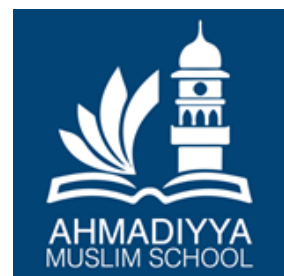


Academic Year 2021 - 2022

kindergarten Parent's Handbook

**AHMADIYYA
MUSLIM SCHOOL**



WWW.AHMADIYYAMUSLIMSCHOOL.CA

PHILOSOPHY

The Kindergarten Program operates within the Ahmadiyya Muslim School (AMS), which is an Accredited Private School. AMS strives to provide a safe and caring environment, in which excellence in academics with Islamic integration is achieved.

AMS' Kindergarten is committed to providing high quality activities for children ages 3 to 5 years (who must be 4 years of age by December 31st of the year they are entering the program). Islamic principles are infused through the hands-on learning experiences in a consistent, caring, and nurturing environment.

- AMS' Early Childhood Services (ECS) program believes that each child is unique; therefore, the Kindergarten program provides a secure, caring and stimulating environment to maximize each child's potential. The program targets each facet of a child's development including emotionally, intellectually, physically, spiritually, creatively and socially.
- The Kindergarten program helps the children grow in their knowledge, skills, and abilities while offering the children a strong educational foundation.
- AMS is dedicated to partnering with parents to assist in training and equipping children for today as well as their future. The AMS family models and encourages students to build a positive relationship with Allah through infusing Islamic-centred principles into our learning.

MISSION

Our mission is to provide a learning environment that builds on each student's strengths. We encourage students to become independent and confident learners, while providing quality educational opportunities to ensure students reach their highest potential.

Vision

Our vision is to "Engage, Empower and Excel." Ahmadiyya Muslim School (AMS) strives to create a learning environment that engages students by offering appropriate instruction, diverse teaching styles, one-on-one teacher/student time. This will empower our learners to work hard towards their educational goals. Our small class sizes allow us to develop close connections with our school community. We provide an opportunity to gain education in an environment that focuses on Islamic principles and is safe, nurturing, and supportive, while empowering students to be functioning members of society.

About Us

AMS Kindergarten is a non-profit organization operating as a Licensed Child Care Facility, regulated by the Alberta New Learning and Child Care Act. It follows a provincially approved Program Plan specific to the Preschool Program, according to regulations established under this Act.

- Ahmadiyya Muslim School, including AMS Kindergarten, is overseen by the AMS Board of Directors.
- The establishment of the AMS Kindergarten program is to benefit the parents, the children and the school by providing an essential service to families wherein Kindergarten readiness preparation offered in a school environment. Parents feel confident knowing their child will be cared for and educated in a clean, safe and nurturing environment. Children will feel comfortable attending the Kindergarten program in a building that they will become familiar with throughout their education journey.
- Individuals in Kindergarten will begin developing positive relationships with their peers as they journey together through their educational years at AMS.
- AMS Kindergarten staff follow the staffing qualification requirements as outlined in the New Learning and Child Care Act.
- The minimum staff member to child ratio for this program is 1:12.
- Volunteers in the AMS Kindergarten program must complete the AMS Volunteer Application Process before approval is given to volunteer in this program. Volunteers must have a valid Criminal Record Check with Vulnerable Sector Search completed as part of the application process.

AMS Kindergarten program will achieve the following:

Physical Development (through outdoor activities, movement breaks, the use of the school gymnasium, and Learning Commons spaces):

- Build good health habits, practices and attitudes.
- Train independence in physical development.
- Develop spatial awareness and fine/gross motor coordination to develop perceptual skills.
- Become aware of physical abilities and boundaries, as children have opportunities to play and explore their environment.

Social Development (including interpersonal relationships, social skills, character/manner development, etc.):

- Create friendships with other children of varying languages, cultures, gender and abilities.
- Achieve a balance between spontaneous behaviour and obedience to social standards and etiquette.
- Provide positive, respectful and trusting experiences in working with adults, staff and volunteers.
- Support growth of social skills with other children that includes mutual respect, sharing and cooperation.

Intellectual/Academic Development:

- Structured learning times, including Centre Time, emphasizing development in Math, Science, Language Arts, Creative & Fine Arts, Communication, Building, Technology, Sensory and Physical Education.
- Build listening and communication skills.
- Develop appreciation and experiences to be productive citizens and stewards caring for our environment and community.
- Provide hands-on learning in a developmentally appropriate program.
- Broaden each child's horizon beyond the home through varied experiences.

Creative Development:

- Encourage curiosity/inquiry and creative thinking.
- Critical thinking and problem solving skills will be developed.
- Provide art skill development using various mediums including crafts, song, plays, puppet shows, drama creation, performances, as well as exploration in science, nature and technology.
- Display children's personal works while celebrating their individual accomplishments and achievements.
- Providing opportunities to help children identify and highlight their gifts, interests and talents.

