

**MISR LANGUAGE SCHOOLS
AMERICAN DIVISION**

KINDERGARTEN

PARENTS' HANDBOOK

WELCOME TO KINDERGARTEN

The First Day of School

*I used to be little, but not any more,
Tomorrow I'll get up and walk out the door.
I'm going to school - it's the first time for me.
It's great to be big, but I'm scared as can be.*

*My tummy's in knots. Do you want to know why?
I'm thinking that maybe, just maybe, I'll cry.
When you leave the school and I'm there alone,
I'm thinking that maybe I'll want to go home.*

*But wait - you said I'll play lots of new games,
And meet lots of friends - I can learn all their names.
The first day of school, oh there's so much to do!
There's painting and books and a big playground, too.
I used to be little, but not any more,
Tomorrow I'll get up and walk out the door.
I'm going to school - it's my first day, you see.
It's great to be big! I'm so glad that I'm me.*

Misr language schools- American Division Kindergarten program provides children with organized educational activities appropriate for young learners, taking into account their physical, intellectual, social, and emotional needs. A young child's natural world is one of curiosity, exploration, and imagination. The richest gains are likely to occur when these characteristics are promoted in a classroom through play where children can investigate and develop an understanding of their world. Play provides a context in which the teacher can observe children's handling of materials and social situations, assess their stages of development, and encourage further learning experiences.

The kindergarten years, are the foundation years of a child's educational development, these are essential years in a child's development. They provide the foundation upon which all future learning will be built on. It is vital that children have the opportunity to build on their knowledge and understanding, and as teachers, educators, and caring adults the MLS kindergarten staff initiate learning opportunities upon which children can build and develop a strong educational foundation.

Think of your child's learning and development as a building made of bricks. If there are gaps and bricks missing, the building will be unstable and will collapse. If a child has

gaps in their learning and understanding then they will have a weak and unstable foundation upon which to build their education.

Children entering Kindergarten come from varied backgrounds. Some children may have many years of pre-school Nursery experience, some may speak English as a first language at home, and others may have brothers and sisters at MLS. Our task is to provide learning opportunities so that each individual child in our care can reach their full potential.

❖ **Social / Emotional Development**

In order to learn effectively, children must feel good about themselves, about school, and about others. A prime goal of kindergarten is to foster social and emotional growth through play. Children practice socially appropriate behavior and develop self-help skills to assist them in interacting with new people and situations.

❖ **Physical Development**

Through indoor and outdoor play, children use balls, hoops, water, sand and climbers, to strengthen large muscles. Fine motor skills enhance small muscle growth and coordination and include such activities as manipulating stacking toys, picking up small objects with the thumb and forefinger, tracing over simple shapes and designs.

❖ **Intellectual Development**

Kindergarten encourages children to develop critical thinking such as observation, compare/contrast, categorization and sequencing skills, to question, to experiment, and to develop creativity through language, music, the arts, and drama. As individuals and as groups, children explore topics of natural interest to young learners.

❖ **Language and Communication Development**

Activities in Kindergarten enhance speaking and listening in young children, games, music, stories, and discussions build necessary oral language skills required for later instruction in reading, writing and oral communication. Students will be able to recognize sounds, sounds that are similar, rhyming words, hearing sounds in words, linking sounds to letters in the alphabet, and finally using phonic awareness to read and write some simple words.

❖ **Mathematical Development**

Young children's mathematical development starts at a very early age. Their early experiences provide a firm foundation and are essential in reinforcing and building on their knowledge and understanding.

THE KINDERGARTEN PROGRAM

What Do I learn in Kindergarten?

First, and Most Importantly:

- I learn to be away from you - my parents - and this may take me some time.
- I learn to work with teachers and other adults.
- I learn to work with a large group of children.
- I learn to work alone.
- I learn to share and cooperate.
- I learn simple rules and routines.
- I learn to follow instructions.
- I learn to complete a task or activity.
- I learn to question and answer.
- I learn to be independent, but not afraid to ask for help.
- I learn to select and choose.
- I learn to share ideas and experiences with others.

