Spark Minds Pre-School

A Child Learns By Doing
Spark Minds Kindergarten School offers a unique international curriculum that encompasses international standards and learning objectives. The curriculum is centered on an active learning philosophy based on the 5 C’s for academic success which are: Community, Connection, Communication, Collaboration and Creativity. Our curriculum is structured into thematic units of study that tie into all academic core subjects:

Spark Minds curriculum is well balanced between workbooks and active learning and incorporating learning activities into the curriculum that are fun and engaging for young children. Such learning activities include:

- **Art Experiences** such as painting, drawing and using art materials allow children to express their feeling and ideas and promotes creative expression.
- **Cooking experiences** provide a fun and engaging way to learn about measurements, quantities and interaction of various substances.
- **Field Trips** provide a fun reinforcement for learning by exploring different environments and facilities. Field trips are specifically chosen to adhere to the units of study in the curriculum.
- **Sensory experiences** such as water play, sand play and play dough provide relaxing and stimulating experiences that promote creative thinking processes as well as develop small and large motor skills.
- **Dramatic play** using props, puppets, household materials promotes imaginary play, language development and socialization skills.
- **Building and Construction** materials reinforce math concepts such as space, size, and measurements and allow children to make connections in a creative and fun way.
- **Group Games** are incorporated into every core subject to reinforce learning and critical thinking skills. Oral language games are essential for language development.
- **Special Events, fun days and Concerts** promote a sense of teamwork and working towards a common goal.

**Language of Instruction**

Spark Mind’s curriculum is delivered through an English medium instruction with Islamic And Arabic studies alongside English instruction. Our teachers are well trained to provide a nurturing and loving environment and adhere to best teaching practices. Our teachers undergo regular staff workshops and teacher training with up to date teaching technique and strategies.
**Our Vision**

Our vision is to provide a rich, creative and educationally strong foundation that will enable children to connect, communicate, collaborate and create thus developing critical thinking skills, independence, social skills and Islamic morals and values that will equip them with the skills to become lifelong learners and future leaders in today’s diverse world.

**Our Mission**

Spark Minds delivers an active learning philosophy by providing hands on experiences in conjunction with the use of Teacher Created Materials. Learning is reinforced by the use of a uniquely designed thematic based curriculum that ties together all academic core subjects.

**Kindergarten KG1, KG2 and KG3 curriculum**

The Kindergarten Program is centered on thematic units of study that adhere to international standards provided by American Teacher Created Materials – USA for Kindergarten. The curriculum is uniquely structured to tie each thematic unit of study with every core academic subject, with a hands-on approach to maximize learning. Spark Minds curriculum is centered on a process-based approach, which provides challenging and meaningful activities to develop critical thinking skills and self-reflection. The Academic core subjects covered in the Spark Minds curriculum include:

- **English Language Arts**
  - Early Literacy and phonemic awareness
  - Creative Expression

- **Early numeracy**
  - Little Khwarizmi program for mental math

- **Social studies**
  - Citizenship and Identity
  - Environment and Community awareness
  - Personal and Social responsibility

- **Science**
  - Scientific concepts
  - Self-exploration
  - Interpretations and hypothesis

- **Physical Education**
o Physical skills and Well-being
o Health and Safety

• Qur’an and Islamic Studies

Spark Minds Additional Community Services

• Spark Minds Little Tots- A full day Nursery/Childcare program from 7:00am-5:30pm for children ages 6 months to 36 months of age.
• SAS CLUB- Spark Minds after School Club program from 2:30pm-5:30pm from Saturday to Tuesday.
• Little Khwarizmi (Mental Math) program offered in the evenings twice a week

Spark Minds Little Tots- Childcare program

The childcare program is offered for children **ages 6 months to 36 months of age** and operates from 7:00am-5:30pm. The Childcare program consists of:

- Daily whole group instruction promotes social skill development.
- Balance of nurturing, playtime and active learning throughout the day.
- Monthly thematic units that provide a variety of daily activities and experiences.
- Development of confidence, self-esteem and a love for learning.
- Learning areas focused on dramatic play, creative arts, language and sensory exploration.
- Nap and Quiet times are incorporated into the day at a scheduled time to allow young Toddlers to rest and rejuvenate. Infants have an individualized plan based on their individual needs.

