



## SCHOOL SECURITY

The external gates of the school are manned by a highly trained security personnel with the gates locked and operated from inside the school, except when identified visitors are coming in or going out. A visitor is required to sign in at the gate, and report to reception within the main building. This in no way detracts from the open-door policy of the school.

### Safety of children

- All children will be supervised at all times, including lunch times and play times.
- Children are taught to have care and consideration for themselves and others
- All children are received at the reception at the end of each day and they will only be released to parents or official collectors who have been already registered with the school.
- Children will only be taken off-site with prior permission of parents.

### Car parking

Due to the nature of the site, and to ensure maximum safety for all children and adults, cars are not allowed inside the compound. Please execute extreme caution when maneuvering and parking outside the school and remember that the area could be busy sometimes

### Accidents

- In case of an accident, resulting in an injury to a child or adult, all incidents are recorded in the Accident book held in the school office
  - There are first aid boxes in school, which are regularly checked and re-stocked in line with health regulations by the school Nurse.
  - The school Nurse train all Staff members about safety and first aid, and this training is regularly updated
- #### Fire and Evacuation
- Fire extinguishers are located at various points in the school
  - In event of a fire the school directress will be responsible for contacting the emergency services
  - Fire drills are carried out according to health regulations
  - Classes only return to the building when told to do so by the person in charge.

### Medication

- Medications will be administered only when its required by the school Nurse “permission to administer medications” forms must be filled and signed by parents.
- A new form is required for each medication
- The medication must be handed to the School nurse





## Contagious Diseases

Please inform the school if your child has any of these communicable disease: mumps, measles, chicken pox, tuberculosis, conjunctivitis, impetigo, rubella, ring worm, etc. or if your child shows any of the following symptoms:

- Fever
- Diarrhea and /or vomiting
- Actively running nose, deep cough or spasms of coughing
- Rash with fever or behavior change
- Signs or symptoms of possible serious illness

Children must be kept at home for the first few days of a flu or cold in order not to infect others.

### Behavior management

We aim to actively encourage children to be helpful, polite, caring and understanding to each other, and the adults in their environment

- Never to use any form of physical punishment or restraint.
- Use a calm tone of voice when dealing with unacceptable behavior.
- Give the children the minimum amount of attention when dealing with the behavior.
- If your child engages in any form of unacceptable behavior, then this will be reported to you at the end of the day
- A positive approach by all staff, praising and rewarding good behavior in a variety of ways
- Keep children busy to prevent problems from occurring in the first place
- Modeling appropriate behavior
- Redirecting inappropriate behavior towards desired outcomes
- Giving children to work together to solve problems
- Providing logical natural consequences for children's actions
- Removing children from the situation until they are able to discuss the problem, calm down and gain control of their emotions.

### School uniforms

Boy ----- White shirt and blue shorts, polo shirts and shirts

Girls----- Pinafore/blouse, polo tops and shorts, Pique dresses for friday

We pride ourselves as being a part of the Einstein community, and as such school uniforms promotes certain values:

- It promotes a sense of pride in the school
- It is practical and smart
- It engenders a sense of community and belonging towards the school
- It has been deigned with health and safety in mind
- It allows child to feel equal with their peers
- It is certainly a good value for money for parents





## Reports

All children will have comprehensive reports at the end of each term. This will explain the developmental and learning achievements of your child as outlined against the Early Years Foundation Stage

### Newsletter

From time to time the school will provide newsletters to outline achievements

### Arrival for class

School is open from 7.30, upon arrival children are received warmly by their class teachers and key workers. If your child is a bit anxious feel free to settle your child down before leaving.

Parents are encouraged to kiss their children and reassure them that they will be picked at the end of school, making the farewell as brief as possible.

Parents may call the school at any time to find out about their children.

