



Parents' Guide

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Introduction

Ahsalaamalaikum,

We would like to take this opportunity to welcome all the students of Burooj Preschool. We believe that an extremely open and friendly communication between parents and school is essential to meet your child's needs. We aim to develop a positive relationship with you and your child. Early experiences are vital to a child's growth and development.

Burooj Preschool is an important place for your child during these formative years. Burooj Preschool provides the opportunities for children to grow intellectually, socially, physically, and spiritually in a warm loving environment learning Islamic discipline and values. We want the children to build a positive self-image, explore their natural senses of wonder and discover their creative spirit. We want the children to build problem-solving skills, develop self-control and consideration of others and know that learning is fun!

The purpose of the Parent Handbook is to share information with parents and to promote an understanding of our school. It is important to foster a spirit of cooperation between home and school. We hope you find this information useful as an orientation to both our policies and services.

We extend our warmest wishes for a successful school year and a prosperous New Year. May Allah SWT bless us and grant us happiness now and in the hereafter.

Ameen!

Rizana Ahmed Hameed

Principal

Burooj Preschool

About Burooj Preschool

Burooj Preschool is dedicated to creating a community that respects Islamic values, while nurturing and developing each child's unique talents. Burooj Preschool is fully accredited by the Government of Maldives. This accreditation means that the school meets and maintains strict standards with regards to curriculum, teacher preparation, and equipment.

Preschool Admissions

The following are the requirements for Admission:

- ✓ Completed Application
- ✓ ID Card copy the of Parent / guardian
- ✓ Non-Refundable Registration Fee (MVR 500.00)
- ✓ School Fee
 - Playschool MVR 1,000 for the first month of school onwards
 - Baby Nursery & Nursery MVR 1,200 for the first month of school onwards
 - LKG & UKG MVR 1,400 for the first month of school onwards
- ✓ Copy of Immunization Records
- ✓ Birth Certificate or ID Card copy of the student
- ✓ Recently taken passport size photo of the student

The Program

Burooj Preschool hours of operation are Sunday to Thursday 07:30am to 06:00pm. Our school day begins at 7:45am. Having a consistent and structured schedule provides children with an opportunity to have a classroom routine and participate in daily learning activities.

We provide children with the opportunity to learn and grow through daily activities. It is also a time of preparation for now and the hereafter. If your child will be absent on a certain day, please notify the teacher. If your child is sick, please call the school office before the school hour starts. If the child is unable to attend to school due to any circumstances for a period of more than a week, please inform the Head Teacher of the absence.

Burooj Preschool will be closed on certain calendar days and holidays. Please check the school calendar on the parents' notice board for details. For children, preschool is a happy place for exploring and finding out new things every day. For parents, preschool should be a place that focuses on learning yet never forgets the importance of fun. A great preschool encourages development, but never pushes your child to grow up too fast. Burooj Preschool is just such a place, especially, in building a love for Islam.

Philosophy

Our preschool philosophy is to provide opportunities for children to grow intellectually, socially, emotionally, physically, and spiritually in a warm, loving environment. We want the children to

build a positive self-image, explore their natural sense of wonder, and discover their creative spirit. We want the children to build problem solving skills, develop self-control and consideration of others, and know that learning is fun! It is our top priority to impart Islamic education that will help every Muslim child to be a true Muslim forever.

Curriculum

Our beliefs are fundamentally driven by appropriate Islamic values and practices. Our curriculum meets the needs of children; intellectually, socially, emotionally, physically, and spiritually. In our preschool program, language skills encompass speaking, listening, pre-reading, and pre-writing. We expose children to letters of the alphabet and vocabulary words. Language becomes a tool for children to express feelings, thoughts, fears and wants.

Children will have many opportunities to find joy in children's literature, create their own stories and books, and acquire a love and enjoyment of words and literature. We believe that children learn through play. Children construct their knowledge by touching, tasting, smelling, watching, listening, thinking, and doing. Areas of play include blocks and building toys, dramatic play, art, books, manipulative materials, and indoor / outdoor sports and games.

We believe that social skills such as sharing, cooperation, and participation will strengthen as social learning takes place and each child becomes a valued member of our classroom community. Mathematics will be comprised of free exploration of math materials, patterning, and sorting, classifying, counting, numeral recognition, sequencing, comparing, and measuring. We provide an environment where Islamic values will be emphasized as we help our children begin to appreciate the wonderful world Allah SWT has created for us. Science, Geography, History and Social Studies will be integrated in the curriculum to provide a wider knowledge for our kids.

We also believe in the development of social skill and life skills that are essential for child growth. The need to appreciate life, think about others in a group as well as a community, the importance of not differentiating others, work as group, team spirit, respect and care for others are fundamental goals we aim to achieve. Our children will be more open to what is happening around them hence be prepared for things accordingly.

Teachers

Burooj Preschool is licensed to provide services for 250 children at the current location. The teacher / child ratio is 1:7. Our staff are qualified and meet all expectations required by the Government of Maldives.

School Fees

Current fees are also published on a separate sheet attached with the enrollment form, which is also available in the main office. Fee is due on a monthly basis. Fees must be paid by the 7th of each month. Delayed fee payments will be charged an extra MVR 10/- for every working day.