OVERALL EXPECTATION:

Language and Communication Development

At MLS American Division, there is a strong emphasis on the development of language and literacy skills. The area of language and literacy includes oral communication, speaking and listening for different purposes, and experiences in reading and writing in their basic forms. Of course children will achieve these different aspects at their own pace and will vary in their acquisition of different skills.

By the end of kindergarten, children will be able to:

- Communicate effectively by listening and speaking.
- Demonstrate understanding of a variety of written materials that are read to them (e.g. stories, poems, informational materials).
- Comprehend simple written materials (high frequency words, signs, labels) using reading strategies that are appropriate for beginners.
- Read phonetic early reader books.
- Spell dictated word family groups (cat, hat, had, made, sit, hit...)
- Communicate thoughts and feelings using writing strategies that are appropriate for beginners.
- Use and respond to a variety of media materials.

Reading and Phonological Awareness

❖ **Learning the letter sounds**

At MLS we use the Jolly Phonics program to teach the 42 main sounds of the English language, and not just the alphabet sounds. For each sound there is an action to help children remember the sound the letter makes.

Letters are introduced starting with those letters that are used most frequently and not in alphabetical order. The first group "s a t i p n" has been chosen because they make more simple three letter words than any other six letters. Sounds with more than one way of being written are first taught in one form only. For instance, the sound 'ai' (rain) is taught first, the alternatives 'a-e' (cake) and 'ay' (day) will be taught later.

❖ **Letter Formation**

It is very important that children hold their pencils correctly. If a child's pencil grip starts incorrectly it is very difficult to correct it later on.

❖ **Blending**

Blending is a process of saying the sounds of each letter in a word and then running them together to read the word, e.g. c-a-t is cat. It is a technique children will learn and a skill that will improve with practice.

❖ **Identifying Sounds in Words**

In order for a child to be able to write independently they need to be able to hear the letter sounds in a word and then write the letters for those sounds to make a word.

❖ **Tricky Words**

Some words cannot be sounded out or spelled correctly by listening for the letter sounds in them. These words are called "Tricky Words" and have to be learned by sight. As children become more fluent at reading and writing, they will be taught how to cope with "Tricky Words."

Finally

This all sounds like a great deal of work, but it is learned in stages and is spread over a considerable period of time starting in KG1 and continuing through KG2.

Mathematical Development

Throughout the course of the KG years at MLS, your child can expect to experience a wide a variety of activities aimed at promoting confidence with numbers and other mathematical concepts.

By the end of kindergarten, children will be able to:

- Demonstrate understanding of sets and whole numbers.
- Measure and compare the length, weight, mass, capacity, and temperature of objects, and demonstrate awareness of the passage of time.
- Identify the characteristics of two-dimensional shapes and three dimensional objects.
- Recognize and use patterns.
- Collect, display, and interpret data in daily activities.
- Show willingness to persevere in solving problems.
- Complete simple addition and subtraction math sentences (KG2).
- Seek further information, assistance, or materials when necessary.

Intellectual Development (Science and Technology)

By the end of kindergarten, children will be able to:

- Demonstrate curiosity and a willingness to explore and experiment.
- Demonstrate understanding of and care for the natural world.
- Demonstrate an awareness of the characteristics and functions of some common materials.
- Demonstrate understanding of strategies for planning and organizing.
- Recognize and use some common forms of technology.

Personal and Social Development:

By the end of kindergarten, children will be able to:

- Demonstrate a positive attitude towards themselves and others.
- Demonstrate independence and willingness to take responsibility in learning and other activities.
- Demonstrate an awareness of health and safety practices.
- Perform tasks requiring balance and coordination, precision, and perceptual skills.
- Identify and use social skills.
- Demonstrate awareness of their surroundings, both natural and human-made.
- Demonstrate awareness of patterns in their daily lives.

Creative Development:

By the end of kindergarten, children will be able to:

- Express ideas and feelings through a variety of media such as art, drama, role play, and writing.
- Experiment with techniques and materials.
- Demonstrate basic knowledge and skills gained through exposure to the arts and activities in the arts.
- Cooperate and collaborate with others on artistic projects.
- Communicate their responses to music, art, drama, and dance.
- Demonstrate awareness of new abilities they develop through arts activities, and express pride in their own work.
- Demonstrate awareness of some simple art forms from various cultures.

