents, caretakers and or guardians are not allowed to stay inside the building. Teachers take great care in handling each child. They know how to differentiate between a child throwing a tantrum and a trauma. Rest assured the office will get in touch with you immediately if your child is going through any distress in settling down. This confidence between the parents and the school staff is vital to start your child's early school years. It is important for you to follow the instructions given out by the Class Teacher as these are in the best interest of your child.

A hiccup period is a time of heightened separation anxiety, which could appear after the initial settling down. Parents are advised to always get in touch with the Vice Principal to discuss the handling of such situations. A parent's trust and comfort level with the school's team is essential at this point to guide the child through this period. Be prepared as it can happen after a few weeks or even months after settling down.

Children these days are overprotected. They should learn from trying and experimenting on their own under adequate supervision. The staff takes great care in ensuring your child's safety, however, their inborn survival instincts must be developed and sharpened.

Grandparents play a very pivotal role in our family structure. Therefore, they are always welcome and encouraged to attend their grand children's activities and presentations.

After the complete settling down of the group, a workshop for parents is conducted to introduce the Preschool Program to new parents.

GENERAL POLICIES

School Calendar & Terms

The Preschool Year is broken down in two terms. One from September to December, and the other from January to May. Summer vacations are for approximately three months i.e. June - August. Winter and Spring breaks take place in December and March respectively, for approximately two weeks each. Preschool terms are juggled according to each child's 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, however, a child may be recommended to repeat a specific term.

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 in class 1 at LEARNING ALLIANCE.

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

Class	Age Bracket
Playgroup	2- 2.5 years
Reception I	2.6 – 3.0 years
Reception II	3.1 – 3.5 years
Montessori I	3.6 – 4.0 years
Montessori II	4.1 – 4.5 years
Preparatory	4.6 – 5.5 years

Personal Hygiene

Your child's personal hygiene must be given proper attention. Nails should be trimmed and cleaned regularly. Hair should be free of nits and lice. Please note that it is necessary that your child wears a fresh pair of underpants and vest everyday to school. The Class Teacher should be given an extra pair of clothing to be changed during school hours, if necessary. Parents of Playgroup and Reception I students must provide a fresh supply of diapers to the Class Teacher.

It is not expected that a child be toilet trained as early as two or three years of age. However, a sensible toilet habit along with hand washing must be developed to promote good habits from early years. Children are escorted to the bathrooms with maids, however, if you have any complaints kindly call or meet with any of the senior staff preferably the same day.

Dressing & Accessories

There is no uniform in Preschool. Your child should be dressed in comfortable and inexpensive clothing, as there will be messy activities. Also, ensure hair accessories on girls are simple, as they may get lost during outdoor play. Appropriate school sneakers or sandals should be worn for school activities and outdoor play. Keeping in view the dengue alerts prevalent in Lahore, parents are advised that their child must wear a mosquito repellent before getting dressed for school in the morning.

Lunch Time & Nutrition

Lunchtime is a social occasion providing children with a variety of learning opportunities. Teachers role model good manners, mealtime etiquette, conversation, new vocabulary and encourage children to try new foods and understand the value of good health and nutrition. They are encouraged to serve themselves independently and with assistance, where required, to pour their own drinks, lay the tables and tidy up. Since children tend to share their lunch, it is strongly recommended that no food items containing nuts be sent in the lunch box. If your child has any known food allergy, it must be conveyed personally to the Class Teacher /Vice Principal and be mentioned on the health form at the beginning of each term. If needed, a meeting with the medical attendant will be arranged.

Please make sure that the lunch box you send to school is easy for the child to handle and is labeled clearly with the child's name and class. We encourage children to have healthy food. Carbonated drinks and junk food are not allowed. We do not reheat food. Food is not used as a reward or withheld as punishment; children are encouraged and supported to eat their lunch but if they do not eat anything an alternative will be offered where possible. We will discuss with parents the relevant strategies to deal with any issues regarding diet.

Mineral water dispensers are allocated all over the campus. Though there are glasses placed with them, it is advised that you send a labeled glass with your child. As milk causes tooth decay, try weaning off night milk bottles once school starts. Please do not bring or send you r child's milk bottle to school.

School Birthdays

You may have a small birthday party in the class. You have to inform the Class Teacher or the school office at least two days in advance. Please make sure the birthday celebration is not elaborate.

