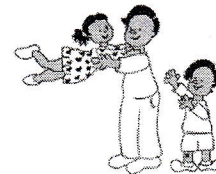
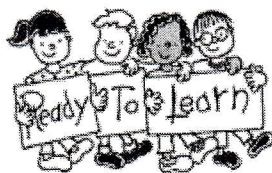




INDIAN SCHOOL DARSAIT

KINDERGARTEN

A Handbook for Parents
2017-2018



KG I

MORNING SESSION

The purpose of this Handbook

Welcome to the Parents' Handbook which we hope you will find helpful and informative. As parents you may have a wish to keep abreast of the programme that we have planned for your ward at the Kindergarten level in our school. We are looking forward to an exciting year of new experiences and lots of fun.

Staff List

Class/Sec	Name of Teachers	Email id
KG I A	Aji Lennie	Ajilenn2000@gmail.com
KG I B	Anandam R.Menon	Anadammenon7@gmail.com
KG I C	Poonam Rao	poonrao@gmail.com
KG I D	Padmabala Thalavainallasivan	Padmabala330@gmail.com
KG Coordinator	Sheeja Philip	sheejaphilip26@gmail.com
Vice Principal	Leena Francis	leenaf91@gmail.com

Arrival and Collection

Your child's safety is our paramount concern. Ensure that your child reaches school on time and is picked up from the class before 12:30 p.m. by the parent or driver. **Instruct the child not to leave the classroom without the parent/driver.**

Morning Arrival

The front doors are opened promptly at 7:00 a.m. Please do not leave your child unattended before 7:00 a.m.; because of our other duties we are unable to accept responsibility for children until that time. There is a flexible arrival time between 7:10 a.m. to 7:35 a.m.

Parents of Kindergarten are welcome to bring their children till the classroom, provided you reach before 7:40 a.m. and we encourage you to leave them at the Foyer if you reach late as the meditation and morning assembly starts at sharp 7:45 a.m. The students who come after the first bell will be escorted by a member of staff safely into the classroom, though it is not appreciated.

Children should be encouraged to say a cheerful farewell at the classroom door or Foyer, as they need to get used to organizing themselves in their classrooms.

Afternoon Collection

Dispersal for KG at 12:15 p.m.

The students of KG will leave via the front entrances only. Please arrive on time to collect your child; they look forward to seeing you at the end of a busy day. For their safety, we would be grateful if they don't climb on the walls or play on the equipments and trees around the school after you have collected them from the teacher.

If, for any reason, you are unable to collect your child please inform the school receptionist, who will notify your child's teacher. You must also supply the name and telephone number of the person collecting. In case your child in KG has to be picked up by an elder sibling, please give it in writing to the class teacher.

N.B. We will not allow a child to leave school with anyone other than the usual person who collects, no matter who they say they are, unless we have been previously notified.

Every child should say "Happy afternoon" to their teacher – this is acknowledged as the official "handover" to parent or carer.

If you need to collect your child during the school day, please report to the office first and fill in the release form kept with the receptionist. The child will be handed over to you at the foyer by a staff after obtaining permission from the Vice Principal.

Serious Incidents

If parents become aware of a serious incident on-site, please report it straight to the school office. Information regarding off-site incidents should be called up and intimated to the school officials.

School Monitored Transport System

As a responsible institution, we are committed to the safety of our children which is our prime concern and we request you to kindly enroll your ward for the School Monitored Safe Transport System with the best interest of our children.

The school has appointed a few teachers as Transport Facilitators, who monitor the safety of the students using this facility by systematically following the norms and guidelines set by the ROP and Ministry of Education.

The safety features like IVMS, Seat belts, cameras, trained attenders, automatic doors and limited number of students as per the seating capacity are the highlights of this system. An active Whatsapp group by route is supported and well accepted by the safe transport engaged parents.

Whatsapp Group

Whatsapp group for the class is created by the teacher only for passing academic and related information to the parents. It is not a platform for discussion and exchange of daily greetings. Kindly refrain from sharing notes, posting any irrelevant material, not even 'OK', 'Thank you', etc as it may cause inconvenience to the other members. Personal concerns can be discussed personally with the teacher. If the ground rules are violated your number will be deleted from the group.