Potty Training

Children entering the KG1-KG3 program must be potty trained. Children entering the Childcare program may or may not be toilet trained. Our staffs are trained to encourage children that demonstrate awareness of their toilet needs to use the toilet. Staff will adopt a positive reinforcement approach with each child who is toilet training. Any issues or areas of concern will be discussed between the staff and parents.
After School Programs: SAS Clubs (Spark Minds After School Clubs)

Spark Minds offers an after school program from 2:30pm- 5:30pm 4 days a week from Saturday to Tuesday. The program offers:

- Swimming
- Karate
- Ballet
- Gymnastics
- Cooking Club
- Arts and Crafts Club
- Science Club

After School Tutoring/Homework Assistance

Spark Minds offers a 1-2 hour tutoring program for children who need extra assistance with English homework completion and English reading and writing skills. The program is offered between 2:30-4:30pm daily and provides teachers to enhance learning. Families can choose between a one hour session and two hour session.

Little Khwarizmi

Spark Minds offers a mental math program in the evenings. The program provides participants with mental skills in mathematics by training them on principles and use of an abacus. The curriculum is offered by AMI international academy which is accredited by the World Association for Abacus and Mental Mathematic. The main objectives of the program are to enable participants to:

- Develop analytical and rational thinking skills
- Develop students’ abilities to activate video memory
- Develop students' abilities to activate prior knowledge
- Develop students' hearing, seeing and feeling abilities
- Strengthening high perception and initiation skills
- Enlarging the field of brain functions
- Directing the use of the conscious and unconscious

Beyond Just Academics

Spark Minds Curriculum provides an adequate balance between workbooks and hands-on learning through the use of additional learning activities that are fun and engaging for young children. Such learning activities include:
Art Experiences such as painting, drawing and using art materials allow children to express their feeling and ideas and promotes creative expression.

Cooking experiences provide a fun and engaging way to learn about measurements, quantities and interaction of various substances.

Field Trips provide a fun reinforcement for learning by exploring different environments and facilities. Field trips are specifically chosen to adhere to the units of study in the curriculum.

Sensory experiences such as water play, sand play and play dough provide relaxing and stimulating experiences that promote creative thinking processes as well as develop small and large motor skills.

Dramatic play using props, puppets, household materials promotes imaginary play, language development and socialization skills.

Building and Construction materials reinforce math concepts such as space, size, and measurements and allow children to make connections in a creative and fun way.

Group Games are incorporated into every core subject to reinforce learning and critical thinking skills. Oral language games are essential for language development.

Special Events, fun days and Concerts promote a sense of teamwork and working towards a common goal.

Physical Activities- Learning through play

As most children need to be active, there will be variety of work and play spaces. The classroom may have learning centers of various types, such as the following:

- Early learning in information and communication technology is included in instructional activities.
- Swimming.
- Dramatic play.
- Fine & Large motor skills.
- Construction.
- Sand and Water.
- Art and personal expression
Spark Minds provides fun activities both indoors and outdoors to promote well-being and active play for children. Active play is essential for all aspects of a child’s development. It provides children with experiences which enable them to develop intellectually, emotionally, socially and physically. It also provides a rich context for the development of their oral language skills, social skills and encourages positive attitudes towards a healthy lifestyle.

**Indoor Gym Facility includes the following equipment:**

- Stepper: improves balance skills
- Play Group Sports Kit.
- Air Hockey (2 tables)
- Climbing walls (two-levels)
- Floor Exercise Equipment
- Resting Area
- Trampoline

**Outdoor play Facilities includes the following equipment:**

- Bikes and scooters
- Outdoor play ground structure
  - Swings
  - Climbers
  - slides
- Outdoor sand pit

**Connections- “Parent-ship” (Parent and School Partnerships)**

At Spark Minds we believe that parents have a great impact on their children’s overall development. A child’s growth depends on a positive partnership between home and school which is why we have merged the words “parent and ship” to emphasize the importance of establishing positive relationships between home and school. We have established several systems to open communication channels between parents and school. These include:

**Daily Parent Communication book**

which is a book designed for parents to be able to write notifications and comments about their child for the school.