For the class birthday party only a cake may be brought, no other eatables or juices are allowed. The cake should be nut free and goody bags should be simple. The Vice Principal reserves the right to ascertain the contents of goody bags before they are distributed to the class. Any expensive item present in good y bags will be returned to the parent. Party poppers, gas balloons, chewing gums, sour jellies, and foods containing nuts are not allowed in goody bags.

Invitations for personal birthday parties at home can be distributed through the Class Teacher amongst classmates. Please note it is important that these invitations must be extended to the entire class if they are being distributed through the Class Teacher. The names of children in the class can be provided on request, however, the telephone numbers, are not shared.

Attendance

Regular school attendance is a vital factor to develop a sense of routine from an early age. However, if a child is unwell then he/she should not be sent to school. In such a case, the school must receive an application via email at [info@ lahorepreschool.edu.pk](mailto:info@lahorepreschool.edu.pk). You may also call the school office and inform of your child's absence.

Punctuality

Children are encouraged to come on time. However, as a rule children of Preschool are not sent home on late arrival. Please keep in mind frequent tardiness will affect negatively as your child will miss out on the Assembly and Circle Time. School timing is staggered to avoid traffic congestion. Parents must collect their children from school within fifteen minutes of their regular home time. In case of an extra ordinary delay you are advised to call the school office immediately to avoid any inconvenience. Preschoolers are fairly young and tend to get upset if not collected on time.

Lost and Found

Everything a child brings to school must be **labeled** especially their lunch box, water bottle, personal glass, jacket, bag, towel, etc. Parents are responsible for their child's belongings and the school may not be held liable for any damage or loss of items. Thus, we discourage children to bring in anything expensive. Any items taken by mistake from school should be brought to the administrator's office. If your children loses any item, you should enquire in the school office to see if it has been turned in. Unclaimed items will be sent to any charity organization after one term.

Swimming

Swimming from Reception II onward is compulsory and part of the Lahore Preschool Program. It is the Vice Principal's prerogative if she decides not to send the children for swimming on any specific day and if on a particular day you do not want your child to swim, kindly do not send the swimming gear.

A swimming time table will be given to you by the Class Teacher. You are required to send the following items in their swimming kit to school in a simple bag.

Please note that all items must be clearly labeled:

- Swimming trunks (boys)
- One piece swimming costume (girls)
- Clean Towel
- Swimming cap
- Slippers

For safety and health of your child, ensure that all immunizations are up-to-date. Consult with your family doctor regarding Typhoid and Hepatitis A immunizations before the swimming season begins. Our staff will continue to educate students about appropriate swimming practices, but it is advisable that you take note and discuss the following with your child:

- a) Shower before and after swimming
- b) Wash hands with soap after using the bathroom
- c) Avoid swallowing pool water
- d) Avoid swimming if there is an open cut/scrape/abrasion/wound on body
- e) Do not swim if feeling ill (flu, diarrhea, vomiting)

Parent Teacher Meetings

Parent teacher meetings are held twice in a term. These meetings are an integral part of the Preschool

Program. Notices indicating the time and date are sent by the school office a few days prior to the meeting. Parents are expected to attend these meetings regularly and punctuality is absolutely essential. No person other than the parents or legal guardians are allowed to attend any parent teacher meetings. The teachers are not allowed to discuss any students with extended family members. In case of an unavoidable circumstance, a written authority by the parents must be sent in naming the person and the relationship with whom a teacher is permitted to discuss their child's progress. Parent's participation in these meetings plays an important role in the development and progress of their child. The Vice Principal can advise parents who tend to ignore their responsibilities. The Principal will take a strict note of a parent's complete unsupportive attitude.

Photographs & Social Websites

Parents may take photographs of their children during various school activities and presentations. These photographs may be posted on their personal social websites. However, the school expects a very responsible attitude from its parent body in this regard. Any unnecessary photographs of other students or staff members are not allowed. No such photos are permitted to be sent or printed on the media for public viewing.

Visitors

Parents or any other guests are strictly prohibited to approach the classroom area without prior permission from the school office. The school does not entertain any requests for casual visits by any parent or otherwise. Only people with official business are allowed on the campus and should report to the school office to receive valid permission. All visitors must wear a Visitor's Badge and are expected to conduct themselves in a courteous manner and be dressed appropriately.

Confidentiality Policy

Confidentiality involves protecting personal information held about an individual. School is obliged to keep all information confidential. It is important for parents not to withhold or provide false information which may affect the child in any way.