### Pick-up time

For children who are not staying for after care school closes at 2pm please be informed that the latest time you can pick your child is at 2.30pm after which you will be charged of N5,000 flat

### Extended care

We provide professional after school care for children of parents with busy schedules. This takes place in a normal home setting where children are made to rest after the formal school experience their learning is further supported and activities are supervised. After school runs from 2pm to 4pm. Please pick up your children before 6pm as pickups after 6pm will incur charges of N5, 000 flat.

### Absence

If a child is sick please inform the school, parents must call to inform the school. The school must be informed ahead of time if a child will be away for 10 days or more. A child who misses school for more than 10 days may be placed on a Learning Support Programme when they return, at a cost to parents.

### Birthdays

Birthdays are celebrated in Little Einstein, please feel free include the school in your plans. Parents who wish to celebrate in school must inform the school administrator ahead of time. Cakes can be brought in for the celebration but No cooked food is allowed





## Our Services

### School clubs

The school has variety of clubs and children are advised to be in at least 3 clubs

- Ballet- improves fine and gross motor skills while incorporating modern skills
- Karate- improves gross and motor skills
- Music- singing and movement with music fundamentals theory
- French
  - - vocabulary and phrases conversation
- Einstein Club -Reinforces classroom learning through literature enrichment.

### YOUR ROLE AS A PARENT

We recognize that parents are the first and most important educators of their children, therefore parents in Little Einstein's are to work in partnership with their children's class teacher and the school community in providing care and education for them. Parents can take part in making the school a welcoming and stimulating place for the children and other parents are:

- Exchanging knowledge about your child's needs, interests and progress with the staff
- Supporting your child's learning at home
- Helping at sessions of the school
- Sharing your own special interests with the children
- Communicating observations and expectations to the school
- Attending school functions and events
- Joining in community activities in which the school takes part
- Building friendship with other parents

### Parents' Workshops

During the parents termly work shops and projects, parents can sign up if they would like to participate and help in a particular session with the school day. We encourage parents to participate so that they can see the day to day running of the school, and suggest possible ways to best assist the children.

Parents are given termly projects, and are to present their project so as encourage and easy learning of the Montessori method.

### Back-to-School Evening

A welcome-back meeting will be held at the beginning of the school year to:

- give parents a chance to see the school
- ask any questions about the school program
- get to know the teachers
- communicate their expectations for the session
- learn a little more about the curriculum and daily running of the school





### Parents' Evenings

May be held at the beginning of each term, and will provide an opportunity for parents to learn about expectations and targets for the new term. Parents will also learn how they can support the class and their child during the term.

### Parents' information Board

A bulletin board for parents is located on the wall at the entrance area of the school. Pertinent information will be on this board and parents are asked to check it daily.

### Themes

On a weekly basis, teachers provide themes that children work with, we would be very grateful for any assistance with resourcing items for themes, and also any expertise that parents may have, or have a contact with, that would add extra dimensions to the planned curriculum. It would be very beneficial if you could also help your child to do any research at home around the theme, and discuss this with them.

### Student Teachers or National Youth Corpers

Occasionally, we may have students who are working on their Early Childhood Practicum or Teachers on the N.Y.S.C. programme. We will inform parents when this occurs, so that they can reassure their child about any possible change to their routines.

### Our Services

- The school is open 38 weeks each year, 5 days each week, Monday to Friday.
- We offer the crèche services between 7.30am to 5.45pm, Monday to Friday
- For pre-schoolers services run between 7.30am to 4pm, Monday-Thursday, Fridays 7.30-2pm ( to enable teachers engage in compulsory training sections
- We provide care and education for young children between the ages of 9 months and 11 years.

We run a three-term session as follows:

Term	From	To
1 <sup>st</sup>	September	December
2 <sup>nd</sup>	January	April
3 <sup>rd</sup>	April	July

### Inclusion and Special Education Needs

As part of the school's policy, teachers are trained periodically to cope with basic challenges in learners and where there is a need for professional assistance the school may provide referrals and bring in therapists to work alongside the children.

We are equipped to deal with only a few diagnosed special education needs and admission will only depend on the school's ability to meet a child's needs.