Emotional Development:

- Develop self-confidence, self-reliance, self-discipline and self-esteem in a safe and consistent environment.
- Help each child to be accepted by his/her peers, empathize with others, and establish his/her sense of belonging.
- Give positive affirmations and praise or reward for appropriate behaviours and attitudes to build a strong sense of security.
- Build positive relationships between AMS staff, students and parents.
- Provide guidance in showing appropriate care, affection and interest in others.
- Channel instinctual impulses into positive responses.
- Develop self-regulation skills to help children adapt their behaviour, attention, and emotions.
- Develop skills for maintaining healthy relationships with peers and adults from an Islamic perspective.

Spiritual Development:

- Present experiences to understand Allah's presence in the world and in our personal lives (using the Quran and Hadith as our guide).
- Provide opportunities to experience Allah's love and for the child to express his/her love for Allah (prayer, praise and worship, Quran memorization, etc.).
- Support each family as they discover and apply Islamic concepts to their everyday life.

ADMISSIONS/REGISTRATION

- Parents/guardians are required to submit a completed application to Administration including:
 - All pertinent learning documents.
 - Full disclosure regarding your child's strengths and weaknesses.
 - Diagnosed or suspected medical or learning conditions.
- AMS admissions team will review of student files - including report cards, and other documentation (IPP's, Specialized Services Reports, etc.)

PROGRAM FEES

The fee schedule for AMS Kindergarten program is based on a 10 month program of \$1000 for the academic year. The fees can be paid by making a one time payment for the year, or setting up a monthly plan via cheque, cash or e-transfer. For any further program fee details please contact administration.

SCHEDULE

AMS Junior Kindergarten program will run full-day classes on the following days:

Tuesday/Thursday 8:30am- 3:15 pm
And every alternating Friday 8:30am- 12:30 pm

AMS Senior Kindergarten program will run full-day classes on the following days:

Monday/Wednesday 8:30am- 3:15 pm
And every alternating Friday 8:30am- 12:30 pm

Please see attached calendar for specific dates.

DROP-OFF & PICK-UP PROCEDURES

- The parent/guardian or designated adult is responsible to bring the child to the entrance of the school where the AMS Kindergarten staff will take the child to their classroom.
- Children should arrive no earlier than 8:20 am, accompanied by their parent/guardian or authorized adult, using the AMS ELEMENTARY entry doors for DROP-OFF.
- If arriving later than 8:35 am, please take the child to the Baitun Nur Mosque's front door and call the MAIN OFFICE. A staff member will meet you at the front and will then escort the child to the Kindergarten class to be signed in.
- PICK-UP your child from the DROP-OFF doors between 3:15 to 3:30 pm.
- If the parent/guardian or authorized adult is not able to pick-up the child, the Kindergarten staff must be notified of this in advance. The name, address and phone number of the individual who will pick-up the child must be provided. If this person is not an individual listed on the registration form, or if unknown to the staff, then he/she must be able to provide photo ID if requested.
- It is required by law that preschool age children cannot be released into the care of someone under 13 years of age.

ATTENDANCE PROCEDURES

In order for the staff of the AMS Kindergarten program to ensure the safety and well-being of your child, the following guidelines will be strictly enforced.

We ask that parents:

- Inform AMS Kindergarten staff of any changes regarding who will deliver and/or pick-up the child.
- Provide permission to alternate persons other than the parents/guardians that can pick-up the child including date, name, address and phone number of the person and any other pertinent details you would like to include. The alternate person's contact information will be added to your child's file. Please note that personal photo ID may be required to be shown to the program's staff.
- Inform AMS office staff of any absences from the program by:
 - Calling 403-355-6313 (extension 0 for the School Office).
 - Emailing info.calgary@ahmadiyyaschool.ca
 - It is also imperative that you notify the AMS Kindergarten staff of any absences as well, along with the reason.

Dismissal is punctual, so parents are expected to leave plenty of time for their commute to ensure that they pick-up their child on time.

STUDENT ABSENCE

The safety of the children enrolled in the AMS Kindergarten Program is of the utmost importance to us. Therefore, any changes to your child's attendance (ABSENCE or LATE ARRIVAL) for the morning or afternoon classes in the AMS Kindergarten program **MUST BE COMMUNICATED BY A PARENT/GUARDIAN to the AMS Office Staff and AMS Kindergarten Staff.**

CALENDAR

AMS Kindergarten follows the regular AMS Calendar.

The program is closed on statutory holidays, major vacation breaks as listed on the AMS Calendar (Winter Break, Spring Break, Summer Break), as well as AMS's Professional Development/Organizational Days. Please refer to the current year's AMS Elementary School Calendar for full details that are found on our [school website](#). Important classroom dates are also communicated to parents through the monthly classroom newsletters sent out by AMS Kindergarten Staff.