Personal information has been defined as consisting of 'those facts, communications or opinions which relate to an individual' which would be reasonable for him/her to regard as intimate or sensitive and therefore want to withhold or at least resist their collection, use or circulation.

Students' Personal Security

We have trained our teachers to keep a vigilant eye on any individual, other than parents themselves, invading any child's personal space or making inappropriate physical contact. This is to keep every child's emotional security intact. At the same time the teachers will provide adequate physical comfort to the child when required, however the security guards and other male staff are not allowed to have physical contact with any student.

Gifts to Teachers or Custodians

Giving presents to teachers, other staff, or tipping the custodians by students or parents is strictly prohibited. Any such event will be duly reported to the school office. The management reserves the right to take

appropriate action. For Zakat and Sadqa all items (money, clothes, food etc) must be deposited with the school office and a receipt obtained. The office will then distribute these items accordingly.

Responsibilities of Parents

Successful education occurs when the parents together with the school accept responsibility of helping each child to best prepare the child for the continuing educational experiences which lie ahead.

- Children are very sensitive and react to the smallest changes made at home. Therefore, please let the children know about any such change for example deaths in the family, change of maid, long trips of parents, etc. Parents are required to submit all relevant personal information as part of their contract with Lahore Preschool. This information is held at the central office and we ensure confidentiality. This information may be discussed with the relevant staff only.
- Model and teach organizational skills including determining an appropriate place to complete homework.
- Work with school staff to address concerns and celebrate successes.
- Be aware of the child's educational program and regularly reinforce all concepts introduced.
- Ensure the child has adequate sleep and nutrition and is at school on time.
- Read all notices and communication carefully from school.
- Please show your support by attending all activities, parent teacher meetings, and presentations.
- Inform us if someone else is collecting your child well in advance – in case you are late, please contact the school office.
- Safely transport your child to and from school using age-appropriate car seat restraints.
- Direct any worries, concerns or complaints to the school office or administrator immediately.
- Please inform us by telephone or in person if your child is medicated and is attending school.
- Please do not discipline, shout or punish your child on the school premises.
- Please refrain from using inappropriate language, displaying aggressive or threatening behavior towards the staff or any other students.
- Do not discuss sensitive issues within earshot of your child or other children.
- Do not take photos or videos of people or children other than your own.
- You are not allowed to distribute any printed material, pamphlets or flyers in school.
- You are not allowed to add teachers on Facebook and other social networking sites.
- Please do not consume hot beverages or carbonated drinks anywhere near children.
- You are not allowed to contact teachers on their personal phone numbers during or after school hours.

Responsibilities of School:

- To provide a happy, safe, healthy, and age-appropriate learning environment.
- To provide an equal opportunity for each child to learn at his or her own pace.
- To help each child reach his/her true potential
- To establish clear expectations for participation, behaviour, homework, and learning.
- To provide a variety of appropriate learning experiences and apparatuses.
- To ensure students who experience difficulty receive support to feel successful.
- To model and teach organizational skills.
- To communicate and celebrate student achievements with parents.
- To teach children respect and tolerance for diversity among fellow peers.
- To treat each parent with respect and accept diversity

- To provide all relevant information to about their child to the parents.
- To take all measures to provide maximum security on campus.
- To ensure an unbiased and fair attitude towards all students and parents

Interbranch Transfers

Inter branch transfer may be requested before the term ends. Transfers are made only against vacant seats. No transfer fee will be levied for the following transitions:

- Montessori students from Lahore Preschool Gulberg being transferred to Learning Alliance Aziz Avenue or DHA for the Preparatory class.
- Preparatory Blue student being transferred from Learning Alliance DHA to class I Blue at Learning Alliance Aziz Avenue for preparation of Aitchison College Entrance Examination.

Traffic Rules

Parents should make sure that they follow the traffic rules laid down in this policy manual. These are in place to ensure a smooth traffic flow. Please make sure you have a car sticker placed on your windshields otherwise you may not be allowed to enter the school lane without proper identification.