## COMMUNICATION

Communication is a vital ingredient in the success of our programme here in Little Einsteins for this reason, the preschool provides a daily communication book between home and school, as sometimes, due to work commitments, parents are unable to talk to their child's class teacher on daily basis.

Communication books will be sent home daily. Please ensure that your child's diary comes back to school each day. Feel free to respond to any comments written by the school, or if you feel that something of note has happened at home, please include this so that the teacher is aware. This in no way replaces any teacher/parent talks that will occur on a day-to-day basis.

It is important that parents and teachers avoid talking in front of the child. If issues of a sensitive nature need to be discussed, then an appointment can be made at time that is convenient for both parents and teachers.

In sustaining professionalism, parents may only call staff on the school phone (08052208010) or send an email: [myeinsteinacademy@yahoo.co.uk](mailto:myeinsteinacademy@yahoo.co.uk) [info@littleeinsteinsmontessori.ng](mailto:info@littleeinsteinsmontessori.ng)

### Ornaments/Beads/Hair Extensions

Children may only come to school with simple, small clasp earrings; bracelets, necklaces, chains and other such items are not allowed in school. The school will not take responsibility for the loss of such items.

For health and safety reasons, children in preschool are not allowed beads in their hair as these have been found to constitute safety hazards around young children.

Finally, we request that if, at all, children need hair extensions, they are kept short, neat and manageable. Long hair extensions distract children from learning and draw unnecessary attention to their appearance.

### 9.21 Star of the Week

At Little Einsteins, all children are stars. Every week, a 'Star of the Week' is chosen for good behavior, milestone achievements or academic excellence and because children are constantly being encouraged to give their best, every child, in each class, gets to be celebrated.

### Class Presentations/ Show and tell

At least once in a year, children (starting from pre-nursery) have class presentations at a special assembly for parents and although all parents are invited for every class, you will find your child's schedule on the school calendar.

### 9.24 Charity/Fund Raising/Mufti Day

From time to time, charity events, involving pupils and parents, are held in school to raise awareness and money for causes affecting children in and outside Abuja.





Once in every term, children in every session children may wear mufti to school with a donation towards the school welfare fund. Proceeds from this fund are given to orphanages and other projects for the less privileged children.

These events also serve to help our children better understand the needs of others and appreciate their own lives. Funds raised are donated by children.

### 9.25. Swimming

As part of our school curriculum, and weather permitting, all children swim twice in a month, in the above-the-ground pools provided by the school. Swimming takes place within the school and is well supervised by staff.

### THE EINSTEIN CULTURE

Although you will receive annual and term calendar of event in school, here are a few events to note in the year:

#### Staff Appreciation Day

We are introducing staff appreciation day, believes in praise and support as the best ways parents can appreciate the efforts of staff. Parents are not allowed to give gifts to staff indiscriminately as this could quite easily impair professionalism, promote bias towards children and compromise team work among staff.

The school therefore sets a day apart towards the end of each school year as Staff Appreciation Day. On this day parents may appreciate any member(s) of staff while the school also entertains staff in appreciation of team work throughout the year.

### 10.2 Christmas Production

The children put up a well-rehearsed performance of songs and/or drama at Christmas to make us proud. Although not a religious event, performances may be centered around nativity, angels and God. All children play a part.

#### Cultural day

National Day is celebrated on the school day before the 1st of October every year, in commemoration of Nigeria's independence. On this day, all children and staff come to school in different Nigerian traditional attires. You will be informed ahead of whatever is required of parents.

#### Sports Day/ Fun feast

Fun Day is simply fun! Children and staff are divided into four colour-coded groups of Star Ruby (red) Topaz (blue) Emerald (green) and Sapphire (yellow) for healthy sport competitions followed by unlimited fun in planned outdoor activities.

#### Literacy Week

Once yearly, Little Einstein's joins the world to celebrate World Book Day, amongst other events during our Literacy Week, to create awareness for books and to rekindle the love of reading in both adults and children. During this week, focus is on a storybook and children may be required to come to school in costumes of the book





characters (you will be informed ahead). Parents are invited to school to read to the children and donate books to class libraries.

