

Green Hills Nursery



Parent Handbook



Introduction

We want to welcome you and your child to Green Hills Nursery School. We are looking forward to an exciting time of new experiences and lots of fun!

It is during the first years of life that children form attitudes about themselves, others, learning, and the environment. These attitudes last a lifetime, so we work very hard to find ways to help children develop positive attitudes.

Educating a child is most successful when families and schools work together in the best interest of the child. We welcome your input and assistance in educating your child; after all, you are your child's first teacher! Valuing education and the opportunities it provides are important first steps. We are hopeful that you will find time to participate in some of our school activities.

The goal of our school is to meet your child's needs not only intellectually, but also physically, socially, and emotionally.

Going to school is one of the most important experiences in a child's life. School can be an exciting place where children meet new and different people and participate in many new and different experiences. We promise to work diligently to provide the children with wonderful experiences that help them to feel good about themselves and their school.

Communications

Contacting the Office

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Nursery Phone Numbers:

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Email Addresses:

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School Banking Details:

- COGEBANQUE, A/C No: 130-100278097 (FRW)
- BK, A/C No: 00040029707493 (FRW)
- ECOBANK, A/C No: 0010013800052701 (FRW)
- I&M Bank, A/C No: 00240550179 (FRW)
- BRD, A/C No: 2000057620102 (FRW)

Overview of the Curriculum

Reading and Language Arts

Your child will participate in activities to enhance his/her skills in the following communication arts areas:

Pre-reading and reading activities

- Letter identification
- Letter-sound relationships
- Letter formation (printing upper and lower case letters)
- One-to-one correspondence
- Determining real and make-believe

Writing activities

- Drawing a picture to convey meaning
- Holding a pencil correctly
- Copying words
- Identifying and writing sight words
- Writing words and sentences
- Revising writing in a group setting

Speaking and listening activities

- Telling stories
- Dictating lists, stories, and descriptions
- Listening to others
- Listening to stories
- Story retelling
- Reciting poems
- Participating in class discussion
- Show & Tell
- Knowing and using basic library terminology (author, title, illustrator, Title page)
- Identifying parts of a book (spine, cover)
- Making predictions and drawing conclusions
- Selecting appropriate reading materials

- Demonstrating respect for others using library materials
- Participating in author studies
- Using visual structure to communicate ideas
- Developing organizational skills in association with art activities

Mathematics

Your child will participate in activities to enhance his/her skills in the following mathematics areas:

- Counting forward from 0 to 100
- Color Recognition
- Recognizing and writing numerals 0 to 100
- Skip counting by 2, 5, and 10
- Counting backwards from 20 to 0
- Reading numerals to 100
- Estimating time on an analog clock
- Naming the value of a penny, nickel, dime, and quarter
- Performing simple data collection and graphing
- Patterning
- Naming geometric shapes (circle, square, triangle, rectangle, cone, sphere, and cube)
- Showing Addition and subtraction facts to 10

Science

Your child will participate in activities to enhance his/her skills in the following science areas:

- Five senses
- Weather elements
- Production processes involving plants and animals
- Defining and understanding extinction, identifying animals that are extinct

Social Studies

Your child will participate in activities to enhance his/her skills in the following social studies areas.

- Identifying and locating places and regions (Africa, Rwanda, America)
- Identifying landforms and bodies of water

- Identifying people in places
- Recognizing the Rwandan flag and singing the National Anthem
- Discussing sources of conflict and possible solutions
- Identifying reasons for rules and laws and positions of authority

Health, Physical Education, Safety

Your child will participate in activities to enhance his/her skills in the following health, physical education, and safety areas

- Large muscle activity through outdoor play including running, sliding, skipping, and other games
- Basic rhythms of walking, running, marching, skipping, and jumping
- Fire drills and other safety drills

Music:

Your child will participate in activities to enhance his/her skills in the following music areas:

- Singing alone and in groups
- Movement to music

Home Reading Program

Reading is one of the most important skills your child will learn in school. Like all skills, improvement comes with practice, and our new Nursery School Library will provide a wide variety of books for students to borrow for reading practice, information, and enjoyment.