- Observe traffic flow.
- Wait in a queue to drop your child off in front of the assigned school gate.
- If need arises, park your car along the assigned area only.
- Please note that parking is at owner's risk. School does not take any responsibility of vehicles parked in the assigned areas.
- Do not blow horns in the vicinity.
- Do not block neighboring entrances.
- At home-time do not come excessively early, ten minutes prior to your child's home time is adequate.
- Drivers must be strictly instructed to adhere to traffic regulations as directed by the school staff. It is noted that drivers have little regard for these rules and school security guards. Such unruly and audacious behavior will be dealt with severely.
- No armed guards accompanying students will be allowed to get off their personal vehicles.
- Do not let children under the age of 12 sit in the front seat.
- Encourage children to wear seat belts.
- Engaging in arguments with school security staff is not appreciated
- Students are not permitted to indulge in under age driving.

Communication Procedures

Lahore Preschool operates as a community and a strong communication with the parent body and vice versa is considered essential. Therefore, it is absolutely necessary that all contact information such as residential address, e-mail and all contact numbers are regularly updated.

We send out regular notices via email and notifications through SMS. These notices are uploaded on the website as well at www.lahorepreschool.edu.pk. Parents are to check their emails regularly and keep priority cell phones switched on for any latest updates and notices from school especially at night and early morning. Personalized notices are often placed on a child's shirt with a safety pin. You are requested to return the same safety pin to the Class Teacher for recycling by putting it back on the child's shirt the next day.

The best way for parents to communicate with the school is through email info@lahorepreschool.edu.pk. For any urgent matters, you may write directly to the Principal at anjumsahmed@learningalliance.edu.pk. You may contact the Preschool Administrator or the Vice Principal any time during school hours in person or on the phone. You may also book an appointment with the Class Teacher or the coordinator. It is highly recommended that parents refrain from speaking to the teacher every day as this distracts the teacher and takes her attention off the children and her core daily duties.

School Office

The school office remains open from 8:00 a.m. - 3:30 p.m. Monday - Thursday and till 1:30 p.m. on Fridays. It is also open on Saturdays from 10:00 a.m. - 2:00 p.m. Parents may contact the school office for general queries via phone or email at info@learningalliance.edu.pk. All requests for leaving certificates, visa letters, and/or recommendation letters must be made in writing or emailed to the school office. The school office may take up to 3 working days to fulfill such requests.

SECURITY & EMERGENCY PROCEDURES

Security Measures

The school employs Special Service Group (SSG) Commandos and trained security guards to provide maximum security to our premises. No weapons are allowed on the school premises. Guards may frisk search gentlemen and drivers. Ladies in hijab may be requested to step aside for identification by a female supervisor. There are surveillance cameras and fire extinguishers installed all over the campus. The security guards may request for confirmation of identification and the School Management reserves the right of admission and may decline request for entry.

Planned evacuation or lockdown drills are conducted on Saturdays with the school staff and surprise drills may be conducted any time during school hours. The staff members are updated with emergency procedures and equipment. They are also familiarized with first aid procedures and dealing with emergency situations. The school takes extra precautions to ensure the safety and security of all children. However, the management does not take responsibility of any untoward or unforeseen incident.

ID Cards / Gate Pass

ID cards are checked while entering and exiting the school premises. No child will be allowed to leave the school premises without proper identification. Parents or drivers must always present a valid student identity card to avoid any inconvenience. In case a parent / driver is not in possession of the student ID card, the school administrator will issue a gate pass for that day after proper verification. If you have misplaced or lost your child's ID card, immediately inform the school office and hand in an application to have a duplicate ID card issued.

It is the parent's responsibility to monitor the validity period of the child's card. Upon expiry, you must contact the school office for renewal. The school office must be informed promptly if there are any changes in the address or the telephone numbers stated.

Pick & Drop To School

We do not recommend sending your child with domestic staff or on the school transport at this level. We appreciate that you pick and drop your child personally, however, if you cannot then we strongly recommend involvement of grandparents to provide such support. **All armed guards accompanying children must stay inside their cars.**

SMS Alert

In case of an emergency situation, we will inform you through our SMS service on your priority number and expect you to follow directions in a calm and organized fashion.

Parental Hub

LEARNING ALLIANCE operates a parental hub. In case of an emergency the school may utilize this service.

Two random responsible parents from each class are chosen by the School Management. The volunteering parents are then provided a list of contact numbers for the entire class. In case of any emergency during school hours these parents are responsible for contacting all the other parents in their respective classes. The contact numbers of other students are provided to the se parents on complete understanding of confidentiality and trust. Please introduce yourself and get to know the names and numbers of parents in the parental hub of your child's class.