**Monthly Update assessment reports** are sent home with your child to indicate their academic level, social growth and any other areas of achievement or concern. Parents are
encouraged to review these reports and follow the specific recommendations highlighted by school staff.

**Yearly Calendar** is available at the beginning of each year which highlights the units of study, the scheduled holidays and any special fund days or events. Parents are encouraged to refer to the yearly calendar for regular updates.

**Suggestion Box** is placed at the front reception with pens and paper to allow children to write their comments, observation and suggestions. The box is checked regularly by the School administrator and all concerns are dealt with in a diligent matter.

**Parent Email list**- Upon registration, parents are asked to provide an email address. A parent mailing list is created at the beginning of each year and regular emails regarding pertinent information are sent home.

**SMS service**- Parents will receive an SMS from the school regarding upcoming events and special announcements.

**Student Evaluation/report cards**

A report card is sent home twice throughout the school year, in term 1 and term 2. The report is structured to list all academic and social/emotional objectives covered each term and has a 1, 2, and 3 grading scale.

**Parent Meetings**

Twice a year, a parent meeting will be scheduled with parents to discuss overall progress of your child and come up with mutual goals in areas that need improvement. Parents and teachers are encouraged to work together to meet all areas of concern.

**Parent involvement**

Spark Minds School encouraged parent involvement during school events, school trips and special events. We understand that the transition to school is sometimes not only difficult for the child, but also for the parents and encourage parents to remain with the child at the beginning of the school year to transition the child until he/she feels safe and secure. There may be times, when a child displays extreme anxiety. In these specific cases, an individualized transition plan will be discussed with parents to ease transition into the school setting.
## Do's and Don’ts

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring 2 sets of extra clothing for your child to keep at school</td>
<td>Bring money</td>
</tr>
<tr>
<td>Bring swimming suit, bath towel, tooth brush, tooth paste and hair brush (for the school to keep) bathing cap, goggles and nose guard</td>
<td>Bring gum, candy, chocolates, unhealthy lunch foods such as chocolate sandwiches, cakes, cookies,</td>
</tr>
<tr>
<td>Bring a favorite blanket or stuffed animal if your child needs a familiar toy for added comfort</td>
<td>Bring Soda’s</td>
</tr>
<tr>
<td>Provide sweaters and jackets</td>
<td>Bring pretend weapons</td>
</tr>
<tr>
<td>All clothing should be free of complicated fastenings</td>
<td>Bring drinks that stain</td>
</tr>
<tr>
<td>Label lunch boxes and on all personal belongings (clothes, shoes, hats, bags) with the child’s name</td>
<td>Bring glass bottles or glass containers</td>
</tr>
<tr>
<td>All shoes must have a back to be safe</td>
<td>No floatation devices or flippers allowed</td>
</tr>
<tr>
<td>Your child should wear the school uniform daily unless otherwise specified by the school</td>
<td>Do not bring toys unless requested by the teacher</td>
</tr>
<tr>
<td>On P.E days, students must wear their P.E clothing</td>
<td></td>
</tr>
</tbody>
</table>

### Birthdays

Due to religious reasons on the issue of celebrating birthdays, we do not encourage celebrating birthdays at school. However, we will be more than happy to share special cupcakes or a special lunch provided by the parents with the child’s classmates.

### Field Trips

Parents’ written permission must be given before participation in 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.
- Students must pay for all expenses on the trip.
- The permission form will indicate if parent volunteers are needed.
- The supervising teacher will take along a cell phone to use in case of emergency.
- Student behavior is expected to be the same as in a classroom.
- Student insurance is the responsibility of the parents. Most policies carry a statement about school injuries.
- An incident report will be completed in the event of an accident.

**Volunteers**

We welcome your assistance on outings and in classrooms by invitation of the classroom teacher. In order to volunteer in the school, you must complete a volunteer application form. The administrator must sign and review all applications.