(10)

Before I Can Learn To Read I Need To:

- Be enthusiastic about books.
- Know what a book is.
- Know the front of the book.
- Be able to look at the book from front to back.
- Be able to tell a story from the pictures.
- Know that print contains a message.
- Know where to start reading.
- Be able to follow print from left to right.
- Be able to follow print from top to bottom.
- Know what a word is.
- Know what a letter is.

- Be able to point to individual words while "reading".
- Be able to memorize stories and rhymes.

KINDERGARTEN

INFORMATION FOR PARENTS!

Great Beginnings Start with a Caring Staff

Kindergarten teachers at MLS have a genuine love for small children. They show patience, kindness, and empathy toward the needs of young children. They realize that a good kindergarten provides a warm and caring environment in which children feel secure in exploring the world around them. At the same time, the kindergarten teachers at MLS help children to develop a sense of responsibility and independence.

Kindergarten class time

The time children spend in kindergarten class includes:

❖ Play Time at Learning Centers

Much of the subject content in KG is pursued through activities at learning centers. Teachers modify the focus at various centers to accommodate the changing themes being taught, and the needs and interests of the class. Children may engage in small group or individual play at learning centers. Some centers may be permanent and others short term. Learning centers may include water, sand, crafts, blocks and other building tools, nature, puppets, dress-up, library, puzzles, and carpentry.

❖ **Circle Time**

At the beginning of each school day children assemble in a large group for storytelling, songs, games, and discussions. The focal point of this part of the day is literacy development, the growth of oral expression, the fostering of interest in books and reading, and related language activities such as, the daily calendar reading, recognizing class jobs, schedules and the show and tell activities.

❖ **Indoor / Outdoor Play**

Throughout the day, students play together in the classroom and outside. Enjoyment of energetic activities allow students to use large and small muscles to improve coordination and to build self-confidence, team spirit, good sportsmanship, promote individual challenges reached by following rules, taking turns, and following positive social skills.

School Timing

Classes begin at 7:45am and finish at 3:00pm. Punctuality is important, late arrivals often disrupt the classroom routine and children feels more secure and comfortable when he/she enters class with his/her classmates.

In the event of a child being tardy, the child must report to the office for a late slip before entering class.

Please ensure your child is picked-up promptly at 3:00 pm. A Student Identification Card must be presented by the parent/driver at the gate in order for a child to leave school premises.

General Information

Home School Communication:

If you or your child has any problems or concerns, please call the school. If there are any changes at home such as a new caregiver, phone number, or work number, please inform the school right away. The school numbers are:

- KG Mobile: 0199945805
- Elementary Mobile: 0109101752
- Landline: 3-3760170, 3-3769421, 3-3769422, or 3-3766179 ext. 232

The school communicates with parents through:

- ❖ **Weekly Work Letter**
 - A weekly plan is sent home showing what will be covered in class during the week.
- ❖ **"The Messenger" copybook**
 - This is a daily record of messages to and from parents and teachers. Parents should read and sign your child's messenger everyday.
- ❖ **Home Information File**
 - This file is used for sending all announcements/messages from the class teacher or school administration to parents. Your child's file should be checked daily.

- ❖ **Progress Reports**
 - Progress reports are sent in the middle of each quarter.
- ❖ **Report Cards**
 - Report cards are sent at the end of each quarter (4 Qtrs. /Year).
- ❖ **Parent Orientation Night**
 - An open house that allows teachers and administrators to describe the curriculum, programs, and activities planned for the year.
- ❖ **Parent-Teacher Conferences**
 - An opportunity for parents and teachers to discuss individual student's growth and needs. Parents' conferences are held at the end of the first quarter and the third quarter.

Absence

If your child is absent, please telephone the school. When your child returns to school, he/she should bring a note explaining his/her absence. If ill for more than 3 days a doctor's note is required.