Emergency Equipment & Facilities:

- Fire Extinguishers
- Smoke Detectors
- Shatter proof glass on all windows/doors
- Multiple Staircases
- Steel Ladders in all sunken areas
- Regular, Planned, and Surprise Drills
- Evacuation & Lockdown Drills
- Clearly defined fire exits
- Emergency alarms

Our staff regularly carries out both evacuation and lockdown drills.

Evacuation

An Evacuation would be carried out in case of fire, earthquake, or an event in which the school building is considered unsafe to for people to stay in.

Aim of Evacuation Drills:

- Evacuation of the building is achieved in a speedily and orderly manner.
- People who have designated responsibilities, carry out their tasks sensibly.
- Defined escape routes are used according to a practiced plan.
- To promote an attitude of mind whereby everyone will react rationally

Lockdown

A Lockdown would be implemented when persons with firearms or weapons come near the school campus, fire gunshots near the campus, or if there is an incident involving dangerous persons that are within a short distance of the vicinity. These are just examples and are not absolute situations that will occur.

Aim of Lockdown Drills:

- To make all students rehearse going into the nearest classroom while remaining calm and quiet.
- To make staff members aware that they are accountable for students and have to ensure that no one leaves the safe area.
- To train everyone not to leave until a clearance is given from the people in charge that the condition causing the lockdown has been eliminated.

FEE RULES & REGULATIONS

- 4 All dues (except security deposit) once paid are not refundable under any circumstance.
- 4 Fee for the full term is charged at the time of admission, irrespective of the month of admission.
- 4 Fee must be paid for the full term irrespective of illness, absence, or early withdrawal.
- 4 Fee must be deposited as per the challan issued by the school office.
- 4 Fee bills are usually sent to parents through their child, at least fifteen days before the due date. It is the parents' responsibility to check with the accounts office in case the bill has not been received. In such a case, parents must obtain a duplicate bill from the accounts office.
- 4 Any charges deemed necessary such as field trip, class presentations, photographs, swimming, air-conditioning, heating, and miscellaneous will be levied as and when required.
- 4 Late payment fines are payable without any concession. After the last date of payment, fine will be charged at Rs.100/- per day for the next ten days and Rs. 500/- per day thereafter. Please note that not receiving the fee bills will not be considered as a reason for delayed payments. Non-payment may result in the cancellation of admission.
- 4 The school management reserves the right to withhold the child's report or take any other necessary action if the school fee is not paid.
- 4 Students applying to Aitchison College or Convent of Jesus & Mary may have to pay for the entire term January to July in the month of January for the year they seek admission in the above mentioned institutions.
- 4 If a child is absent without leave (in writing) for a period of more than two weeks, he will be deemed to have left school and will have to undergo the complete admission procedure in order to regain admission.
- 4 The Security amount may be used for the running expenditures, however, this amount will be refunded at the time of withdrawal.
- 4 In case of withdrawal, a written application must be officially received by the school office.
- 4 A security refund will be granted only if:
 - a) The school has received the withdrawal notice at least one month before the beginning of the next fee term.
 - b) Full fee for the term during which the pupil leaves has been paid.
 - c) The refund is claimed within one year from the date of withdrawal.
 - d) The security amount will be refunded within three months from the date of application received.
- 4 There will be an annual increase of 18% to 20% in school fee (in the month of August). The management reserves the right to revise the fee structure as and when required or change any of the above rules.



MEDICAL PROCEDURES

Medical Attendant

The school campus has a full time medical attendant on duty during school hours to deal with minor ailments and first aid. However, the school's priority is always to inform the parents incase a student is unwell or has had an accident. If parents are not contactable, emergency contact given at the time of admission will be automatically contacted. The school, however, is obliged to report in writing to the person collecting the student with the details of the ailment/injury and the first aid administered. If a child is feeling ill or in case of any accident, the school office will contact parents or emergency contact person to send the child home.

First Aid Training to Staff

All staff members at Lahore Preschool receive a first aid training. They are trained to be aware of the contents of the first aid kit, assess the situation in order to act safely, promptly, and effectively, and be able to administer first aid in case of minor scrapes or wounds.

In any serious medical emergency, the school administration may take upon itself to rush the student to a recognized emergency hospital and contact specialized doctors and / or administer life saving drugs. The hospital bill will be charged to the parents. No student is allowed to come to school with fever or any contagious disease. Parents should make sure that such incidents do not occur as they jeopardize the health of other students as well as the faculty. The school reserves the authority to request fo r a medical certificate whenever it considers it necessary.