**Items Provided by Parents**

Please note below items that need to be provided by the parents. These items will be stored in a personal compartment designated specifically for your child.

<table>
<thead>
<tr>
<th>Infants</th>
<th>Toddlers/ Pre-Schoolers</th>
</tr>
</thead>
<tbody>
<tr>
<td>two packs of diapers or enough cloth diapers to last a week</td>
<td>Two packs of diapers or enough cloth diapers to last a week or pull ups</td>
</tr>
<tr>
<td>One to two bins of baby wipes</td>
<td>One to two bins of baby wipes</td>
</tr>
<tr>
<td>A tube of diaper rash ointment</td>
<td>A tube of diaper rash ointment or baby powder</td>
</tr>
<tr>
<td>Pack at least four burp cloths and bibs</td>
<td>If potty training, get at least five pair of potty training undergarments</td>
</tr>
<tr>
<td>two to five changes of clothes</td>
<td>Pack at least five bibs</td>
</tr>
<tr>
<td>Put prepared bottles and jars of baby food</td>
<td>Two extra changes of clothes</td>
</tr>
<tr>
<td>Bring pacifiers along with special other personal items baby uses throughout the day</td>
<td>A paint smock or a big shirt to cover your toddler's clothes when he does artwork</td>
</tr>
</tbody>
</table>

**Immunization and medical**

Spark Minds aims to ensure the safety and well-being of all our students. To ensure our children’s health, we request that all children enrolled at our school have up to date immunization records and a bill of good healthy from the family physician. Upon enrolment, parents are requested to submit these forms as a part of the enrolment process.
To ensure the safety of all our students, we ask that children who are sick remain at home until they are well to attend school. Please keep your child at home if he/she has any of the following symptoms:

- A fever of 37.5C or higher
- An upset stomach or headache
- Diarrhea or vomiting
- Sore throat or difficulty swallowing
- Infected skin or eyes or an undiagnosed rash
- Known or suspected communicable disease (chicken pox, measles, pink eye)
- Difficulty breathing, wheezing or a consistent cough
- If the child is not well enough to participate in activities

**Medication**

All medication must be given by the parents. Our teachers are not allowed to administer any medications to any child in our school.

**Medical injury/emergency**

In the event of an injury or medical emergency the following procedures will be followed:

**Minor injuries: scrapes, small cuts, light falls**

- First Aid will be provided (ice pack, band-aid)
- Parent will be called and notified of the injury immediately with all injuries relating to falls or head injuries, Diarrhea and vomiting
- Parent will be advised upon pick up of any other minor injury that does not warrant an immediate phone call (paper cut, small scrape)

**Major injuries/medical emergencies**

- Parent will be notified immediately to come and collect the child to get medical help.
- If a parent cannot be reached, Spark Minds staff members will take the child to the nearest hospital and await the arrival of the parent.

Parents are responsible for any medical bills that may arise from accidents.

**Fire and Fire Drills**

All classrooms have fire routes posted. When the alarm sounds, teachers take the class lists and escort their classes quietly out of the building to the designated grade areas outlined in
the general evacuation procedures. Students will be supervised at all times during an emergency evacuation.

If evacuation from the school compound is required, the gates will be opened and the staff and students will be moved together in class groups in a quiet, orderly fashion to the designated areas next to the school building. Teachers will continue to monitor their class groups, verifying that all students are present.

Program Policies

Behavior & Discipline Policies

At Spark Minds, safety and well-being of all comes first. To ensure and promote a safe and positive learning environment, we have incorporated Behavior management policies. Spark Minds adopts a “Zero Violence” and “No Bullying” policy. The following are policies designed to preserve the safety and well-being of students at staff at Spark Minds Schools.

Behaviour Management Policy

Spark Minds staffs are trained in a variety of positive strategies to promote effective behavior management in the classrooms. Such strategies include:

- Positive reinforcement by recognizing positive things students are doing: “Thank you Ahmed for cleaning up”.
- Using positive language such as “Please Walk” as opposed to “Don’t run”.
- Redirecting behaviors- Allowing children a quiet time to calm down by redirecting the child to an alternate activity.

