

Nova Preschool Tentative Calendar 2021/2022



August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
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October 2021						
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24	25	26	27	28	29	30
31						

November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30

July 24	School Fees	Dec 16	3 rd Parents Teachers Conference
Aug 25	First Parents Teachers Conference	Dec 19- Jan 1	End semester Break
Aug 28	Uniform & School Supply Day	Jan 22	Nova Sports day
Aug 29	First day of school	Feb 16	School Trip
Sep 23	Sensory Day	Feb 22	3 rd Progress Reports
Oct 19	First Progress report	Feb 24	4 th Parents Teachers Conference
Oct 21	2 nd Parents Teachers Conference	Mar 24	Bubble Fun Day
Oct 18	Birth of the Prophet	Mar 31	Nova red nose day
Oct 26	School Trip	Apr 17	Teacher's Day
Nov 25	Book Day	Apr 26	Final reports
Dec 1	School Fees	Apr 28	Final Parents Teachers Conference (Optional)
Dec 14	End of Semester 1 Reports	Apr 30	End of year party
Dec 15	Earth Recycle Day		

Color: School Days Color: Days off Color: School Events



Preschool Registrar Phone number: 0904483136 / 0183560619 / 0183564386 / 0183564385 / 0183472128

Preschool Registrar's email address: pre-school@novainternationalschool.com

Dear Preschool Parents

PRESCHOOL INFORMATION ON PROCEDURES AND POLICIES

We would like to inform you of our Preschool's Procedures and Policies. Once you have read it, kindly sign and return the tear off slip at the bottom of this letter on the hardcopy which we will send home with your child, when Preschool starts. If you have any questions, you are welcome to call our Preschool Registrar.

1. FOOD FROM HOME

Birthday Parties

Children are welcome to bring in special treats to celebrate a birthday. Birthday parties are to take place on Sundays at the end of the day, before all children go home, for a maximum of 45 minutes. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please make arrangements with the Registrar and the Class Teacher a day before your child/children's birthday party.

Food Recommendations

No fizzy drinks, chocolates, candy, peanuts, nuts, cakes with icing or chips are allowed at preschool. Children must bring a water bottle to school every day. We encourage healthy eating and healthy drinking. We welcome healthy fruit juices, store bought canned tea (Hibiscus or other) and flavored milks.

Lunch Boxes and Water bottles

Please clearly label all your child/children's lunch boxes and water bottles with their family name and class name, Example Mustafa Ahmed, Pre K.

2. TODDLER / NURSERY MEALS AND SNACKS

Please give your Toddler/Nursery Breakfast before coming to Preschool in the mornings. For Preschool, your 2/3-year-old eats small meals combined with two snacks each day. Please pack in one meal and two snacks for Preschool every day. Below are some ideas for meals and snacks, we can recommend:

1. A cup of green peas - surprise your Toddler/Nursery with a new taste and texture by offering whole peas for snack time.
2. Steamed or boiled fish. Soft, easy to chew and very nutritious fish is a great first finger food.
3. Tender chopped meats. Meat is a smart source of iron, an important nutrient for young children. Meat is now recommended by the American Academy of Pediatrics as a first solid food, so it's a perfect finger food as soon as your child is ready to pick up small pieces. Ground meat in meatballs and burgers (cut up in small pieces) typically has a softer texture and may be easier for your young child to handle.
4. Well cooked beans. Beans are full of protein, fiber, folic acid and other nutrients. Canned beans are good, but make sure to rinse them, to get rid of excessive sodium.

5. Steamed carrot sticks and green beans. Raw carrots and green beans should be off limits until your Toddler/Nursery has the ability to chew and swallow hard foods safely. Steamed/boiled veggies, however, work well too.
6. Yogurt. Young children enjoy flavored yogurt more than plain. Pack one in as a desert.
7. Noodles or pasta. Pasta (macaroni, spaghetti etc) and noodles (thin strips of pasta like Indomie) are many toddler/Nursery's favorite foods because they're delicious and are easy to handle.
8. Soft, raw fruit such as watermelon, tomatoes, avocado, banana, strawberry, and peaches cut in small cubes are ideal for your Toddler/Nursery child.
9. Scrambled eggs. Eggs are completely safe and an excellent source of iron, protein, and choline.
10. Cucumber strips. If your Toddler/Nursery child is able to chew them.

We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.