Spare Clothing

We welcome gifts of spare socks, tights, pants, trousers, shorts and pinafore dresses for use in emergencies (accidental wet pants, sickness, upset tummy, etc.) If at any time your child does come home in spare clothes, please wash and return them to the school ready for use.

Sending Money

There are times when you need to send money with your ward for purchase of books, purchase of photos etc. In such situations, please send the money (exact change) in an envelope with the child's name.

Personal Stationery

Please send 3 Staedtler writing pencils, 1 eraser, 1 set(12colours) of Faber castle crayons and 1 set(12colour) daily in a pouch(the stationery will be kept with the teacher initially till they are trained to handle independently). Please send a craft book which will be kept in the school.

Star of the Week

Each child in the class will be given a chance to be the star of the week, throughout the year. 'Star of the Week' title is meant for recognizing each child for what he is and giving them a taste of stardom in our special way. The child picked as a star is made to feel very special for the whole week. He can share his likes, dislikes, fears, and many other aspects of his persona that would otherwise remain hidden in most cases. Please follow the guidelines given below to prepare your child for 'Star of the week' activities:

- Sunday: Myself-The child will bring photograph(s)/poster and talk about himself, his favourite dishes, toys, his likes, dislikes, etc.
- Monday: My Family-The child will bring family pictures and talk about his/her family
- Tuesday: Talent Time-The child will sing a song/rhyme or perform a dance
- Wednesday: Show & Tell- The child will bring any object from the house and talk about it.
- Thursday: Picture Talk- The child will bring pictures and talk about it in the class.

The items to be used during the week can be sent on the first day and will be displayed in the class throughout the week. At the end of the week these items will be sent back home.

Complaints

Most minor queries or complaints can be addressed by the class teacher. CO-ORD/VP is also readily available to see parents regarding any issues or comments.

Contacting the School

There will be times when you need to contact us and any member of staff will be happy to make an appointment with you at a mutually convenient time but not during the class time.

Your child's class teacher is your first point of contact, as parents, with the school. If you have any worries regarding academic, behavioural or any other issue affecting your son or daughter please email the teacher in the first instance. If the teacher feels it is appropriate, she will pass your concern on to the appropriate member of the Senior Administration Team.

Occasionally, important matters may arise that you feel need to be discussed directly with the higher ups for which you could kindly take prior appointment in the format kept with the receptionist.

Leave Application Policy

Leave, less than 3 days must be recorded in the diary. In case of long leave the application must be addressed to the Principal/Vice Principal and submitted to the teacher, in the format given below. Kindly check & confirm with the class teacher, whether the request made has been approved or not, in a week's time.

Best Regards,

Dr.Sridevi P. Thashnath
Principal



Dr. Sridevi P. Thashnath
Principal
Indian School, Darsait, Muscat
(CBSE Affiliation No. 6130912)

LEAVE FORMAT

To
The Principal/ Vice Principal,
Indian School Darsait,

Date: _____

Respected Madam,

My daughter/son _____, studying in Class _____ Section _____
GR.No. _____ will be on leave from _____ to _____ (_____ days), due to _____

I request you to kindly grant the permission for the same.

Thanking you,

Signature: _____

Name of the parent: _____

Mobile no.- _____

FORMAT FOR APPOINTMENT

Date : _____

APPOINTMENT REQUEST - TO MEET PRINCIPAL/ VICE PRINCIPAL (PRIMARY)/ COORDINATOR

I, the Parent of / Visitor from _____
(Child's Name), Class/Div _____, would like to seek an appointment with the
_____ to discuss the following matter:

- 1) _____
- 2) _____

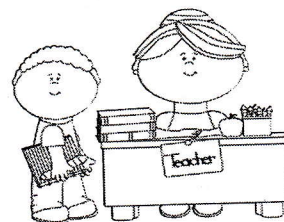
Thanking you,
Yours faithfully,

(Parent's Sign with date) Contact # _____

APPOINTMENT GIVEN ON: _____ TIME: _____ S/d- _____

KINDERGARTEN CURRICULUM

Here in the Kindergarten, we aim on the all-round development of a child. Development of reading readiness, writing readiness and pre-number concepts, promotion of knowledge and understanding skills, creative skills, personal and social skills and values relevant to the age group will be the prime focus.