### International Day

During the school session, our whole-school theme is woven round 'Holidays' and we are 'On the Move' to continents around the world. Children learn about cultures, languages, food, costumes and gather as much information as they can in order to simulate their classrooms.

On International Day, children and staff are given the opportunity to display their knowledge of these countries in a fun, outdoor event. Parents and their friends are invited.

### World Book Day

The world book day is celebrated on the 23<sup>rd</sup> of April yearly.

On this day, children wear different outfits of authors, they learn about authors, donate books to school library and do some book games.

The school invite some book vendors to come and sell books while parent buy book of choice for their kids.

## SCHOOL PRAYER

Almighty God

We thank you for today,

We give our school

We give you all the children, and all the staff who work here

We pray our school will be a place of great discovery, adventure and creativity

May it be a place where we learn to love and love to learn

Amen.

## SCHOOL ANTHEM

Little Einstein Academy

A home away from home where dreams come true

We have faith in our motto

That teaches leadership steps for tomorrow

Living in love, peace and unity

Flying like eagles, we are the little Einstein's

Flying like eagles we are the little Einstein's





### Purpose

To provide a culture and environment that caters for the emotional and social wellbeing of children, parents, and guardians through a supportive caring team approach.

### *A successful welfare culture depends on:*

- Providing guidance and support to enable members of the school community to make informed and intelligent decisions,
- as well as*
- Offering advice to ensure structure with the school allows for all members of the community to develop their potential.

### Goals

To cater for the welfare concerns of students and families.

### STUDENT WELFARE

To ensure students sense of self-worth, their wellbeing, the development of their identity and the achievement of the goals of the school.

### Implementation

#### 1. Social/ Emotional/ Physical issues:

- 1.1.** All students to be made aware that they can approach the staff member they feel most comfortable with, in order to discuss their emotional, social and personal problems in a non-threatening supportive environment.
- 1.2.** All concerns raised by students are to be treated confidentially, with only appropriate personnel to be informed.
- 1.3.** All students are to be appropriately supported through their difficulties, e.g. offered strategies, regular reviews.



- 1.4. All students are to be provided with opportunities to develop and use their social and emotional skills.
- 1.5. All students have the right to explain their view of an event/ incident.
- 1.6. All students are to be made aware of the consequence of their actions.
- 1.7. All students have the right to be accepted and treated with respect and the responsibility to accept others and treat them with respect.
- 1.8. Bullying will not be tolerated. Both the victim and the bully are to be supported in appropriate ways to overcome the situation.
- 1.9. If required, mandatory reporting procedures will be followed on behalf of the student. (Refer to Mandatory Reporting in the Operations Manual)
- 1.10. Medications for students will be administered. (Refer to Medications in the Operations Manual)
- 1.11. Healthy Relations.

## 2. Educational Issues

- 2.1. To provide the opportunity for all students to develop to their full potential.
- 2.2. To provide students with learning activities which will enhance their knowledge of a relationship with all that is around them.
- 2.3. To be able to experience programs which are age and ability appropriate.
- 2.4. If available, external support will be sought if educational issues cannot be rectified with the school resources.
- 2.5. Student files will be prepared and updated for each student and forwarded to the class teacher each year (Refer to Student Files in the Operation Manual).



### 3. Reporting Issues

**3.1.** Students have the right to be aware of the details of their June and December reports.

**3.2.** Students are welcome to be involved in Parent/ Teacher interviews.

**3.3.** Communication books for Prep -2 and diaries for Years 3-6 are to be used for positive communication between teacher/parent.

Other methods may be used when necessary.

**3.4.** Behavioural report forms will be used when inappropriate behaviour occurs.

### 4. Transition Issues

**4.1.** Students will be encouraged and supported when faced with a new situation or environment, e.g. new to school, new teacher, preparing for Year 7.