Medical Concerns & Policy

The parents or guardian of each child admitted to the school shall present a certification from a licensed physician that the child has received immunization against Diphtheria, Tetanus, Measles, Rubella, German Measles, Mumps and Poliomyelitis.

Immunization against Cholera, Typhoid and Hepatitis A should be boosted (after your doctor 's advice) before swimming classes begin in summers. Alternatively, if you choose not to get your child immunized then kindly inform the school in writing.

Check your child regularly for bruises. Sometimes children will not complain if they get hurt. If your child goes home with a bruise, please make sure you check and inform the school office or the Class Teacher immediately or the very next day . The school takes all precautions and safety measures, however please be reminded that you have signed an indemnity which clarifies that the school cannot be held responsible for any untoward incident.



CURRICULUM OVERVIEW

The Lahore Preschool Classroom

- All classrooms are safe, clean, air conditioned/heated, and well lit.
- There are approximately 20 children in each class and we maintain a 10:1 child-teacher ratio.
- Each classroom is equipped with height appropriate furniture.
- There are several activity corners all around the room with clear visual boundaries and learning tools.
- There is visual order, with a sense of logic. Similar things are grouped together. Materials are labeled so that they can be found easily in bins, baskets, and boxes. We start labeling from playgroup onwards indirectly to encourage recognition and sight reading.
- All supplies and materials are close and accessible to the children (books, paper towels, paintbrushes, garbage can, etc) to encourage independence.
- There are cushions and area rugs to provide comfort and facilitate resting time.
- Classrooms do not have any "blind spots" or areas where children cannot be seen.
- All bathrooms at the Preschool level are height appropriate with mini sinks, pots, and counters to give the children a level of independence so that they learn to wash their hands by themselves.
- Students are provided with mineral water
- Corridors are equipped with hand sanitizer for good hygiene habits

Thematic and Integrated Activity Based Learning

Thematic learning has proved to be a powerful method for integrating a variety of concepts in curriculum from daily life examples and experiences. It helps in promoting learning with understanding and discourages rote learning.

Thematic learning is based on the idea that children gain knowledge best when they can associate whatever they learn to their surroundings and real life examples. In a thematic style of instruction cognitive skills such as reading, thinking, memorizing, and writing are taught in the context of a real life situation under the broad aim to allow creative exploration.

Our aim is to work in close partnership with parents to compliment their approach to child care particularly to assist children when learning new skills such as weaning, potty training, reading and writing.

Language Skills

English is the primary language of instruction in class, however, Urdu is considered equally important to a child's linguistic development. Please keep in mind that children are from different backgrounds, it is made sure that all the children follow instructions in class and learn the English language.

The ability to develop language to an appropriate level depends on the child being immersed in an environment rich in sounds, rhythm, verbal, and non verbal expression. Teachers indulge in conversation with children rather than mostly subjecting them to directive language such as do this, go there, come here etc . Our focus on vocabulary development starts from very early years beginning from single words and slowly moving on to phrases to complete sentences to be able to express themselves confidently and ask questions. Teachers respond patiently and sensitively to each child's early communications. Parents' support in language development is vital.

Activities

Activities, both indoor and outdoor, are planned based on children's age and attention spans to encourage independence, motivation, concentration, and self discipline. Typical activities include reading, music session, creative art, role play, construction play, show and tell, science experiments, cooking, physical activities (group sports, dance , swimming), gardening, nature observation, computer play, and the use of smartboard.

Choosing a Theme:

A theme is decided by coordinators, teachers, and sometimes by students. It can be a smaller concept (e.g. village, mother, climate etc.) to a large and integrated system (e.g. ecosystem, atmosphere etc.). New topics are chosen to discuss with children and activities are planned around the same topics to enhance vocabulary and all other learning concepts.

Show and Tell:

Children are encouraged to bring in items from home, based on the current theme of the class. These items could be books, pictures, photographs, cuttings, toys, or equipment. This activity aims to encourage sharing and self-expression.

Group Activities & Discussion:

Group activities and discussion enable students to participate and reach on a shared perspective of the theme. This also helps in creative exploration of the subject. Make a pin board at home and pin up all the work done by your child. This will give way to discussion at home and you as parents will stay abreast with the themes being covered and can play an instrumental role in building on the basic concepts taught in class.

Lunch Time:

This is an opportunity for children to be thankful to the Allah Almighty, share, interact, learn names of different foods, and gain independence. They learn how to lay a table, open and close their lunch boxes, use cutlery, and pour drinks on their own. At the end of lunch time they are made to clean up and put things back in appropriate places.