PHYSICAL AND MOTOR SKILLS

Students acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically-active lifestyle. The student exhibits a physically-active lifestyle and understands the relationship between physical activity and health throughout the lifespan.

Objectives

Gross Motor Skills

- Basic body control and coordination of large muscles and movements
- Physical fitness, growth and enjoyment
- Maintain body balance and equilibrium

Activities

- Walking on a line, walking in a line
- Running, catching, hopping, jogging, jumping, skipping
- Creeping, crawling, climbing
- Throwing and catching a ball or a Frisbee
- Free play and guided play
- Outdoor games – swing, slide, see-saw and other toys

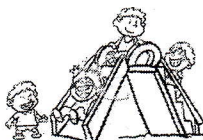
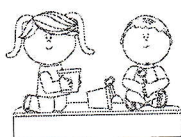
Fine Motor Skills

- Fine muscle control and coordination
- Eye and hand coordination, finger-hand coordination
- Firm and correct grip of the implements like pencil, crayon, and paint brush, etc.
- Aesthetic appreciation and manual dexterity

Activities

- Drawing, colouring, painting(hand, finger, brush, sponge & other materials)
- Paper crushing, paper twisting, paper rolling, paper tearing, paper folding
- Collage of bindhis, dhal, rice, sand, wool, straw, paper bits, cotton, etc
- Printing of leaf, coin, fruits, vegetables, parts of the body, comb, etc
- Threading beads, shapes, blocks, etc

- Lacing of shapes and figures
- Blocks and free play, puzzles, insets, etc



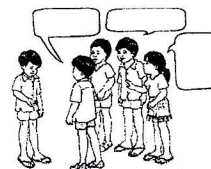
LANGUAGE SKILLS

Kindergarten students take part in language activities that extend their vocabulary and conceptual knowledge. Students learn to follow directions and develop the language of schooling.

Listening Skills

Objectives

- ❖ respond appropriately and courteously to directions and questions
- ❖ listen critically to interpret and evaluate
- ❖ learn the vocabulary of school such as numbers, shapes, colors, directions and categories
- ❖ participate in rhymes, songs, conversations, and discussions
- ❖ listen responsively to stories and other texts read aloud
- ❖ identify the musical elements of literary language such as its rhyme and rhythm
- ❖ improve span of attention and concentration



Activities

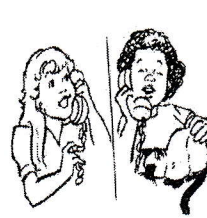
- Rhymes, Conversations, Stories and role play, Special Assemblies, Silence game (whispering games), Audio-visual aids.

Speaking Skills

Objectives

- ❖ use vocabulary to describe clearly ideas, feelings, and experiences
- ❖ retell a spoken message by summarizing or clarifying
- ❖ ask and answer relevant questions and make contributions in small or large group discussions
- ❖ gain increasing control of grammar when speaking such as using subject-verb agreement, complete sentences
- ❖ speak with correct pronunciation

- ❖ encourage them to explore the environment and ask questions
- ❖ narrate stories in his/her words



Activities

- Picture talk , Rhymes and songs , Storytelling , Dramatization , Informal talk , Role play , Conversation , Field trips , Free expression

Reading Skills

Objectives

- ❖ name and identify each letter of the alphabet
- ❖ understand that written words are composed of letters that represent sounds
- ❖ know the difference between individual letters and printed words
- ❖ recognize that print represents spoken language and conveys meaning such as his/her own name and signs such as Exit
- ❖ know that print moves left-to-right across the page and top-to-bottom



Activities

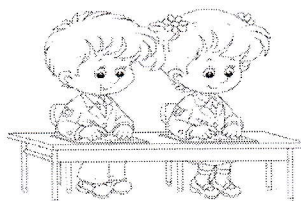
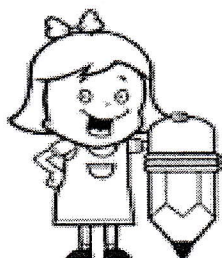
- Reading with the help of flashcards , Word building with movables , Text from the reader , Worksheet for identification of sight words , Games , Reading story books