Some guidelines on how our library program will work.

- Each class will have a time once a week when they visit the library with their homeroom teacher.
- Every student will get a plastic zip lock bag labeled "Library Bag", their name and class to keep their book in whenever they are not reading it.

- Library books may be kept for one week then must be returned. A book may be renewed (checked out again) if the student is not finished reading it.
- There are no fines for overdue (late) books, but please encourage your child to return their book each week. An overdue book means a student cannot borrow another book until the overdue book is returned.
- Students are expected to handle library books with care, since they are for everyone to share. Please keep books away from pets, food, and all liquids.
- Any book damage should be reported to the library as soon as possible so we can attempt repairs.
- Sometimes accidents happen. If a library book is lost or damaged while checked out to your child, a payment of 10,000 Francs toward a replacement will be requested from the parents. Once the book is paid for, your child's account will be cleared and he or she may resume library checkout.

Parent - Teacher Conferences

The parent - teacher conference is the time to speak to the teacher about your child. These conferences are usually held at the end of each term / trimester. They are designed to give parents some one-on-one time with their child's teacher and are the perfect time to discuss concerns and/or create an action plan to help any individual child do his/her best

Other Programs offered

Swimming

Our aim is to help children enjoy swimming as either a sport, or as a well being exercise that they can benefit from for their entire lives.

Our swimming program also focuses on creating positive experiences between children, teachers, coaches and team mates.

Programs offered:

- Babies (9months - 2years)
- Preschool (2years - 4years)
- Learn to swim (4years - 6years)

Early Reading Intervention

ERI is a program to assist struggling readers in a one-on-one and/or small group intervention sessions. The early intervention teacher, along with educational assistants, carries out the program. ERI is designed to help Nursery 3, Grade 1, and Grade 2 students continue to make good progress in reading with the goal of being successful in the future years beyond program participation.

Children benefiting from the program are recommended by their classroom teacher, and enrolled in the program by a parent. They receive 30 minutes of one-on-one guided instruction during the school day. The lessons combine a balanced approach to literacy and focus on learning effective reading

strategies. Instructional focus also includes word recognition, fluency, and comprehension.

The instructional focus for students in Nursery 3 is on development of phonemic awareness, phonological awareness, and concepts of print, reading strategies, comprehension, and understanding how the English language works. Reading and writing are reciprocal, and both are practiced each day with all levels.

Parent participation is an important aspect of ERI. This participation supports a home-school literacy connection. There will be ongoing communication with parents to help their child meet his/her potential. Children will be released from the program when they are at or above grade level expectations. The dismissal will be based on information from the intervention teacher, classroom teacher, and parents. Some regression typically occurs when students are released, so it would be beneficial to continue intervention beyond the minimal requirement when possible.

Special Education Program

The Discovery Special Education Program at Green Hills Academy is dedicated to helping children with special educational needs succeed and learn to the best of their ability.

Whether children have special physical, emotional or learning needs, our teachers in the Discovery Program are trained to work with each child individually to help them be the best they can be. If you have further

questions, please contact Green Hills Nursery at nurserygreenhills@gmail.com or call 0788404919.

Helpful Reminders for School

School Hours

Half Day Program: 8:30 - 12:30pm
Full Day Program : 8:30 - 3:30pm
After School Care: 3:30 - 5:30pm

Snack Time (9:30 - 10:00):

Please remember to send a **healthy** snack for your child **each day**. **No soda or candy, PLEASE!** Children will be provided time to eat their snack in a relaxed social setting.

Label, Label, Label: Please label your child's jackets, sweaters, school bags, lunch boxes, etc... Please label everything and anything sent to school.