Attendance is important, but if your child has a cold or is feeling sick, please keep him/her at home. We are flattered to hear that your child wants to come to school even when he/she doesn't feel well, but KG students have a very active day and your child will not have an enjoyable time if he/she is not feeling well.

Accidents:

The supervision of children at school is very important and children are supervised at all times. There are times however when an accident may occur. In this instance, the child will be taken to the school doctor and examined to ensure that there is no serious injury. The office will send a letter home advising you of the accident. If the accident is considered serious then you will be contacted by the office and told of the nature of the accident and injury to decide together what will be done next. If considered necessary, the child will be taken to a hospital for treatment upon the parents' and administration's mutual agreement.

Toys:

Children are not permitted to bring toys to school. We have plenty of high quality, educational toys at school.

Bus Students:

If your child is a bus student, and you plan to pick him/her up on a particular day, please send a note to the class teacher/Elementary office of your intentions. If you forgot to send a note, please call the elementary office. If your child is to be picked up by someone other than the usual person (parent/driver), please notify the school in writing or by phone. *For the safety and security of your child, we will not release him/her without a Student Identification Card being presented by whoever is picking up your child.*

Non-Bus Students:

All KG students should leave school promptly at 3:00 pm.

For the safety of your child it is very important that you provide the school with who (parent/driver) will regularly be picking them up. If your child is to be picked up by someone other than the usual person (parent/driver), please notify the school in writing or by phone. *For the safety and security of your child, we will not release him/her without a Student Identification Card being presented by whoever is picking up your child.*

Birthdays

We like to celebrate each child's special day. Parents are invited to send in treats or a cake to share with the class on the last Thursday of each month. Please confirm with the class teacher if you wish to send in treats!

Snacks:

Each day your child should bring a HEALTHY snack that is ready to eat. Here are a few suggestions:

- ❖ cheese and crackers
- ❖ fruit
- ❖ raw vegetables
- ❖ rice cakes
- ❖ bread sticks
- ❖ small sandwiches
- ❖ muffins
- ❖ popcorn
- ❖ Water (and lots of it!)

Please do not send:

- ❖ Candy - chocolates
- ❖ Chips
- ❖ Gum
- ❖ Soda (Fizzy drinks) or glass bottles of juice.

NOTE: KG students are not allowed to buy from the canteen. Do not send money!

Clothing

❖ Uniform

- Uniforms are mandatory at MLS - American Division. You will need to purchase a school uniform as well as a PE uniform from our uniform outlet on the school campus.

❖ Shoes

- Shoes with a Velcro strap are recommended. Please avoid shoes with laces.

❖ Change of Clothing

- In addition, each child needs to have 2 extra set of clothes (underwear, pants, socks, and shirt) to be kept at school for emergencies.

All your child's belongings should be clearly labeled with their name.

Illness and Allergies:

The Elementary School Administration should be informed of any illness or allergies that your child may have. If your child uses an inhaler or has a specific medicine to take then it should be clearly labeled with your child's name and class. It then will be given to the school administration to be in the clinic with the school doctor. (Members of the teaching staff are not responsible for administering medicines)

Photographs

Please send 3 passport sized photographs to school for teachers to use during the year.

Toilets:

Kindergarten students must be toilet trained before joining MLS. We can not accept students who are not toilet trained. Although we try to promote children developing independence in using the toilet there are maids available to help and assist children with personal hygiene at all times.

Concerns and Questions:

If you have any particular concerns or questions regarding your child in school write a note to the class teacher or contact the Elementary office to convey your concerns or to schedule an appointment with the class teacher.

Scheduling an appointment with the class teacher must be done in advance through the Elementary office.

PARENTS.....

WAYS TO HELP YOUR CHILD!

HELPING YOUR CHILD GET A HEAD START!