Aggressive Behavior Policy

Students enrolled at Spark Minds School are expected to demonstrate respect towards others and the property of Spark Minds School. When a child displays extreme aggressive behaviors that threaten the safety of others, parents will be called in for meeting to discuss the situation. A joined plan will be created. However, Spark Minds School reserves that right to withdraw a child from the program if it is felt that the behaviors exhibited threaten the safety of other children at the school. If a child is withdrawn from the program due to demonstrating unsafe behaviors, no refund will be issued for any unused days.
Spark Minds Kindergarten is open during the official school timetable as set by the Ministry of Education, usually from September to June.

<table>
<thead>
<tr>
<th>Program</th>
<th>Working hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration office</td>
<td>7:00 AM – 3:00 PM</td>
</tr>
<tr>
<td>Kindergarten students</td>
<td>7:30 AM - 2:30 PM</td>
</tr>
<tr>
<td>After school program</td>
<td>2:30 PM - 5:30 PM</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>2:30 PM - 4:30 PM</td>
</tr>
<tr>
<td>Childcare program</td>
<td>7:00 AM - 5:30 PM</td>
</tr>
<tr>
<td>Little Khwarizmi</td>
<td>5:30 PM - 7:15 PM</td>
</tr>
</tbody>
</table>

**Note**

- The School Administration is closed on Friday.
- The Childcare offers a half day program from 7:00am-1:00pm and a full day program from 7:00am-5:30pm.
- For the Kindergarten program we accept children ages 3 to 6 years old.
- For the Day Care program, we accept children ages from 6 months - 3 years old.
- For the After-School Program, we accept children ages 2-12 years old for girls and 2-9 years old for boys.
- For the Tutoring program, we accept children ages 4-12 years old for girls and 4-9 years old for boys.
Attendance, Arrival & Pick up of Students:

At Spark Minds we encourage regular attendance and punctuality. Children must arrive at school at the beginning of each day when school starts and picked up when school ends. Regular absences affect the learning and progress of students. Children who are absent are required to complete all work missed at home.

The school day ends at 2:00pm.

All children must be picked up by 2:00pm. A late fee charge will become applicable after 2:00pm to be paid the same day, or the following day following these guidelines:

- Pick up between 2:00pm-2:30pm - SR25.00
- Pick up between 2:30pm-3:00pm - SR50.00
- Pick after 3:00pm - SR100.00

Late pickup fees will cover costs related to staff staying late and their transportation back home. It is important that all children are picked up on time. Repeated late pick-ups or failure to pay late pick-up fees will result in possible withdrawal from the program.

Food & Drinks

At Spark Minds we incorporate a Healthy Eating Policy and encourage students to make healthy food choices. Morning snack is provided to the children by the school. A 4 week rotating menu is included as a part of the registration package.

ADMISSION POLICIES

New Registrations

Parents may obtain a complete registration package from our office. A non-refundable
registration fee is applicable for every registration to reserve your child’s space. Registration fees include:

- One set of Uniform - an additional set can be purchased for SR200.00
- All teaching materials: worksheets, workbooks, pencils, papers, art supplies
- Entry assessment/evaluation
- Administration cost

For acceptance into our program, the complete registration package needs to be completed and submitted to our office along with the full registration fees as well as a parent registration contract. These include:

- 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.
- 8 passport size photos.
- Completed child health record (signed by the doctor).
- Copy of vaccination records.
- Detailed map of the child’s residence

Re-Enrolling

Parents will need to complete the re-enrollment form and return it with the annual registration fee. A new parent contract agreement needs to be signed each year.

Tuition Fees

Please refer to the “Tuition Fee” insert, which is included along with the parent manual for fees and fee schedule.

Withdrawal

After the beginning of the year, once children have completed a full week at school, no withdrawals can be accepted. In the event that a child has registered but has not attended any classes, the tuition fees may be refunded. However, registration fees are non-refundable. A two week written notice of withdrawal must be given.

We look forwards to promoting a loving and educationally sound environment for your child and welcome you into our school.