3. PRE K/KINDERGARTEN MEALS AND SNACKS

Please give your child breakfast before coming to school in the morning. Children feel better when they eat well. During Pre-K and KG years, a child should be eating the same foods as the rest of the family. Remember to pack in 1 meal and 2 snacks daily. Below are some lunch/snack ideas:

1. Deli Meat Roll-Ups (Chicken or Beef Mortdella);
2. Noodles or Pasta salad with cucumber, chicken pieces, tomato or any other items you like;
3. Fresh fruit, oranges, bananas, grapes, strawberries, apples can be sent to school, the teachers will cut them into pieces so that they are fresh when eaten;
4. Only flavored yogurt.
5. Dry breakfast cereals Kellogs or other breakfast colorful cereals, can be eaten as a snack;
6. Scrambled or boiled eggs;
7. Frozen fruit, berries, bananas, grapes will defrost by lunchtime and keep the lunchboxes cool;
8. Tahina with broccoli, raw carrot, red pepper or cucumber sticks for dipping;
9. Pretzels or dried fruit;
10. Fried chicken/meat pieces with vegetables and rice mixed as a salad, or just send a little rice (cup size) with mixed vegetables, and separate chicken pieces.

We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.

4. TODDLER TOILET INFORMATION

Toddler Under 2 Years Old

If your child is under 2 years old, we will change their diapers according to our routine below.

Toddler Over 2 Years Old

If your child is 2 years old when starting preschool, we will immediately start toilet training. We would appreciate your cooperation with us, and you are most welcome to discuss these routines with our Toddler Teacher. Instead of changing your child's diapers, we will put them on the toilet, with specially made seats made for Toddlers. It is a learning experience for our 2-

Year-olds and the one watches the other and learns to do it. Depending on the individual, we may or may not leave diapers on the child and expect them to wear only underwear. Every child is different and may not be ready to do this. This needs to be discussed on an individual basis, with the Class Teacher.

Diaper/Toilet Training Routines

Our Toddler changing/Toilet Routines daily are set out below. During these times, the Assistant/Teacher will check each child, and change them if necessary or if older than 2 years old, put them on the toilet. The routine is as follows:

- a) Upon arrival at Preschool.
- b) Before first break, after first break;
- c) Before second break, after second break;
- d) After Quiet time;
- e) Before your child goes home.

They will also be checked after PE, just in case.

5. NURSERY TOILET INFORMATION

Our Nursery toilet times are set out below.

- a) Upon arrival at Preschool, the Teacher/Assistant will ask if they need to go, and then then take them to the bathroom.
- b) Before / after 1st Break, the Assistant will take Nurseries to the toilet.
- c) Before / after 2nd Break, the Assistant will take Nurseries to the toilet.
- d) Immediately after “Quiet time,” the Assistant will take Nurseries to the toilet.
- e) Any other time that the Learner asks to go, the Assistant will take them to the Toilet.
- f) Teacher/Assistant will ask if Nurseries need to go to the toilet just before they go home.

6. PRE-K/KINDERGARTEN TOILET INFORMATION

Our Pre-K/Kindergarten toilet times are set out below. In the beginning the teacher may or may not go with the child to the bathroom (while waiting outside), depending on the needs of the individual child. Once certain children (not all) have established a routine, and are more confident, then the Teacher will allow them to go on their own. For some children, a new school, a new environment might be unfamiliar, and they may not willingly want to go on their own. We do; however, encourage our 4- and 5-year-olds to be independent when going to the toilet alone. But Pre- K will still taken to the toilet by the Assistant Teacher:

Our schedule is as follows:

- a) Upon arrival at Preschool.
- b) Before / after 1st Break;
- c) Before / after 2nd Break;
- d) Immediately after “Quiet time” for Pre-K only;

f) Before going home;

g) Directly after PE;

Any other time that the Learner asks to go, they will be allowed to do so.

7. MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless it is for a Chronic Illness such as Diabetes, asthma and so on, and is indicated on the Learners Enrollment forms and signed by the parent /s.

8. ILLNESS

Our first priority at Nova International's Preschool is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom.

A child who becomes ill while at Nova Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to Reception to wait for his/her parent to arrive.

Nova Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

9. CURRICULUM AND NEWSLETTERS

The Curriculum at Nova Preschool includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Nova Preschool uses an EYFS Curriculum for Toddlers and Nursery and the American Star fall Common Core Curriculum in Pre K. Kindergarten will use American Common Core Curriculum - Journeys for English and GO Math's for Math as guides for planning the curriculum in each of its program rooms.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Newsletters which contain exactly what your child will be learning during the week, are WhatsApp to parents every Sunday on a weekly basis.

Each classroom is set-up in centers, which include blocks, Library, Math, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

10. DAILY SCHEDULE AND ACTIVITIES

The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines are maintained whenever possible for arrivals and departures; meals and snacks; personal care routines like diapering/toileting and hand washing; and transitions.

11. UNIFORMS

It is Compulsory for Preschool Children (except Toddlers) to wear their Uniforms daily Sunday to Thursday during school hours. Only closed shoes are allowed at preschool, no toes or heels are allowed to be open, due to possible injuries. We recommend sneakers/trainers, however, should you prefer another closed type of shoe, it is allowed. No sandals are allowed at Preschool. [PE shirts must be worn to Preschool on days for PE only.](#) (Monday and Wednesday) All Clothing must be clearly marked / labelled with your child's name.

