



# Capital International School

## *Kindergarten Parent/Student Handbook*



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Dear all,

In our school, we believe in building characters and strong minds. Parents, children and staff communicate and work together to ensure that our children do not just gain knowledge but also know how to use it to develop their own thoughts and ideas so that they may become fulfilled individuals who are prepared for the new challenges of this century, because, a teacher's job is to take a bunch of live wires and see that they are well- grounded, so always keep in mind that a good education can change anyone and a good teacher can change everything.

*Mohamed Fahmy*

School Director

Dear all,

It is my greatest honor to welcome you for an exceptional year. It is our mission to help every child feel welcomed, connected and be part of CIS family. This year will be filled with many new and continued initiatives, as far as, improving student attendance, common school rules, and intervention /enrichment opportunities.

It is the goal of the entire faculty to make CIS an exciting place for students to learn, explore, grow and create memories that will last a lifetime.

*Randa Refaat*

KG principal



## **Vision**

Is to foster our students' love for learning by encouraging them to try new and exciting activities, and give them a solid foundation within a welcoming, happy, safe, and supportive learning environment in which everyone is equal and all achievements are celebrated. Our goal is to achieve building well –rounded, confident and responsible individuals who aspire to achieve their fullest potential.

## **Mission**

Is to provide high quality education and childcare in a safe, respectful and inclusive environment that builds a foundation for life –long learning and enables students to realize their fullest potential. At the same time, we provide exceptional care to our children; fostering their individual intellectual, social physical and moral development in an academic rich environment.

**ALL CHILDREN DESERVE BETTER CHANCE OF EDUCATION**



## Contact Information & School Hours

**Location:** Spanish neighborhood, October Gardens, behind  
Kenz Compound, Fayoum Road

**Front Office:** 01028433111 - 01098856333

**Email:** [info@capitalis.edu.eg](mailto:info@capitalis.edu.eg)

**Facebook:** <https://www.facebook.com/CIS.CAPITAL/>

**School hours:** 8:00 am – 2:30 pm, Sunday – Thursday

**Appointments are highly recommended. Drop-ins are not guaranteed a meeting.**



# Classroom Rules

## Class Rules

We are nice to others.



We listen to the teachers.



We help keep our classroom clean.



We play safely.





# Curriculum concepts presented in KG

- Letters – words/reading skills development
- Phonics – sounds (blending/decoding skills)
- Numbers
- Shapes
- Science
- Social Studies
- Colors
- Sequencing
- Patterning
- Opposites
- Field trips
- Technology
- Art