Free Play:

We have a specially designed free play area for our toddlers in Playgroup. It is an enclosed area equipped with toys and equipment to stimulate their large muscles. There is ample supervision in this room however there is minimum instruction and children choose how and what they want to play with.

Outdoor Play:

All children are made to play outdoors (weather permitting). There is a sandpit and a large play gym with special features to provide ample exploration, movement and exercise opportunities to develop their large muscles. There is a large playground for children 's sports such as football, basketball, races, throw n catch etc.

Extra Curricular Activities & Field Trips

Our programme offers a healthy variety of indoor and outdoor activities such as smart board activities, arts n crafts, show n tell, presentations, computers, cooking, baby yoga, music, football, swimming, and aerobics to name a few. Field trip s takes place whenever required depending on our city's security situation.

Assessments

Assessments take place at the end of each term. At Lahore Preschool, we believe that the younger the children are, the more challenging it is to assess them formally. Early development is rapid and episodic and therefore each child is observed throughout the term. An assessment report is given to the parents at the end of each term.

These assessments do not aim to judge children in terms of grades. Their primary objective is to understand and support each child's development. If a child's development seems to be deviating from the average ranges, then parents are duly informed.

Preparatory is the first class in which a formal written assessment is taken. It usually involves a series of direct requests to children to perform in writing within a set period of time. This is their first taste of examinations.

School Psychologist

Assessments help identify children who may be in need of specialized services. Once parents are informed by the Vice Principal and submit a written consent, our school psychologist observes the child and conducts evaluations in several related domains. The psychologist does not determine a diagnosis or any course of treatment, but does make recommendations to consult specific professional help. Parents are obligated to submit a proper evaluation by a certified professional whenever the school deems necessary. Parents' understanding and support for an early intervention is absolutely essential. In case of non-cooperation, the school reserves the right to request withdrawal of the student.

Reports

Assessment Reports of Playgroup to Montessori classes provide an overview of your child's specific skills in terms of whether your child exceeds expectations, meets expectations, , or is making an effort to improve. The Preparatory Examination Report is the first encounter of grades for Preschoolers. It is highly recommended that parents inculcate a love of learning instead of getting into the mere race of achieving high grades.

Parents should collect assessment reports from the Class Teacher on the last day of each term . It is recommended that a proper record of your child's reports be maintained at home. In case of loss of report card, a duplicate will be issued on written request.

Homework

Homework is given f rom Reception II onward. Parents should make a daily routine to sit with their child to give one on one undivided attention and create an environment free of distractions. Parents should refrain from overly criticizing or dictating answers to the child. The child should be explained the task at hand and then given a chance to complete it independently. Children should never be compared to other children (friends, siblings, or cousins).

Initially homework lasting up to ten minutes is given to Reception II students on alternate days to primarily get them into a habit of sitting and concentrating on one task. In subsequent Preschool classes the suggested time increases gradually.

Please remember that every child is precious and valuable. Competition anxiety and setting high standards of achievement are not healthy for a young developing mind. Please maintain a good routine at home and practice good civic responsibilities, because children learn best from what they see and experience. Reading both in English and in Urdu and developing vocabulary with proper pronunciation is the best practice you can offer at home. Each child deserves emotional security, love, and respect, however, setting limits is also just as important to develop discipline. Above all, enjoy and cherish your child's early years at Lahore Preschool.

FEEDBACK & SUGGESTIONS

LEARNING ALLIANCE has an open door policy and a very receptive attitude toward all advice and complaints from the parent body. All feedback and suggestions will be accepted via email or given in writing. Anonymous letters are not entertained. The Principal and the entire staff are committed to constantly improving the standards of this institution. Your comments and feedback will not in any way reflect on your child and will not in any way affect the professional relationship between the management and yourself. However, there is no room for harsh statements, verbal complaints or threats to any of the school staff.

SCHOOL WEBSITE & CONTACT NUMBERS

Administrator Lahore Preschool, DHA - 0332 4222640 / UAN 111-66-66-33

Administrator Lahore Preschool, Gulberg - 0423 5756411/ UAN 111-66-66-11

Administrator Lahore Preschool, Faisalabad 03002345890 / UAN (041) 111-66-66-33

Email: info@lahorepreschool.edu.pk

Website: www.lahorepreschool.edu.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.