Parents are required to pay December fees and July fees even though school is closed most of that month. To make it easy for those who find it difficult to pay June & July fee together before end of June we have a fee apportionment system should you wish to use this. Please let us know if you want to use the apportionment system.

If fees are not paid fully at the end of June, the portfolio and student performance evaluation book will not be handed over to the students. Parents are also responsible for all additional responsibilities listed on the contract. Any questions regarding fees and additional responsibilities please contact our school officer. A fee card will be provided to the parent once the registration has been completed. Renewal of fee card due to loss or damage will be charged MRF 25/- (Maldivian Rufiyaa Twenty Five Only).

Discipline

Young children need positive discipline in order to develop respect for themselves and others. Children need teachers to be good role models. This means we use manners to teach manners, and practice self-control to teach self-control. We focus on positive attitudes and behaviours in children, and use verbal encouragement that builds internal motivation and self-esteem. We correct misbehaviours by redirecting children and minimize the opportunity for misbehaviour by keeping children engaged in learning activities that are structured yet involve children's interest and imagination. Although each problem that arises calls for a unique solution, we use the following guidelines to provide clear boundaries and guidance for children.

Step One: Know the child. Teacher will stop action or behaviour by using a gentle look, shake of head, or words that indicate the behaviour is inappropriate.

Step Two: Child will express their feelings and problem. Teacher will describe appropriate behaviour, give rationale, and remind child of the consequences. Teacher will validate child's feelings and problem.

Step Three: Warn once. If inappropriate behaviour continues, the child will be removed from the situation. The teacher will help the child describe his or her feelings and realize the feelings of others. Restate appropriate behaviour and discuss strategies the child can use successfully in the situation.

Step Four: The child will stay with the teacher or staff member until he / she feels ready to return to activity. The responsibility for behaving appropriately is placed on the child. The teacher will help the child return to the activity successfully.

Step Five: If inappropriate behaviour continues, the child loses the privilege of working in the area. The child will have to choose a different activity. If behaviour problem persists, the teacher will discuss it with the child's parents. Together they will come up with strategies to help the child overcome his/ her difficulties.

PARENTS: If you happen to observe a conflict between children, please refrain from facilitating their conflict. Our staff will help facilitate all conflicts between children. In the interest of providing an environment that is conducive to learning, we reserve the right to dismiss a child from preschool if repeated behaviour continues to be a threat to the safety of other children.

School Uniform

Children should wear school uniform on all school days unless informed otherwise. Uniform (T-shirt) provided by the school should not be altered in ways such as (body fitting and uniforms should not be very short in size).

Uniforms can be bought on enrolment.

Shoes and socks should be in black or white. Long hair should be tied up and wrapped with an orange ribbon for girls. Boys' hair should be kept short. Colouring of hair is against the school policies.

Aprons will be used for art activities to avoid uniforms getting dirty.

Children should concentrate on not whether they get dirty but rather on what they discover.

Children need to wear well-fitted shoes. Sandals and flip-flops are not allowed to be worn when coming to school. They are inappropriate for outdoor play and large motor skills such as running and in school, children should wear socks at all times.

- No jewellery are allowed inside the school. If brought and lost, the school will not be responsible for any losses.

- Make-up is not allowed in the school.

- Nails should be properly clipped.

- Hair should be kept clean and lice free.

School Text Books

Burooj Preschool has different set of text books for each grade. Parents are required to purchase these books. Books will be given on the first week of school year for each grade, parents need to take it home put name tags and cellophane and bring it back in the following week. Delay might hinder giving works to the students.

Here are the price list for the Books.

Playschool books each MVR 35

Baby Nursery books each MVR 50

Nursery Books each MVR 75

LKG books each MVR 100

UKG books each MVR 100.

Some books are used for more than 1 year. If any damage or failure to bring these books in the next year will require the parent to purchase the books again with the same fees.

Here are the books that will be needed for more than one year

NUR - UKG Hifz book MVR 100

LKG-UKG Arabic book MVR 100

Dua 1 MVR 75

Dua 2 MVR 100

Quran 2 MVR 100

Namadhu kurane goi Book MVR 100

Teacher / Parent Communication and Conferences

The family is the most important element in young children's lives. Building a strong bond between home and school allows children to feel confident as their world expands. Parents and families are an important part of our program. We will do our best to keep you informed of your child's activities at preschool. Occasionally parents will be invited for a session to come and observe the work of the children and discuss it with the teachers. Teachers and parents should carefully consider any statements they make in front of the children. We want to talk to you about your child. If present, we will include your child in the conversation and make every effort to respect his/her feelings. For some questions, concerns, and/or comments, you may want to talk to the teacher when your child is not present. We will arrange such a discussion whenever needed.

To make an appointment with the class teacher to discuss your child's progress or to discuss any problems an appointment can be made by talking to the teacher or sending a note.

Appointments are usually scheduled half an hour before or after school providing that the teacher is available. Approach the Head Teacher AFTER meeting with the teacher when not satisfied and still not satisfied with the outcome you can speak with the Deputy Principal or Principal respectively.