ILLNESS POLICY

The parent agrees to notify the Kindergarten staff promptly of any illness or suspected illness of the child. The child must be free of any of the symptoms listed below for at least 24 hours (or as per Alberta provincial guidelines), or by written consent of a doctor indicating that he/she may fully return to the program.

List of Symptoms and Communicable Diseases (may not be a comprehensive list):

- has an elevated temperature (with fever of 38.0 degrees C or higher, measured with digital thermometer available at the front office), is flushed, pallid or listless/lethargic (displaying possible influenza-like symptoms);
- has strep throat (24 hours of prescribed antibiotic treatment and cessation of fever required), an acute cold, significant nasal discharge or uncontrolled coughing, persistent crying or irritability, difficulty breathing or wheezing;
- diagnosed with Hepatitis A, “Whooping Cough”, Tuberculosis, Rubella, Measles or Mumps (only returns to program when specific care requirements have been met as per provincial guidelines for applicable illness);
- has Impetigo (returning to program only after 24 hours of antibiotic treatment has been initiated);
- is vomiting or has diarrhea (returning no earlier than 24 hours after their last symptoms);
- has red or discharging eyes or ears (“Red/Pink Eye” to have received 24 hours of antibiotic treatment prior to returning to the program);
- has undiagnosed skin rashes or infections, or mouth sores with drooling (the child must have written doctor’s consent confirming the symptoms are non-infectious prior to returning the program);
- has lice (pediculosis), scabies or other infestation (the child requires appropriate treatment to be completed before returning to the program);
- has chicken pox (returning to the program once feeling well enough to participate in all activities, regardless of the state of the rash, and returning to the same group they were with one to two days before the onset of the rash).

SNACKS & FOODS

Thank you for keeping AMS Kindergarten as a “NUT FREE” ENVIRONMENT (AMS requests that children do not bring items containing nuts to be personally eaten or shared with students).

- AMS Kindergarten does not have kitchen facilities to be used for students, and therefore, does not supply snacks or meals.
- Snack time is approximately at 10:00am and lunch at 12:00 Pm.
- Please send food items that do not require preparation, cutting, warming or peeling. Staff will assist with opening of packaging if required.

- “Ready-to-eat” healthy snacks are to be brought each day from home for your child to enjoy at Snack Time (it is recommended to use a lunch kit with your child’s name clearly labelled on it to contain the snacks). Include an ice pack if needed to keep food items cold.
- For sanitary reasons, juice boxes as well as any food/fruit from cans or items that do not reseal will be discarded. Please use resealable plastic containers with good seals to prevent spillage or wastage of food. Please do not use glass containers for safety reasons to avoid breakage.
- We ask that you provide a sanitized water bottle each day for your child that is labelled clearly with their name.
- The following are some suggestions of appropriate, school-friendly foods:
 - Vegetables, fruit, yogurt, eggs, meat, cheese, crackers, low sugar type cookies, etc.
 - If you are unsure if a food is acceptable, please ask one of the staff.
- The following food items are not allowed in AMS Kindergarten:
 - Peanuts, peanut butter, nuts, or any item that “may contain nuts”
 - “Junk foods” including candy, potato chips, carbonated soft drinks, energy drinks, and high sugar foods.
- Parents are encouraged to discuss their child’s eating patterns with the staff.
- Staff will monitor children’s snacks; however they will not be held responsible if an allergic child comes into contact with an allergen.
- On special school days, the children may be asked to bring specific food items from home to share with the class. Parents will be asked to supply the ingredient list in any home-baked goods they may bring to share with the class, so as to ensure the safety of all children.

ALLERGIES

To reduce the risk of accidental exposure to items that a child may have a severe allergic reaction to, the following policies are to be followed.

- Parents/guardians of a child with life-threatening allergies are expected to comply with AMS’s health policy and are required to fill in a **Request to Administer Medication**. For students requiring an Epi-pen, the child’s Epi-pen must always be left in the AMS Kindergarten classroom. The Epi-pen needs to be labelled with the child’s name, and must not be expired.

ADMINISTRATION OF MEDICATION

- Medication for a child can be administered when at school based upon a written request of a parent/guardian. A **Request to Administer Medication** form including the start and end date of the medication if applicable, the medication is in the original labelled container with the child's name on it, and the medication administration instructions are confirmed. This form must be completed and kept on file with the teacher; it must be signed by the parent/guardian (including administration of an inhaler, Epi-pen, or other prescription medications).
- Where medication is administered (according to labelled directions) to a child, the program will ensure that the following information is recorded after administration:
 - The child's name
 - The name of the medication
 - The time of administration
 - The amount administered
 - The initials of the person who administered the medication

For the purpose of best practice, the AMS Kindergarten staff will also check the dosage instructions, the amount administered, the date the form was filled out, the time of administration and the expiry date of the medication.