Writing skills

Objectives

- ❖ write within the red and blue lines
- ❖ write each letter of the alphabet, both capital and lower case with correct formation

- ❖ write his/her own name and other sight words



Activities

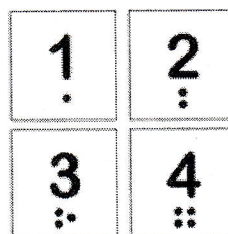
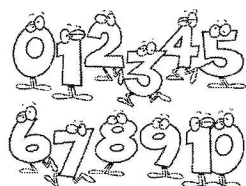
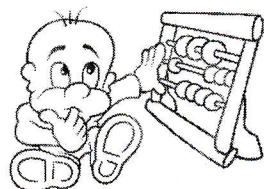
- Pattern tracing and writing , Letter tracing and writing , matching letter to picture, drawing letter for the picture, etc

NUMERICAL SKILLS

It's hard to believe that your baby is growing up and doing mathematics! Math is a big part of your child's day in kindergarten. Your child will be exploring, experimenting, counting, sorting, and explaining numerals, its values and related concepts in class and in real life.

Objectives

- Learn to identify numerals and writing it in the correct formation
- Develop numerical values
- Understand the basic operations and quantitative reasoning- use of objects to represent quantities
- Patterns – sequencing, next numeral, etc
- Relationships, shapes and comparisons - common shapes , big objects and small objects, heavy and light objects and less and more objects
- Learn to use manipulative and use of mathematics in everyday situations



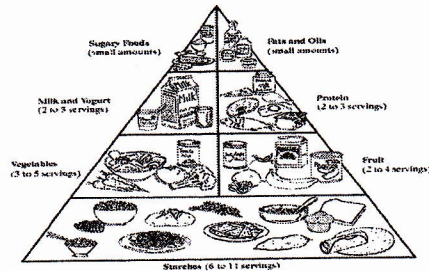
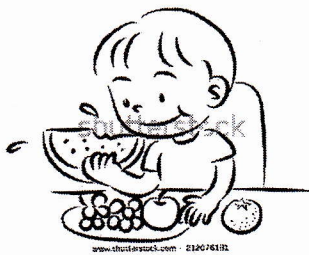
Activities in the classroom

- Formations and placement of numbers are reinforced through individual and group activity.
- Sorting and making sets
- Comparison of sets
- One to one correspondence, matching and comparing
- Manipulative like blocks, beads, puzzles, movables, bottle caps, straw etc.

FOOD HABITS

To ensure proper growth and good health it is important that they have a balanced diet.

- Independent eating habits should be cultivated. Every child should bring a napkin along with their snack box.
- Give as wide variety of food as possible
- Sufficient liquid should be given
- Send your child with proper breakfast. Children should be provided with fruits and vegetables.
- Children should be provided with the food that can be eaten easily without becoming messy.
- Choice of snack should depend on their nutritional value rather than on their fancy appeal.
- Restriction of saturated fats and sugars.
- Avoid fried and oily food, junk food like chips, burgers, nuggets, sausages, etc



SOME VALUABLE TIPS:

- Be creative and try to make their plate more attractive.
- Set timing for breakfast, lunch, snacks and dinner.
- Make starchy foods the basis of child's main needs (such as breads, potatoes, rice, pasta etc)
- Children need to have dairy products every day.
- Discourage excessive intake of aerated drinks, chocolates, ice-creams and chips
- Please send napkins, spoon or fork along with the snack box.
- Please send only nutritious food and enough quantity, not more not less.
- Avoid chips and soft drinks unless there is a party.

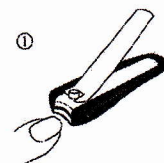
PERSONAL HYGIENE

Children's hygiene habits are everyday habits that have to be established and reinforced.

OBJECTIVE:

Children will learn the importance of cleanliness

They will start these practices in childhood and make it a habit that they continue till adulthood.

