

The welcome booklet

For the parents of
Kindergarten students

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Welcome to you and your children !

You have registered your child at the Lycée Guebre Mariam kindergarten.

This first year is a unique and important event in his life.

After the first visit of the school, this booklet will allow you to discover it under all its different aspects. It will help your child to get ready for school.

Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
7.50am to 11.50am	Class				
11.50am to 12.30pm		Lunch		Lunch	
12.40pm to 1.20pm		Project		Project	
1.30pm to 3.30pm		Class		Class	

SYNOPSIS

USEFUL CONTACTS

WELCOME

OUR TIME TABLE

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WHO IS WHO?

1. Who is the proviseur?

He is in charge of the Lycée Guebre Mariam. He manages all the organization of the primary school, the secondary school and the high school.

His name is **Monsieur Torres**.

2. Who is the director ?

She is in charge of the kindergarten and the primary school. She works with the teachers from PS to CM2.

Her name is **Madame Fouquet**.

3. Who is the director deputy ?

She is in charge of supervising the administrative work and ensure relationship with international schools.

Her name is **Madame Julie Canas**.

4. Who is the primary school secretary?

Her name is **Madame Dinknesh**: she welcomes and registers the students of the school. She answers to all your administrative questions (school certificate exeat,...)

5. who is the kindergarten coordinator?

Madame Chouareg welcomes the parents and the students. She is in charge of

the good functioning of the kindergarten.

6. Who are the teachers?

There are 14 certified teachers in kindergarten. A team of 3 Amharic teachers gives classes in 1st and 2nd year of KG. And a team of 5 Amharic teachers gives classes in the 3rd year of KG. There is also a team of 2 English teachers for the 3rd year of KG.

7. Who are the « Asem » ?

The « Asem » are specialized agents in kindergarten. Every morning, they welcome the children. In the classroom, they assist the students who work autonomously. They help the students during lunchtime. At the end of the afternoon, they are in charge of the students staying at the daycare.

8. Who are the librarians ?

There are 1 librarian in kindergarten. They welcome the teachers and students for reading activities, research work and borrowing books.

9. Who are the nurses ?

There are two nurses. They attend to small injuries.

10. Who are the cleaning staff members ?

There are six staff members in charge of keeping the classrooms and common areas clean.

11. Who is the maintenance team ?

There are 12 staff members who intervene to fix, handle small works and installations. The team manager is **Monsieur Guedil**.

HOW DOES THE SCHOOL WORK ?

1. How many levels are there in kindergarten ?

At 3-years-old, the student enters kindergarten. At 4-years-old, he is in « Moyenne Section ». At 5-years-old, last year in kindergarten, he is in « Grande Section ».

The classes are in French.

There are classes in Amharic. These workshops are prepared in coordination with the certified teachers of every class.

2. Schedules : at what time does the school start and finish ?

Gates open at 7.20am. Students are welcomed by the "Asem » in the schoolyard.

At 7.40am, students are welcomed by the teachers in the classrooms.

Every morning, class starts at 7.50am. That's when the parents must leave the school.

3. What to do in case of delay or absence ?

If you are late, between 7.50am and 8.05am, you can enter through the kindergarten gate and your child will be led to class by an « Asem ».

If you are late after 8.05am, you must enter by the gate on Churchill road, and go to the coordinator's office to register the delay. Your child will be led to class by an « Asem ».

Please keep in mind that a student's delay disturbs the class and distresses the child who is late.

The absences are allowed only in case of illness.

In case of 1 or 2 days of absence, you must call the kindergarten coordinator between 8.00am and 8.30am.

For an absence longer than 2 days, it is mandatory to provide a letter and a medical certificate to the teacher.

Any long absence is noted on a form « long absences without medical certificate » and is kept in the child's school record.

4. The student's school ID, What is it ?

It is mandatory to show this card in order for us to confide your child to the person who comes to pick him up. Two cards are provided to the parents.

Parents are also required to present this card.

If you forget your card, you must enter through the gates on Churchill road and present yourself at the coordinator's office.



In case of loss, you must pay to have it replaced.

