



# – COLEGIO INTERNACIONAL COSTA ADEJE

## **INFORMATION AND REGULATIONS FOR PARENTS OF PRESCHOOL CHILDREN K2 AND K3**

### **1. SEPTEMBER TIMETABLE:**

**Thursday, 6th September** will be settling-in day for all pre-school pupils, from **9am until 12 noon**.

**Friday, 7th September:**

- Children not having school lunches            9.00-13.30 hrs.
- Children with lunch and school transport    9.00-14.00 hrs.

**NOTE:** Children may be collected from school:

- At 12 noon if they eat at home.
- At 13.00 hrs if they are having school lunches.

### **2. PUNCTUALITY:**

It is of the utmost importance that children are in the classroom at 9.00 hrs. When children arrive late, they feel uncomfortable and also interrupt the group. In addition, we request that parents **do not enter** the classrooms from 9.00 hrs onwards.

**RESPECTING THE CLASS TIMETABLE ALSO FORMS PART OF EDUCATION.**

### **3. ATTENDANCE OUTWITH THE SCHOOL TIMETABLE**

Children arriving before the classrooms are opened (8.50 hrs) should be accompanied by parents to the swing park area BETWEEN 07.45-08.45 hrs, to be left in the care of a responsible member of staff.

This service is available solely to families who, due to employment obligations, need to leave their children at school during this time and who have requested this in 'secretaria'.

Beginning in the school year 2018/2019, this service will entail an additional fee of 37 euros to be charged through the bank.

### **4. COLLECTION OF CHILDREN**

The school timetable is **from 9.00hrs – 16.00hrs from the 10th September**. The grey gate will open for parents of pre-school pupils at **15.50hrs**. **Please do not enter the school grounds before this time.**

Children will be collected directly from their respective classrooms.

Children may not play or eat in the playground after school hours.



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## 5. AUTHORIZATION OF THIRD PARTIES TO COLLECT CHILDREN FROM SCHOOL

If third parties are to pick up children from school, parents MUST complete an authorization form on the first day of school and provide photocopies of the DNI or Passport of the authorized person, in addition to information regarding the relationship of said person to the family.

If a child is to be collected by someone other than the person who normally picks them up, **it is essential** that the teacher be informed through our digital platform, Clickedu, before 10 am on that day. In case of an unexpected problem, parents must call 'secretaria' directly.

## 6. UNIFORM:

The school uniform is obligatory and on days when children have sport, the sports uniform must be worn.

- Uniform: short or long-sleeved polo shirt, trousers or shorts for boys and trousers or skirt for girls, cardigan, anorak, two smocks (one for eating and the other for arts and crafts), navy blue socks and black or navyblue shoes.
- For sports: long or short-sleeved t-shirt, long or short sports trousers, white socks and white trainers/sports shoes.
- We request that the child's name and class is written on every piece of clothing (cardigans, sports jacket, polos, t-shirts and any changes o left at school), in order to avoid losing items.

The school will not be held responsible for the loss of any items of clothing.

## 7. RUCKSACK:

For safety reasons, the use of small rucksacks without wheels is preferred inside the classroom.

## 8. BREAKFAST:

Please provide your child with something light, eg. juice, milkshakes or fruit. Biscuits, sandwiches, chocolate and sweets are unnecessary and not allowed.

## 9. WATER:

Children should always bring a small, named bottle or flask of water in their rucksack.

## 10. DIARY

From this academic year 2018/2019 onwards, pupil's paper diaries will be replaced by an online diary in Clickedu. This will continue to be an important means of communication between parents and teachers.

Here parents will find information regarding the wellbeing of their child, eg. did he/she eat well, sleep well (K1), take any prescribed medication, etc.



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It is important to check the diary on a daily basis. If a family needs to pass on any information regarding a child (dosage of medication, change in time of leaving school....), this should be communicated as early as possible; before 10 am on the same day.

We remind you that if a username and password for Clickedu should be required, this can be obtained in 'secretaría'.

## 11. JEWELLERY:

Children should not wear jewellery to school; no bracelets, chains, rings, etc.

## 12. BIRTHDAYS:

Birthdays are celebrated in the classroom. Please contact the teacher several days beforehand.

Parents can bring: pre-prepared and packaged which do not require manipulation in compliance with health and safety laws: sponge cakes, biscuits, croissants, crisps, dried fruit, drinks, serviettes and plastic plates and cups.

Parents should not bring: fruit, home-cooked food or cakes, sweets or bags of sweets, gifts, 'piñatas' or soft drinks.

## 13. TOYS:

Toys should not be brought from home as pupils must learn to share those provided in class.

## 14. ILLNESS:

If teachers are required to medicate a child, they must be given the doctor's prescription indicating how, when and the dosis to be administered. **This should be handed directly to the teacher by an adult, not through the child.**

A doctor's certificate should be provided confirming that a child is no longer contagious in the case of illnesses such as measles, scarlet fever, conjunctivitis, eczemas etc.

## 15. CONSULTATION TIMES:

Teachers can be consulted between 16.00-16.30 hrs, having previously arranged an appointment directly with the teacher in question. In the case of exceptional circumstances only, it is possible to arrange an appointment at a different time.

If there is a problem, this should be discussed:

- Firstly: with the class teacher/tutor or teacher involved.
- Secondly: if no solution is reached, with the Coordinator of Pre-school, Margarita Martorell.
- Thirdly: with the management team: Nuria Marrero and Antonio Méndez (Teaching), Laura García (Administration) and Patricia Mora (Marketing).
- Fourthly: with Amaya Escudero (General Director).
- Assistance can also be provided by our Psychologist and Guidance expert, Isabel Soberón.

## 16. CLASS TIMETABLE (from 10th September onwards)

- 09.00 - 12.00 hrs Classroomactivities
- 10.00 - 10.50 hrs Breakfast and break
- 12.00 - 12.30 hrs Lunch (dining-room)
- 12.30 - 14.00 hrs Lunch break/play time (pupils in K1 can have a nap)
- 14.00 – 16.00 hrs Classroomactivities

The timetable corresponding to each class will be available in September.

### It is important that you read:

- **Circular letters sent by email**
- **The noticeboard outside the classroom**
- **The digital diary (Clickedu digital platform)**

## 17. UPDATING PERSONAL INFORMATION

- Please inform the tutor/class teacher and 'secretaria' immediately if there are changes in contact telephone numbers.
- In the event of parental separation, please notify the Management of judicial resolutions.

## 18. IMPORTANT REGULATIONS

- We remind you that it is illegal to smoke on the school premises.
- For safety reasons, the presence and use of bicycles, skateboards, tricycles and scooters is prohibited in the school grounds.
- The use of mobile phones is not allowed.
- In accordance with article 5 of Law 15/1999, photographs must not be taken within the school premises.
- For health reasons, animals (of any size) are not allowed on school premises.

Thank you for your collaboration

Margarita Martorell Nassl  
(Coordinator of Pre-School – second cycle)