Please give a minimum of 2 days to address the issue, as we would like to observe and clarify the issues on all sides concerned. Appointments with the Head Teacher can be scheduled by telephoning the school office. Parent / Teacher conferences are held at different days throughout the year. Appointment times will be arranged. Progress reports are given twice a year (mid-term and end of term). If you would like to discuss your child's progress before these periods, please talk to the teacher. It is important that all parents to attend all the parent conferences. If in any circumstances a parent misses a meeting, please do update yourself via appointment system with the head teacher.

Scholarships

Here in Burooj Preschool we like to improve children's talents. Hence to give further incentive to the kids we are providing Scholarships to our students. If a student participates individually or as group in an interschool competitions and gets top 5, we give half scholarships to the achieving student. The student then has to pay half the school fee for the rest of the school year. If the students get 1st, 2nd or 3rd in the above-mentioned competitions he/she is entitled for a full scholarship for the rest of the school year.

Confidentiality

Confidentiality is very important to us. We will never release information to unauthorized people. Children at this age are still learning how to regulate their bodies, feelings, and impulses. Therefore, it is very normal for children at this age to hit, grab, push, and even bite. You will be informed of any situation involving your child.

Licensing Department

Burooj Preschool is licensed through Ministry of Education (the Government of Maldives). The ministry has the authority to drop in for supervision at any time and interview children or staff without prior consent, to ensure that the operation of the preschool is carried out in accordance with the rules and regulations of the Ministry of Education.





Food Service

Healthy eating habits are recommended for young children. Therefore, certain items are not allowed as snacks. We want the children to eat healthy and well-balanced meals as we are working together with various NGOs in promoting healthy nutritious food for children.

EVERY THURSDAY IS A HEALTHY EATING DAY, SO ALL THE STUDENTS WILL BE PROVIDED WITH A FRUIT OR A VEGETABLE IN HYGENE CONDITIONS.

Foods that are discouraged includes, but are not limited to:

Candy	Soft drinks	Chips
Gum	Chocolates	Energy drinks

Foods that are encouraged:

Fresh fruits	Cheese and meats	Eggs	Bread
Dried fruits	Sandwiches	Juice	Crackers
Vegetables	Cheese sticks	Water	Milk

Food Allergies

Please provide any information regarding food allergy in the enrollment form when the child is registered in the preschool. If discovered in a late period, please inform about food allergies to the office. Due to food allergies and hygiene reasons, children will not be allowed to share their food.

Immunization Requirements

Burooj Preschool requires that all parents provide a copy of their child's immunization records with the registration form.

The government requires all the necessary immunization to be completed before the child graduates to primary level, which includes MMR.

Parent Contact Information

Parents or Guardians must provide written notice to the Head Teacher as soon as there is a change in a parent's residence or work, mailing address or telephone numbers. It is crucial that we are able to locate you at all times in case of an emergency. If the parents are divorced, or separated, the school should be informed of the parent who the child is living with or the parent responsible for school matters in order to avoid miscommunications and misunderstandings.

Weekly Schedules

Weekly schedules on the lesson plans will be posted on the parent's notice board. For any questions regarding the weekly schedules, please contact the class teacher.

Services Provided During Medical Emergencies

In case of an emergency, your child will be provided with medical care. A staff member will contact the parents. A staff member will accompany the child to receive medical care.

Health Policy

When a child becomes ill during the day, the school will contact the parents.

The following are symptoms most commonly seen that require a child's removal from school:

- ✓ Fever
- ✓ Conjunctivitis "pink eye"
- ✓ Unexplained rash
- ✓ Diarrhoea
- ✓ Vomiting
- ✓ Lice
- ✓ Chicken pox
- ✓ Ringworm
- ✓ Crying unconditionally

Graduation Policy

According to regulation set out by Ministry of Education, in order to graduate from one grade to another, the child should pass his / her birthday before 1st August of any coming year.

Play School	1.5 + years by 31 July
Baby Nursey	2.5 + years by 31 July
Nursery	3 - 4 + years by 31 July
LKG	4 - 5 + years by 31 July
UIKG	5 - 6 + years by 31 July

Conditions for Terminating

Burooj Preschool may terminate a student for the following reasons:

- Delayed Payment.
- The child's behaviour becomes abusive to others.
- The child's behaviour requires more attention than we can provide.
- The child's parent's behaviour is disruptive or abusive to any staff or child.
- The parent fails to cooperate with staff policies and guidelines set out in the handbook.
- Any reason as defined by the Head Teacher or the Management.

Students should complete at least six months (6 months) to get the leaving certificate from school. If the student attends school less than 6 months a leaving certificate will not be issued. If student want to leave or transfer out in the middle of the school term a penalty of 50% of the school fees will be charged.

Continuing school for the ensuing year

Time selection has to be done before end of June of every year in order to continue the student in Burooj Preschool for the ensuing year. The school will provide time selection slips and all the slips should be brought to the school office before the end of June. School will not be responsible for any late timing slips and the seat will only be reserved for the ensuing year if the parent's abide by the rules of this agreement and brings the slip before the end of June.