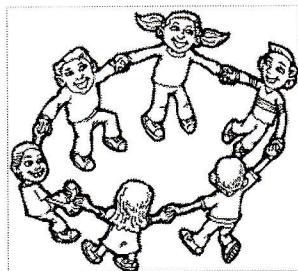


ACTIVITIES:

- Washing their hands before and after handling their food, after playing, and after using toilets.
- Brush their teeth twice daily.
- Must take bath daily
- Clipping of nails at regular intervals.
- Hair should be washed weekly at least ones and neatly combed.
- They should cover their sneezes and coughs.
- Wash their feet well at least once a day, before going to bed.
- Dressing frames with zippers, press buttons, big & small buttons, etc.
- Avoid accessories like bangles, anklets and earrings.

SOCIO-EMOTIONAL SKILLS

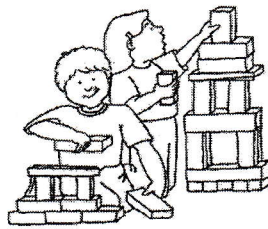
Emotional development is the growth of a child's ability to feel and express an increasing range of emotions appropriately. Social development is the growth of a child's ability to relate to others and become independent. Children need to learn to interact with their peers and with adults in a socially acceptable way, which allows them to eventually form healthy relationships and fit into social situations comfortably.

**Objectives:**

- Adjusts to changes comfortably
- Mixes with peers and plays with groups of children
- Is confident and self assured
- Has the ability to share things and take turns
- Learns to use language rather than physical outbursts to express themselves
- Develops a strong sense of past and future
- Shows good overall control of emotions
- Is sensitive towards the rights and privileges of others
- Is polite and cooperative
- Accepts responsibilities

Activities

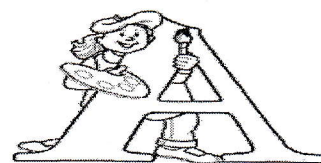
Free play, Dramatic play, Cooperative group play, Outdoor and indoor games, Rhymes and stories, Celebrating festivals, Special assemblies, Helper roles around the class



CREATIVE SKILLS

Creativity is an art which can be moulded and developed through activities. Activities are a good vehicle for exploration and our focus should be on the process rather than the product. Children can be nurtured in aesthetic appreciation and it also satisfies their intrinsic desire to learn about the world around them. The different areas of creative skills are

- Through art and craft
- Through music and enacting
- Creative thinking



OBJECTIVES OF CREATIVE SKILLS

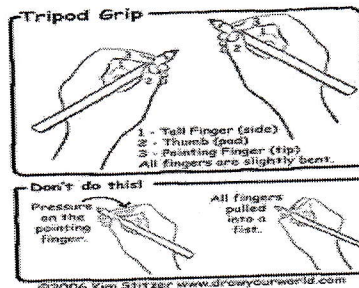
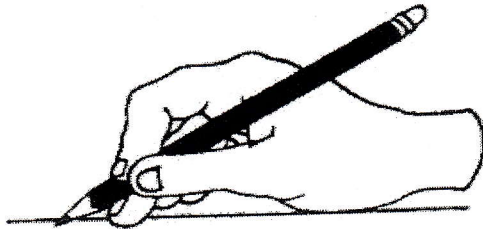
- development of finger muscles and eye hand co ordination
- development of concentration
- development of aesthetic value
- improve self confidence
- improve creativity and imagination
- improve vocabulary and memory
- satisfy expressions of emotions and pleasure
- develop auditory discrimination of sounds and rhythm

ACTIVITIES

- Paper twisting, crushing, tearing and rolling
- Painting, dabbing, coloring, free drawing, paper cutting with scissors.
- Vegetable printing, fruit printing, leaf printing, tracing of shapes
- Paper folding
- Use of plasticine to develop the creativity
- Cd players
- Assemblies and sports day events
- Rhymes and stories

Writing

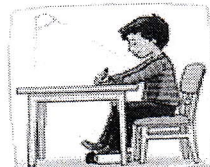
1. **Pencil hold:** The most comfortable & co-ordinate pencil grip is when the pencil is held between the index finger and thumb, with the three fingers supporting the pencil underneath. The fore-arm rests on the paper and the other arm holds the paper down firmly to keep it from moving. The pencil or crayon must be both long & thick enough for little fingers to manage it comfortably.



2. **Sitting posture:** The child should be seated comfortably and straight with the body slightly inclined towards the table, suitable to his or her level.