**4.2.** New students to the school will be brought to the class by assigned personnel.

**4.3.** At the commencement of the school year, Prep children will develop a “Buddy system” with the Year 6 children.

**4.4.** New children in other classes will be provided with support from students with the year level.

**4.5.** Welcome certificates will be presented to new students/ families.

**4.6.** Student files will be requested from previous school if transferring in.

**4.7.** Student files will be forwarded to the next school if students are transferring out. Posted where appropriate.



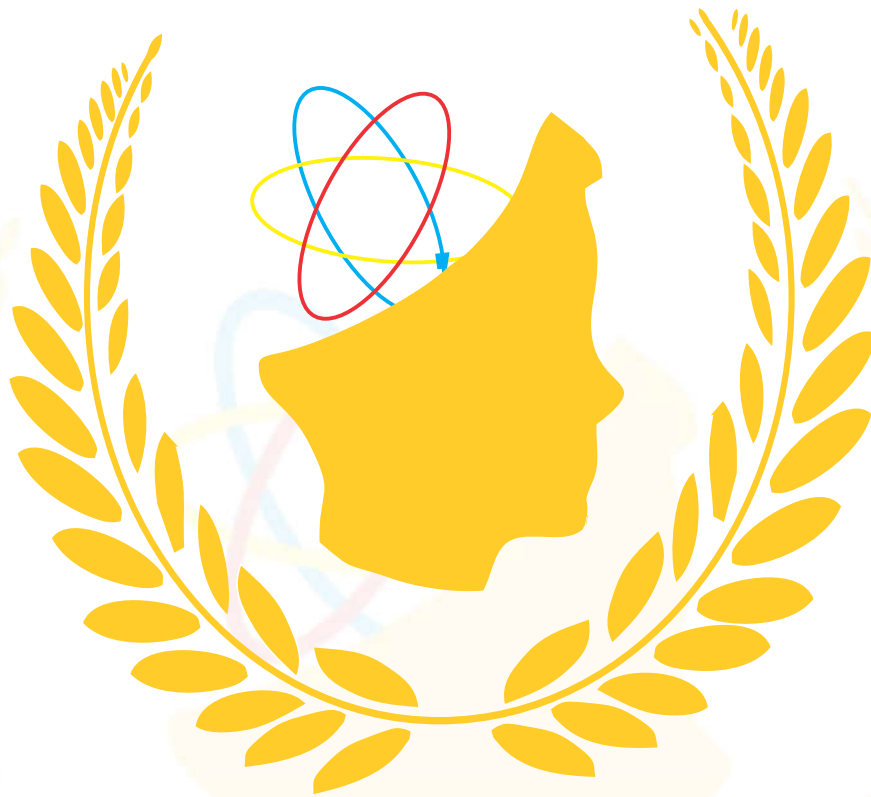
### Community Welfare

- To provide a supportive caring environment for parents, guardians and care givers.
- Parents, guardians and caregivers will have access to a directory of local community welfare services as developed by the School.
- Parents, guardians and caregivers have the right to be notified of any contagious illnesses that may affect them or their family's health/ well-being.
- Parents. Guardians and care givers have the expectation of being confidentially supported with any custody/ intervention type issues.

#### 1. Educational/ Social issues

- 1.1.** Parents, guardians and caregivers should feel supported in relation to class interruptions and lateness, depending on the circumstances.
- 1.2.** Parents, guardians and caregivers are encouraged to be involved in the education of their child/ children.
- 1.3.** Parents, guardians and caregivers should expect to be treated in a civil manner by all staff.
- 1.4.** Parents, guardians and caregivers of children with disabilities will be supported.
- 1.5.** Parents, guardians and caregivers should promote and foster understanding of the school rules as defined in the Code of Behaviour Booklet.
- 1.6.** If appropriate, parents, guardians and caregivers will be assisted with financial costs through time payment of fees, excursions and camp costs following approval from the Principal/ Campus Principal.





# LITTLE EINSTEIN ACADEMY

...unlocking the genius within!

