A child learns by **DOING**

Since moving the child from the home environment to the school environment is considered as a big step.

Our Pre-School offers an exciting time for every child.
1. Spark Minds at a Glance

Vastly different from any other pre-school, Spark Minds Pre-School is uniquely placed to provide everything necessary for your child’s first step, one that takes him or her far in life. Our Pre-School is a loving, nurturing and safe environment where we seek to educate your child.

And since moving your child from his/ her home environment to his/ her school environment is considered as a big step, we have set programs and plans that will make entering our Pre-School an exciting time for your child that he/ she will gain a sense of belonging.

Last but not least, we would like to extend our open invitation to you (as a parent) to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child.

1.1 Our Mission

Our mission is to help every parent groom their children and educate them in a manner in which they will become a future productive member of society through providing children with a strong foundation of morals and values and everyday living etiquettes that will brighten their future.

1.2 Our Vision

Our vision is to support parents to succeed in their busy life by sharing our time to fulfill their responsibilities for their loved ones through a well setup and secured environment, high quality early education and above all; apply educational, psychological, and physical methods that will insure a positive impact on the lives of your children through a dedicated and educated staff.
PHILOSOPHY

In addition to a full American Teacher Created Materials curriculum, our program is divided into three main areas: Developmental Education, Skills & Subject-based skills.

A child learns because he explores, discovers and experience all those makes development and learning.
Developmental Education

Our child’s experience at Spark Minds Pre-School is about much more than just good care. It’s an opportunity for development, socialization and education.

2.1 Language of Instruction

Our role here is to guide your child’s desire to learn through activities that are fun and educational. Along with all the teaching methods and best practices applied; our program will be filled and surrounded with love and care that is second best to mom’s own affection for her child. We also aim to provide them with the home environment look and feel. In addition, our program includes the involvement of specialized staff in each stage of the curriculum.

2.2 Program Features

Our Pre-School Program has a variety of features, such as:
- Daily whole group instruction promotes social skill development.
- Balance of nurturing, playtime and learning throughout the day.
- Monthly thematic units that provide a variety of daily activities and experiences.
- Development of confidence, self-esteem and a love of learning.
- Learning areas focused on dramatic play, creative arts, language and sensory exploration.
- Regular communication between teachers and parents to keep you informed about your child’s day.

Pre-Schooler KG (1, 2 and 3) curriculum:

The Pre-School/Kindergarten Program Statement describe clear expectations in International American Academic standards curriculum for pre-school, which are in the following learning areas:
- Early Literacy & Numeracy
- Citizenship and Identity
- Environment and Community Awareness
- Personal and Social Responsibility
- Physical Skills and Well-being
- Creative Expression
2.3 Academic Program

The Academic Program has a process-based approach, which provides challenging and meaningful activities to develop critical thinking skills and self-reflection.

And here, Spark Minds comes to offer the Ministry of American Education curriculum, which consists of:

- Mathematics
- Science
- English Language Arts
- Social Studies
- Physical Education
- Arabic, English and French languages
- Little Khwarizmi program for mental math
- Computer - with special curriculum according to their age
- Health and Career Planning
- Qur’an and Islamic Studies

Note: The School educational books and material will be provided by Spark Minds Pre-School.
3. Beyond Academics

The art of creative LEARNING

Spark Minds aims to graduate unique kids and to secure them a better future, this is why Spark Minds doesn’t only offer main academic programs, but they also provide more learning activities that will bring more confidence to each child, and these learning activities are:

- Art
- Cooking
- Music
- Library and listening
- Numeracy
- Writing
- Educational drama
- Fun and educational trips
- Games
- Science and exploration
Shaping the future

ATHLETES

Junk food and new technologies are taking all over the household by increasing obesity and gluing children to their sofas...

We are here to break their routine and let them have an athletic prospective towards life.
4.

Physical Activities

As part of our curriculum, we have brought unique physical activities that are an extension in our Academic Programs, such as the following:

- Swimming
- Dramatic play
- Fine & Large motor skills
- Construction
- Sand and Water

4.1 Fun and Fitness Program

Spark Minds provides fun activities to its students, and it has designed a Gym that is made specifically for children aged between (4 - 12) years old such as Senior Bike, Motorized Treadmill, Trampoline... etc.

*Note: All activities take place from (6:00-10:00 PM) twice a month.*

4.2 Outdoor Play

Outdoor play is essential for all aspects of a child’s development. It can provide children with experiences which enable them to develop intellectually, emotionally, socially and physically. In doing so, it provides a rich context for the development of their language and encourages positive attitudes towards a healthy lifestyle.
We can’t grow without your

IN Volvement

Your relationship with our staff is really important...

With your involvement, we will better understand your child.
5.

**Dual ParentShip**

Spark Minds believes that parents have a great impact on their children in helping to maintain the interest of learning and socializing with other students and staff. This is why we brought together both words “parent & ship” to show how much your relationship with our staff is really important. This helps them to understand the environment of your child and with your involvement we can guarantee a promising future for your child.

You are welcome to visit the school at any time. Normally, these visits are best made after the first weeks of school. We hope that you will take the time to be active in our programs, and we also welcome parents’ participation in planning holiday class parties. Your child’s teacher will be asking for volunteers during “Meet Your Teacher” time.

Furthermore, monthly newsletters will be posted on the website informing you of many activities involving your child. Special notices or changes in school schedules will be found on the website, which will be our main line of communication.