Shoes: For safety reasons, we ask that all children wear shoes without laces. Sandals and "high heeled" shoes are not allowed.

Illness at school: The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy.

If your child becomes ill at school, he/she will be sent to the nurse's room and you or one of the names listed on the registration form will be contacted. Please notify us **immediately** if any contact numbers change. If your child needs to take medicine during the day, please bring the medicine to school and give instructions to our school nurse when you drop off your child.

Please let us know (at the time of registration) any foods or other things your child is allergic to.

Class Entry Age

Class	Should be Age:	By December of Current School Year
Tiny Tots	2 years	December 31 st
Nursery One	3 years	December 31 st
Nursery Two	4 years	December 31 st
Nursery Three	5 years	December 31 st

Our general classroom rules:

We discuss our rules together during circle time each morning. Here is a general list of rules.

1. We keep our hands and feet to ourselves.
2. We use nice words to everyone.
3. We listen when someone is talking.
4. We play and share with our friends.
5. We are careful with classroom materials.
6. We keep our room clean.

Please review these rules with your child a few times during the first few weeks of school and discuss with them how to respect themselves and others at school.

Centers: The best way for young children to learn is through active play. Our afternoon schedule is set up in learning centers. We carefully plan the activities in each center to develop skills and meet the needs of all the students.

Quickschool- Communication between home and school is very important. If you feel the need to communicate to us, please call the school or send us a note via email. We will get back to you as soon as we can.

Fire Drills Fire drills are held periodically throughout the year. All students will participate and are expected to walk quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill.

Uniform: All students are expected to wear school uniform everyday of the week. We have the regular uniform which is a white shirt and green shorts or skirt, a bowtie, school socks and black shoes. There is also the sports uniform which may be green, red, yellow or blue T-shirt and green shorts plus running shoes. Please consult with your child's homeroom teacher to know their uniform schedule as this may be different from one class to another.

School Uniform

Regular Uniform

- White shirt & green shorts (Boys)
- White shirt & green dress (girls)
- Bow tie
- Grey / white socks
- Black shoes

Sports Uniform

- T-shirt
- Green shorts
- Grey / white socks
- Running shoes

Others

- Sweater
- Jacket

Physical Education (PE) - Uniform Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Classes	TT/A	N1H/A	TT/A	N1H/A	N1H/C
	TT/B	N1H/B	TT/B	N1H/B	N1H/P
	NIH/C	N1Q	N2H/A	N1Q	N2H/A
	N1H/P	N2A	N2H/B	N2A	N2H/B
	N2H/C	N2P	N2Q	N2H/C	N2P
	N2Q	N3A	N3H/A	N3A	N3H/A
	N3H/B	N3H/C	N3H/B	N3H/C	N3P
	N3R	N3Q	N3P	N3Q	N3R

Optional Transport Facilities

We offer school bus services to our students from different parts of the city. Our bus drivers are there for pick up in the morning and drop off in the afternoon and each bus has an aide to make sure the children are safe.

Options are;

- Morning** (pick up between 6:15 - 8:00am)
- Half day** (leaves school at 12:10pm)
- Full day** (leaves school at 3:45pm)
- After School Care** (leaves school at 5:20)

Birthday Policy

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. If you would like to celebrate your child's birthday at school, please follow these simple guidelines:

- All birthdays will be celebrated only on Fridays. 9:30 - 10:00 (Half-Time students) or 2:30 - 3:00 (Full-Time students)
- Parents are to book no later than Wednesday of the week their child is having a birthday.
- If there is more than one child in the class with a birthday, the celebrations will be combined.
- Birthday cakes and drinks are to be ordered through the nursery office for food safety reasons.
- Instead of bringing candy for the students, we encourage parents to donate an educational game or book for your child's classroom.
- Party decorations are optional but can **ONLY** be brought before Friday after consultation with the homeroom teacher.

For more information, please contact the Nursery Office. You are welcome to come and join in on your child's birthday.