12. **FREE PLAY**

"Free-play" (also called child-initiated activities, free choice, and self-selection) must be included in the Class Activities every week. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

13. **OUTDOOR PLAY**

After eating breakfast and lunch, we engage in outdoor play and activities. This can include ball play or playing on the playground equipment. Sometimes, a Class Teacher may decide to read a story, or do an activity outside, only if it is not too hot, sandy or if it is raining.

14. **MULTIMEDIA**

Multimedia (movies, shows etc) outside of the prescribed curriculum, is limited to a maximum of one hour, per class per week.

15. **MUSIC AND NURSERY RHYMES**

We encourage music and Nursery Rhymes to be played daily, during Timetable changeover of the learning area, PE, Music, during Art, Circle Time, and Dramatic Play time and so on. Every classroom is equipped with a CD player. Children also do music (informally) with their class teacher once a week which is scheduled on the class timetable.

16. **LIBRARY BOOKS**

During the Library period students will be taken to the library to take out their favorite book and read quietly in the library. If, however, a parent wants their child to take the library book home, it will be sent home on a Sunday and returned on the Wednesday. If the book is late or lost a fine of **12\$ US Dollar** will be implemented.

17. **WEAPONS/VIOLENT PLAY**

There is a strict policy of allowing no weapon play at Nova Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. If a child brings a weapon to Nova Preschool, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

18. **FIELD TRIPS**

Nova Preschool offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. Parents will be notified at least one week before the planned field trip.

19. **PARENT / TEACHER APPOINTMENTS**

Should a parent want a meeting with a teacher, they are welcome to do so by calling the Preschool Registrar. All parent/teacher appointments are after 2:30pm on Mondays only.

20. **BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons:

teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Nova Preschool to prevent and stop biting.

21. ITEMS REQUIRED FOR EACH CHILD IN EACH CLASS

Each class teacher will send requirement list

22. PRESCHOOL TIMES AND ATTENDANCE

22.1 DROP-OFF TIMES

Preschool opens the gates at 7:30am and closes at 8am. Feel free to send a comfort toy (teddy bear etc) to school with your child, if necessary for the first week of Preschool only.

Please do not engage in conversations at the door with the Teacher on duty. If you would like to get an urgent message to the teacher then please drop your child at the gate and then call the Preschool Registrar, who will then pass your message on to the teacher and provide you with feedback. Preschool assembly takes place every morning from 8:00am to 8:15am. Children must be picked up promptly at 2:15 pm daily.

22.2 COLLECTION TIMES

Please collect your child/children on time at 2:15pm at the gate from the Teacher on duty. Please note that teachers have regular meetings, short training workshops or other educational group discussions after 2:30pm, as mentioned above, and cannot afford to miss these critical gatherings. We do have communication books (diaries), and teachers briefly record your child's day in there. If you have any comments, feel free to write it in the communication book (diary), where after the teacher will respond to you. On the first two days Preschool will end at **12:30pm**. From **Tuesday 31st September 2021** pickup time will be the usual **2:15pm**.

23. PHOTOS OR VIDEOS ON WHATSAPP

Every Saturday and on a weekly basis, the Preschool Registrar will send Photos and / or Videos of your Child's Activities during past week.

24. JEWELRY AT PRESCHOOL

For safety reasons, we prefer children not to wear necklaces, bracelets, rings, and watch (except KG they are allowed to wear watch) to school. Earrings are allowed but should be studs which are the same earrings a pharmacist puts in your child's ear, when they first have their ears pierced.

25. NOVA PRESCHOOL BLUE BAGS

Every Sunday Nursery and Pre-K must bring their Nova blue bags to school with a clean bed sheet and sleeping blanket. These bags will be sent home every Thursday, with the bedding laundry which needs to be washed and sent back to Preschool on Sundays. The blue laundry bags are property of Nova International School, and lost or damaged Nova blue bags are subject to a **15\$ US Dollar** fine, payable to the School.

26. DIARIES

Correspond with your child teacher by writing in his/her diary or alternatively email your respective teacher at her school e-mail address:

Toddler – Ms. Jenny – Toddler@novainternationalschool.com

Nursery - Ms. Merle - Nursery@novainternationalschool.com

Pre k – Ms. Desiree– prekindergarten@novainternationalschool.com

Kindergarten – Ms. Sharon– headofpreschool@novainternationalschool.com

Daily attendance and being on time is very important. We do not want children missing out on parts of lessons which is conducive to their learning and acquisition of skills. If your child is ill, kindly phone the Preschool Registrar in the morning.