In addition to that, a skills report/evaluation will be sent home three times throughout the school year. The report will include the child’s progress socially, emotionally, cognitively, and language wise. And twice a year a narrative of the child’s progress will be included with the checklist.

Last but not least, if you have any complaints, suggestions or concerns, you should inform the Director.

5.1 Field Trips

Parents’ written permission must be given before participation on any field trip. School buses are used for the majority of field trips. Parents may be asked to assist in transporting children. All vehicles used for field trips are outfitted with seatbelts.

5.2 Volunteers

We welcome your assistance on outings and in classrooms through an invitation by one of our class teachers. In order to volunteer in the school, you must complete a volunteer application form. The administrator must sign and review all applications.
6. Spark Minds’ Staff

Your child is in the hands of PROFESSIONALS

When your child starts attending our classes, he is assigned a member of our staff who will become his Guardian. She will work closely with you and your child, enabling him to build up a closer relationship in which to observe and help in your child’s progress. We would also like you to give us feedback on your child’s progress at any time with your child’s teacher.

In addition to that, we employ highly qualified professionals who are provided with a wide range of relevant in-house childcare training. In addition, all of them are trained annually in CPR/first aid.
Safety First, Last and ALWAYS

Your children always come first! Our main concern is their health...

At our school, your children are in safe hands.
Health & Medical

In Spark Minds Pre-School, children always come first! And because of that we must have a current record of the child’s immunizations and physician’s statement as well as, the name of the person to contact in an emergency when the parent cannot be reached.

In the event of an accident or illness requiring medical attention, the child’s parents will be called immediately. If we are unable to locate the parents, the Director or other staff will take the child to the emergency room specified/ or to the local hospital emergency room and parents are responsible for any medical bills that may arise from accidents.

However, children may not be brought to school if signs of illness show or diagnosed with fever, Diarrhea, vomiting and any other communicable disease within the last 24 hours, for more details check our Handbook.

Note: All medication must be given by the parents, for it is not allowed for our teachers to give any medications to any child in our school.
For a better

ATMOSPHERE

Joining our Pre-School means accepting our policies...
Program Policies

We aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. And the following are some of our policies:

- The Pre-School doesn’t provide any transportation.
- We provide two lunch breaks; the first meal is provided by the school before the program starts and the second one will be either provided by the parents, or children can purchase it from our cafeteria.
- We provide napping time in our program for both infants and pre-schoolers aged between (12 months and 18 months).
- For the Pre-School program we accept children ages (3 to 6 years old) into our Pre-School Program and they must be potty trained.
- For the Day Care program for infants/ toddlers, we accept ages from (6 months - 3 years old).

8.1 Behavior & Discipline Policies

If a child misbehaves (shows an aggressive or biting behavior), they will be given a verbal warning. After the second offense, the child is placed in timeout. The duration of timeout will be calculated based on the child’s age. For example, a three-year old child would be put in timeout for 3 minutes.

If the child still misbehaves, the parents will be called in for a meeting with the director. There may be a possible 1-2 day suspension from the program. However, if negative behavior persists, a third written incident report constitutes that the participant will be dismissed from the program and no refunds will be given.

8.2 Days & Hours of Operation

Spark Minds Pre-School is open from September through May following the same holidays

<table>
<thead>
<tr>
<th>Program</th>
<th>Working hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Office</td>
<td>07:00 AM - 05:30 PM</td>
</tr>
<tr>
<td>Pre-School students</td>
<td>07:30 AM - 01:30 PM</td>
</tr>
<tr>
<td>Pre-school (after school program)</td>
<td>(1:30 to 5:30) PM</td>
</tr>
</tbody>
</table>

Note
- The School Administration is closed on Thursday.
- We have a half day program for infants and toddlers: any 4 hours chosen between (7:30 AM - 5:30 PM).
We build your youth for the FUTURE

Registration may be an ongoing process throughout the year for your child’s benefits.
Admission Policies

We encourage you to make an appointment for a first-hand introduction to our classrooms and program. We know that seeing our students learning in action will help you understand the world of learning that our School offers.

9.1 Application Procedure

The application form has to be collected from the Registration office and the registration fee is SR 300.00 before August 1st and SR 400.00 after August 1st. And after a child is enrolled in the program, a registration fee cannot be transferred to another child.

After the application form is completed, it has to be submitted to the registration department along with the following documents:
- Copy of identity card.
- Passport copy.
- Copy of the child’s Birth certificate.
- Passport copy of the parents / guardian.
- For expatriate students, copy of residence permit of students & parents.
- 4 passport size photos.
- Completed child health record (signed by the doctor).
- Copy of vaccination card.

Last but not least! We thank you for allowing us to join with you in providing a caring, loving, and nurturing environment for your child. We look forward to the time ahead and always remember that our doors are always open for you.

OUR LOCATION
About Us

Spark Minds Educational Counseling Center offers operational and consultative solutions for an advanced education that meets the modern values and bonds well with the latest creative standards. Our Center provides an integrated system of consulting and educational development programs by harnessing the qualifications of the specialized education through global partnerships to provide a high level of a featured educational performance.

Our projects and achievements

Although Spark Minds Educational Counseling Center is a young organization, but they live up to the best global standards dealing with educational matters, and the following are the most outstanding achievements and projects made by the our Center:

- Spark Minds Pre-School
- Little Khwarizmi Program for Mental Math
- Training teachers and developing teaching skills
- Developing the mathematic teachers program
- Summer Camp program
- Educational field trips