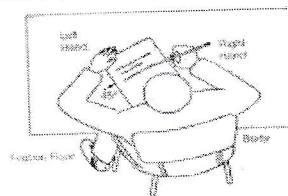


3. **Light Position:** Please ensure that light is coming from your left if you are a right handed and from right side if you are a left handed or from the top. (The left handed child should be made to sit in a row at the left side always.)



4. **Positioning of books:** For the right-handers, the notebook should be placed to the right of the centre of the body and should be slightly tilted to the left. For left-handers, the notebook should be placed to the left of the centre of the body and it is helpful to tilt the paper slightly to the right.

Figure 14.14
Paper Position and Correct Posture for Handwriting



Note: This paper position would be reversed for left handers who write 'sl' but reserved for left handers who 'hook'.

*Stones-up position
*Back position

Remember

- Children should not hold their pencils too tightly.
- They should be reminded to write 'left to write' and 'top to bottom'.
- Teachers should check for faulty pencil grip and make the corrections.
- Jerky or unsteady movement of the pencil should be corrected.
- Shapes and sizes of ascenders and descenders should be even and correct.

TIPS FOR PARENTS

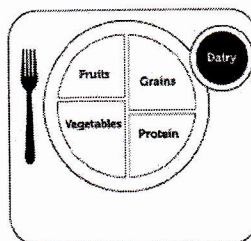
Please take time to read through this piece of information. You may find many helpful ideas and answers to some of the questions that you and your child may have.

- Kindly label all the items of your ward.
- Your time & patience will help your children develop a strong sense of self-worth & confidence.
- Listen to your children & expect them to listen to you. If they are not in the habit of listening to you, they will have trouble in listening to others, too.
- Encourage them to recite and sing their favourite nursery rhymes & songs.
- Introduce new words and explain their meanings.
- Cultivate the habit of speaking to them, the language that you would speak to an adult. This would provide them a strong language model to follow. **Discourage "baby talk"**.
- Have an **art box** or cupboard available for them to explore. Include: crayons, a pair of scissors, glue sticks, tape, paints, play dough/clay/plasticine, colour pencils, old magazines, picture books etc.
- Arrange for your child to play with other children his or her age group.
- Instruct the child to ask permission before he or she takes anything that is not his/hers.
- **Kids should be toilet trained** and be able to take care of simple bodily needs, such as washing their hands and getting dressed and undressed.



- Read a bedtime story before they sleep.
- **Getting enough sleep** is very important for a child. Lack of sufficient sleep can contribute to inattention, hyperactivity, lethargy and disagreeableness among children. They require 8 to 10hrs of sound sleep.
- **Hand dominance** is established in children by nature, early in their lives. The left handed child perceives direction on paper in a totally different way from the right handed child. It is against the laws of nature to force a child to change his naturally preferred hand. Let your child develop his or her own hand preference, at their own speed. The best thing you can do for a left-handed or an ambidextrous child is to be supportive.
- Parents should insist that bus drivers drop the children inside the classroom, pick them up from the classroom and personally escort the child to the bus. If the **siblings** are to collect the child please send a **letter** to the class teacher.

- Please make sure that your child is wearing the **name tag**, every day with contact details of both the parents and the driver.
- **Dressing for school:** Parents should make sure that their wards wear clean clothes and come neatly dressed to school. It is essential for boys and girls to wear proper undergarments. This is as important for boys as it is for girls.
- A light breakfast would be ideal early morning provided it is given at least 20 – 30mts before the child leaves for school