4. Entrances and exits - How does it work ?

Entrances

Kindergarten students (From « Petite section » to « Grande section »)

- Between 7.20am and 7.50am, they enter accompanied by their parents, exclusively through the kindergarten gate.
- On Tuesdays and Thursdays, they can re-enter between 1.20pm and 1.30pm through the kindergarten gate exclusively.

Primary school students (From Cp to Cm2 - from 1st to 6th grade)

- Between 7.20am and 8am and between 1.50pm to 2pm, they enter through the north gate (Primary school).
- They can enter through the south gate (on Churchill road), if they are accompanied by an older sister or brother up to the primary school schoolyard.

Secondary school and high school students :

- Between 7.20am -8am and 1.50pm-2pm , entrance through the south gate (Churchill Road), they can also enter through the north gate (primary school).
- Between 12pm and 12.30pm, entrance through the south gate only.

Exits

Kindergarten students

They are picked up inside the school by one of the parents, an adult or an older sister (or brother), expressively authorized to do so, and exit through the kindergarten gate.

Primary school students

Between 11.50am-12.10pm and 4pm-4.20pm: exit through the north gate (elementary school), with the parents' authorization, or picked up by an authorized adult (or older sister or brother).

Secondary school and high school students

- From 12pm : exit with authorization (unless over 18) through the north gate, except on Wednesdays.
- Between 12pm-12.30pm: exit through the south gate (on Churchill Road), with parents' authorization for secondary school students.
- Between 1.50pm-2pm: exit through the south gate only for high school students (with authorization for students under 18).
- At 4pm: exit through the south gate. They can also exit through the kindergarten gate (if it is their last class) or after 12pm on Wednesdays with written authorization.
- Between 4.50pm-5.10pm: they must exit through the north gate (elementary school), as the south gate will be closed.

5. If my child arrives by minibus ?

If your child comes to school by minibus, it is mandatory that he waits for the departure of the bus at the evening childcare.

Remember to take your child to school yourself from time to time. By doing so you will be able to meet with the teacher.



Be careful with the risks of serious injuries when the children play in the street while waiting for the departure of the bus

6. When does the class break take place?

There are one class break in the morning. For the "petite section", from 9.25am to 9.55am. For "moyenne section" and "grande section", from 10am to 10.30am.

In the afternoon, only "moyenne section" and "grande section" have a class break: from 2.25pm to 2.40pm.

Your child will have his snack with his teacher and the « Asem » in his classroom.

Make sure you prepare a nutritive snack (fresh fruits, small sandwiches...) and water. We strongly advise not to give chips and sodas.

7. How to have lunch at school ?

There is no restaurant at school. The children must bring their own lunch.

The lunch break is between 11.50am and 12.20pm.

The « Petite section » students have lunch in the kindergarten hallway, as well as two classes of "moyenne section". The other "moyenne section" and "Grande section" students have lunch in the refectory. The "Asem" are the ones who look after the children during the lunch break.

8 How is the nap organized?

The « Petite section » students go to the dormitory at 12.30pm. Relaxing music is played to the children so they can fall asleep smoothly. Every bed is marked with the name of the child occupying it. It is essential that « petite section » students attend school every afternoon as there will be classes in the afternoon.

At 2.30pm, everybody is back in the classroom.

9. After school the daycare

At 11.50am, you will find your child in the schoolyard, under the surveillance of an « Asem ». This service is offered to families from 11.50am to 12pm. After 12pm, the daycare is charged.

In the afternoon, from 3.30pm to 4pm, your child will stay under the supervision of the "Asem" playing in the courtyard, free of charge. If your child stays at the daycare after 4pm, he will then have a snack at the refectory and play under supervision of the "Asem": a daycare card will then be requested.

The daycare cards are sold at the LGM cashier.

10. The infirmary How does it work ?

The infirmary is open every day from 7.30am to 5.30pm.

Nurses can disinfect small injuries, allow a child to rest, or occasionally administer a medicine you gave them with a doctor's prescription.

In case of chronic disease (ex: asthma), you must inform the teacher, the nurse and the school direction. An emergency protocol will be implemented.



11. Where do the lost objects go ?

Lost objects (clothes, bottles...) are stored in the nap room, close to the coordinator's office. Don't forget to label your children's clothes.

Objects that have not been claimed will be collected by the high school students and given to the needy children. This donation is done five times a year.