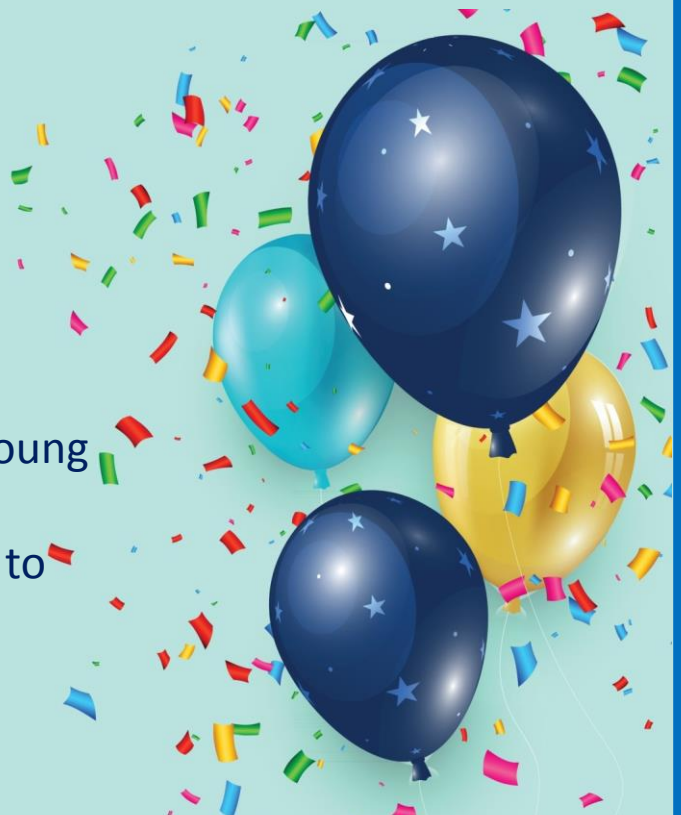


## Parties & Birthdays

- Birthday parties may be celebrated at break time, but only with prior permission from the teacher in order to ensure that the party doesn't interfere with scheduled lessons and activities. Birthday parties should be kept as simple as possible. Parents will bring the cake, plates, and all utensils and leave them in the reception.
- Class teacher will celebrate the party with all students inside their classroom. Parties should not last longer than one half hour.

### **Note:**

No visitors/guests (adults, children, nannies or babies/young children) to attend in - class birthdays. This is a disruption to the academic process.





## Lunch

- Parents need to pack and send individually packed lunch boxes each day. We recommend sandwiches as a nutritious base in your child's lunch box, as they are manageable and healthy and fillings can be varied according to your own child's likes and dislikes. More fruit, cheese, and other healthy snacks should also be added to lunch boxes to fuel your child's energy needs.

\*Please do not include any unhealthy products.

- Any unhealthy food will be sent back home.
- Drink bottles are an easy way to provide water for children. Please send a named re-usable drink container with your child each day.

## **Buses are part of school, so they are subject to the CIS Code of Conduct.**

### **Rules for Getting on the Bus Safely**

- Be at the bus stop 5 minutes prior to the arrival of the bus.

Never run

to or from the bus.

- Wait at your designated stop in a safe place, back from the side of the road.
- Remember never to stand in the danger zone that surrounds the bus. The danger zone is anywhere close enough for you to touch the bus.
- Always walk, don't run or push.



### **Safely riding the bus 1.2**

- Take your seat promptly and sit properly, facing forward at all times.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, hands and arms inside the bus.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.

## **Safely riding the bus 2.2**

- Eating and drinking (this includes chewing gum) is not allowed on school buses at any time. This rule protects students or drivers that have food allergies and anaphylaxis, prevents choking, and maintains bus cleanliness.
- Be aware that other students, including the bus driver, may have allergies to scents such as perfume, etc.
- Always follow the bus matron's instructions



## **Rules for Leaving the Bus Safely**

- Remain in the seat until the bus comes to a complete stop.
- If everyone is getting off the bus, the people at the front leave first. Do not push.
- If you drop something near the bus, do not pick it up. Tell an adult.



## **Safety Smarts – Know the Danger Zone**

- The 10 giant steps (or 3 meters) rule is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Children should never enter the danger zone unless the Bus Matron has given them permission.
- If a child can touch the bus, he or she is too close.
- Remember – if you cannot see the bus driver, the bus driver cannot see you.
- When near a bus, the children must have the attention of the bus driver.
- Children should never play around or near school bus vehicles



## Parent Communications

- Parents meetings will be listed in our calendar.
- Requests for teacher conferences must be scheduled at least two days in advance. Parents should expect a reply within 24 hours of contacting the school.
- As all communications will be electronic it is imperative that parents ensure that mobiles and emails are updated at the start of each year. If either changes it is the parents' responsibility to notify the school.
- In addition to communicating with parents will be through Google Class Room on daily basis



## Field Trips

Our school encourages its staff and students to take advantage of the educational value of a school trip. Educational field trips are defined as any travel away from the school site that is done during or outside school hours.

In case classroom teachers determine that a student's behavior, attendance or academic performance does not warrant him/her to participate in a school trip, this student will remain at school to do the work. This work will be done in a classroom under the supervision of a colleague.



## Student Responsibilities on Field Trips

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so by the Principal.
- During free time students must be in groups of two or more.
- The trip's schedule will be set by the activities coordinator and will not be open to negotiation.
- Students participating in a field trip are expected to be in full attendance on the school day following the trip.