- AMS Kindergarten does not provide "over-the-counter" medications for students, such as Children's Advil or Tylenol, Benadryl, antihistamines, etc.
- Parents/Guardians will be contacted should a child develop a headache, nausea, hives, etc. during the program; parents/guardians may decide to come to the program to administer medications to the child, and determine together with the AMS Kindergarten Director/Staff if the child is able to continue to participate for the remainder of the class time.
- The AMS Kindergarten program will ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

DISCIPLINE POLICY

The AMS Kindergarten Program will ensure that disciplinary actions utilized in the program are communicated to parents, staff and children. Staff meetings will address child discipline, as well as regular communication with parents in this regard.

AMS Kindergarten will ensure that consequences utilized in the program are communicated to the Kindergarten class by engaging all children in an age-appropriate discussion regarding the guidelines, expectations, reward and/or consequences. Children will be part of the process by participating and assisting in developing the reward/affirmation system to help monitor their progress.

The AMS Kindergarten Program will not, with respect to a child in the program, inflict or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

As AMS Kindergarten Program falls under the supervision of the AMS Elementary division, the practices for discipline will align with the general Student Code of Conduct and will be developmentally appropriate.

- The AMS Kindergarten supervisor will act as a ‘wise and judicious’ parental figure to correct, redirect and teach expected/appropriate behavior as is to be perceived as reasonable for the situation. This could include a simple verbal correction (teachable moment), time away from others while still being supervised in the classroom, or removal of a privilege.
- If a child’s negative behavior continues, the parent will be notified. If a child strikes another child or a staff member, student will be sent to the office to reflect on this and if the issue continues parents/guardians will be contacted as soon as is reasonable to pick up their child. A suspension from the program may be administered and parents will be responsible to find alternate care for the child.
- Physically aggressive behavior is not acceptable. Further, if it is perceived that continuous harm could come to others, the student will not be allowed to continue within the program. A behaviour contract may be designed to outline the expectations or list plans of support should additional teaching/programs be required to assist the child to abide by the guidelines and expectations within the program. The parents/guardians and the child would meet together with the AMS Kindergarten Teacher to discuss the contract terms. The AMS Elementary Principal will assist if required.
- Positive reinforcement of appropriate behaviours, celebration of acceptable behaviors, as well as encouragement and affirmation is the primary technique that the AMS Kindergarten classroom will utilize.

AMS KINDERGARTEN UNIFORM

All students attending the AMS Kindergarten program will be required to wear an AMS uniform. Mondays and Fridays will be formal uniform days, therefore please ensure your child has appropriate uniform items. These uniform items will be acceptable attire the following year in the AMS Junio and Senior Kindergarten program and beyond. Please see the attached uniform handout for details of acceptable uniform items.

CHECKLIST OF REQUIRED ITEMS FOR AMS KINDERGARTEN STUDENTS

- ☐ LABEL ALL ITEMS with your CHILD’S NAME
- ☐ AMS Uniform
- ☐ Backpack
- ☐ Water Bottle & Healthy Snacks
- ☐ Indoor Shoes (with non-marking soles; Velcro fasteners - no heeies or light up shoes)
- ☐ Appropriate outdoor clothing (i.e. jackets, hats, mitts, boots, snow pants, etc.)
- ☐ Change of clothes (i.e. underwear, pants, socks, etc.) – to be kept in the child's backpack

- ☐ Sunscreen, bug spray, medications – if required (must be given to the Kindergarten staff to be safely stored with required forms completed i.e. **Request to Administer Medication** form)

Off-Site Activities

- At least two weeks prior to an off-site activity, AMS Kindergarten parents/guardians will receive notification regarding the activity via email, including an **AMS Parent/Guardian Acknowledgement of Risk and Informed Consent** form outlining the dates and times of the activity, the method of transportation to and from the off-site location, the supervision plan for the activity, a list of the potential risks involved with the activity, and a medical outline regarding the student. This form is to be completed by the parent/guardian and submitted to the teacher before the student is permitted to attend the activity.
- Parents/guardians will provide consent in the above-mentioned document to give permission for their child's participation in the activity.
- AMS Kindergarten staff will be expected to take the records of each child to off-site activities, along with a First Aid Kit.

Program Contact Information

AMS Kindergarten Questions or Concerns may be directed to:

AMS Kindergarten Teacher - Faakhra Choudhry
faakhra.choudhry@ahmadiyyaschool.ca

403-355-6313 ext. 201

AMS Principal -Adila Munir
principal.calgary@ahmadiyyaschool.ca

403-355-6313 ext. 203