- Start helping him/her to print his/her name, using a capital letter for their beginning, and lower case letters for the rest. Please encourage your child to begin letters at the "top" and move downwards! Try to encourage the correct grip. Doing this at an early stage, decreases frustration and muscle fatigue later!
- Let your child use quality "kid" scissors often! (right or left - if possible)
- Practice bathroom skills:
 - Toilet training (wiping) and flushing
 - putting seat up/down
 - washing hands
 - fastening clothing correctly and independently
- Teach your child your last name, street address, and phone number
- Teach him/her the teacher's name.
- Be sure your child has been immunized.
- Have your child's vision and hearing checked by a specialist before school.
- Be sure to start going to bed early when September begins! Children will be tired during the first weeks of school.

You can stimulate four/five year old speech and language
by...

- Helping your child classify objects and things by talking about what kinds of things are alike or different.
- Teaching your child the correct use of a telephone.
- Helping you plan activities such as dinner or a family outing.
- Giving your child more responsibility.
- Talking with him/her as you would to an adult.
- Reading longer stories to him/her.
- Letting him/her tell and make up stories for you.
- Continuing to show your pleasure at his/her development in speech, language and thought.
- Not expecting absolute perfection in the way he/she pronounces words.

HOME LEARNING ACTIVITIES

<u>Learning Activities</u>	<u>Related Skills</u>
* Sorting laundry, putting piles of sorted clothes in washer, dryer, drawers, closets.	*likeness, differences, sorting,
*Setting the table	*sequencing, organization
*Planning meals	*sequencing, organization, problem solving
*Making a schedule of jobs, broken down into days, weeks, months, events.	*sequencing, association, organization
*Scheduling special jobs on certain days (taking out garbage)	*responsibility, organization, sequencing
*Doing daily chores (making bed, putting dirty clothes in hamper.	*responsibility, independence
*Choosing T.V shows from structured options	* decision-making
*retelling sequence of events and main ideas from selected TV shows	* sequencing, finding the main idea,
*keeping a diary, log, journal (i.e. child draws or dictates)	*language, organization, writing.
*reading to younger siblings	*reading

Here are some simple ways to help your child develop academically, socially and emotionally.

Literacy

- Read regularly to your child before they go to sleep, making sure that you are sharing quality time with your child.
- Develop a home library with some of your child's favorite books.
- Let your child see some of your reading books.
- Have your child's name written on their bedroom wall, pointing out to them the letter it begins with.
- Have a writing area at home where your child pretend to write - include paper, pencils, chalk board, whiteboard, pretend telephone.
- Let your child see writing for different purposes - letters, shopping lists, on your calendar, in your diary.
- Provide coloring books to develop their fine motor skills.
- Have tracing paper available which you can put on top of pictures for them to trace and color.
- Encourage your child to recognize their name in other places - on their bag, in their clothes.
- Have a time at home where the whole family speaks English.
- Ensure that your child doesn't interrupt you when you are speaking and that you encourage them to wait their turn.
- When your child has waited for the right time to speak make sure you listen carefully to what they have to say.
- Provide a dressing up box with masks, hats, shoes, etc ... and a play area where your child can use their imagination to create different situations.
- Create a library of story tapes with the relevant books so your child can develop their listening skills.

Mathematics

- Counting items of clothing when they get dressed, counting the plates on the table, count the chairs at the table.
- Play games such as dominoes, or any games using dice getting your child to count the dots, or recognizing and saving the number.
- Look at shapes in the environment getting your child to identify circles, squares, triangles.
- Have lots of junk available for your child to make 3 dimensional models.

Knowledge and Understanding the world

KG children are like sponges in that they soak up information and quickly build on their experience and understanding.

- Use visits to different places to broaden your child's vocabulary and develop their confidence.
- Familiarize your child with their immediate surroundings at home and outside.
- Plant seeds on the balcony, help your child dig in the garden; let them buy a special plant of their own to look after.
- Have lots of construction materials for them to experiment with and explore.
- Let them help you with cooking and baking. Talk to the children about how the mixture changes as it cook, freezes, and melts.

And for this Learning to Happen, Parents and Teachers Must Remember:

- ❖ That I am an individual and I will learn at my own rate and this may be faster or slower than others.
- ❖ That I will succeed if I am given time, practice and encouragement.
- ❖ That you trust I will learn, just as I did when I learnt to walk.
- ❖ That you give me praise for my efforts.
- ❖ That I want to learn