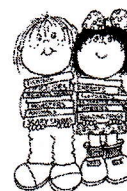


- Teach your child to say his/her name and telephone number.
- Avoid sending glass bottles to school.
- The school diary should be brought to school daily. Please fill the three pages of the school calendar completely.
- When the books are sent home please sign and return it on the next working day.
- You are requested to refrain from sending toys, watches or other non-essential articles with your child. Bringing bubble gum to school is strictly prohibited. No ornament is to be worn by the child except on birthdays and party days.
- If your child faces any problem, health or otherwise, you are advised to get in touch with the class teacher.
- Slippers are not allowed unless medically advised. Slip-on shoes with heels for girls should be avoided.
- Your child should wear KG uniform along with black shoes and white socks on all the four days, except Tuesdays. On Tuesdays and Birthdays they are allowed to come in their casuals and should be dressed in a comfortable/presentable manner.
- Please send a change of clothes in your child's bag every day, without fail.
- The School bag should be of appropriate size and please do not send very big or too small bags for your ward.
- If you have any concerns regarding your ward you are free to convey to the Section Coordinator, Mrs. Sheeja Philip through email. (email id : shееjaphilip26@gmail.com) or meet her between 12.30 pm – 1.10 am as per her availability. You could even meet the Principal / Vice Principal with prior appointment.
- No parent will be allowed to meet the teacher during the class hours.
- You are advised to expose your child to spoken English through audio and video cassettes meant for children.

MONTHLY SYLLABUS PLAN FOR THE YEAR 2017-2018 FOR KG I

Month	Language	Numeracy	Conversation
April	Oral: Greetings, Action words ,Good manners Written: Standing Line Sleeping line	Free play with manipulative toys. Concept- Big and small Long and Short. Oral:	Myself: Name, Boy/Girl, class, school Parts of the body Vishu My Family Colours - Red, Blue,yellow
May and June	Oral introduction of Capital and small letters:I i,Uu,Vv,Ww	Oral: 1, 2 ,3 Written: Number 1,2 Concept: Full ,Half Empty One and Many.	My Home My School Meals of the day Healthy and unhealthy food Fruits Summer Season Colours: Yellow, Green
August	Oral and Written small letters: i , u, w, v,l	Oral : 1 to 4 Written: Number2,3 Concept: Wet and Dry	Vegetables Rainy Season Flowers Pet Animals Domestic Animals Krishnajayanthi Independence Day
September	Oral and Written small letters: t, b ,f , n,	Oral: 1 to 6 Written: Number3, 4 Concept: Heavy &Light Shapes: Circle	Teacher's day Onam,Eid, Muharram Wild Animals Plants and Trees Insects

October	Oral and Written small letters: m,h,p ,r ,c	Oral: 1-7. Written: Number 4,5 Concept: In and Out Shape: Triangle	Birds Water animals Diwali Good habits Gandhi Jayanthi Dussera
November	Oral and Written small letters: a,o, d, e,j ,y	Oral: 1-9 Written: Number 7 Concept: Hard and soft Shape : Square , Oval	Air around us Living and non living things Children's day Community helpers Hot & Cold National day of Oman
December	Oral and Written small letters: g	Oral: 1-9 Written: Number 8 Revision of concepts	Land transport Traffic rules Winter Christmas
January	Oral and Written: small letters: q,s,k,x,z	Oral : 1-10 Written : Number 8, 9 Concept : On and Under Shape: Rectangle	Air transport Water transport Water Makar Sankranti Day and night Republic day
February	Oral and Written: Child's name Sequence a-z Missing letters (small and capital letters) Oral Intro of 2letter words	Oral : 0-10 Written: Number 0,10 Missing numbers Number after sorting objects Same and different	Before & after Computer Musical instruments
March	Oral and Written: Revision Aa-Zz Cursive pattern writing	Oral : 0-10 Written : Revision 0- 10	Revision of fruits, animals, vegetables, colours , flowers, shapes, seasons, plants, food.



Term I – April to September
Term II – October to March

What your children want you to know:

Teach me how to love and care for myself through your own example. I will learn so much more by what you do, say what you mean, mean what you say.

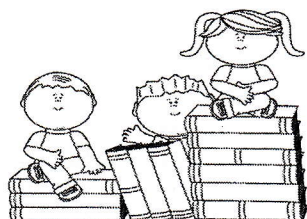
Notice me and take joy in who I am. Help me grow up feeling special, listen to me with an open ear and loving heart.

Let your guard down and be carefree where it is possible and focus on what I am doing right. Appreciate me so I can feel worthy and trust me so I will be trustworthy. Tell me about your own life so I can also learn about success, failure, dreams and fears.

Be a parent.

- Author Unknown

www.LearningStationMusic.com



Finally, please note that this handbook is intended as a guide for parents and is updated at least annually.

We recognise that education is most successful when there is a strong partnership with parents. We hope to develop this with you and look forward to nurturing your child through these first important years of school life.