12. The library : books for children

Students go to the library once a week. They can choose the books they like and go through the books they have chosen and let go their imagination, this will give them a taste for reading.

They can take the books back home starting in « Moyenne Section ».

They can borrow the book they chose for one week.



Books are fragile. They must be taken care of!

13. What is the purpose of the "Cahier de liaison" ?

It is a liaison notebook where the teachers, the parents and the administration can exchange information or request an appointment.

You should follow it carefully !

14. The « complementary » pedagogic activities" - What are they ?

They give the opportunity to work in small groups (5-6 students), during 6 or 7 weeks, to reinforce the learning, to make experiments, to prepare a show, to use the story-carpet...

These activities are not mandatory. The teacher will require your agreement.



How to help your child ?

1. Back-to-school without stress

The entrance in kindergarten is a major step that has to be prepared way before the back-to-school season.

We recommend you to come and discover the life of the classroom and the schoolyard in the first days of June.

On the lycee website, you will find pictures of the kindergarten that will allow you to prepare your child for school. By repeating explanations and showing him pictures, he will approach the big day with confidence.

If you get emotional during the first days at school try not to show it to your child.

Reassure him, tell him you are leaving but you will be back to pick him up. Don't forget to kiss your child before leaving.

Let him bring his favorite object (teddy bear, etc). It is a reassuring link for him.

The parents should respect the exit time. Lots of tears will be avoided.

Arrive early so that your child will feel like he belongs and will be able to enjoy the play area quietly.

2. Learning how to speak

In kindergarten, everything is an opportunity for language development and enrichment: singing, telling a story, listening to a story, asking a question, playing with puppets, dressing up...

At home, you can ask your child to sing the last nursery rhyme he learnt or

for example to tell you if there was a wolf in the last story read. You can also cook, play ball or comment a game...

Don't forget to read stories even if your child is not going to school yet.

It doesn't need to be in French. What is important is that your child develops the language he shares with his parents. The better he will master his mother tongue, the easier it will be for him to learn French.

What is important is for the child to communicate with his parents.

Repeating the work done in class with a tutor is useless and can actually jeopardize your child's desire for learning.

3. Knowing and acting with the body

Running, climbing, jumping, rolling, grasping, crossing a tunnel, riding a bike,

using a paintbrush, a piece of chalk, a pen, the glue, these are all activities that will help your child build both gross and fine motor skills

At home, you can play ball, skipping rope, go for a walk and observe nature...

4. Events at school

Every Monday, an info letter is published on the lycée website. Keep yourself informed of the various events by visiting the following page :

<http://www.guebre-mariam.org/>

• Resources in French

- During the holiday breaks, offer your child to watch cartoons and to listen to stories in French.
- Here are some interesting French websites to keep practicing French:
 - <http://www.wismo.ch>
 - <http://tibaostudio.blogspot.fr/>
 - http://www.caillou.com/immersivegames_FR/
 - <http://tfo.org/nellycesar/>

• The parents' page

Useful links:

Websites consulted by parents

<http://www.justmontessori.com/montessori-language-program/index.php>

Recipes, DIY for kids.

<http://www.teteamodeler.com/>

Medical addresses in Addis:

• **Doctors**

• [Dr. Yossef](#) (English speaking)

• **where** : Santa Familia Clinic

• **Contact** : 09 11 24 21 75

• **Suisse Clinique**

• Dr. John Fogarty (English speaking)

• Dr. Saba Lambert (English, French and amharic speaking))

• **where**: Kera

• **Contact** : 011 467 20 47 / 09 21 78 71 20

• www.suisseclinic.com

• **Nordic Medical Center**

• **where**: Bole-Rwanda

• **Contact** : 8901/ 09 29 10 56 53 /09 60 13 50 24

• www.nordicmedicalcentre.com

How to help your child during his school years?

Dear parents and their children,

We are the committee of elected parents at the school board, we therefore represent all the students' parents, whatever their nationality (Ethiopian, French, Congolese, Senegalese, German, American... or dual-nationality).

Like all of you, we are confronted to doubts and questions on how to help our children from kindergarten to high school, at the lycée Guébré Mariam.

We have collected a certain amount of data from different publications and researches in order to accompany you in your role as a parent.

The relation with the school

It is very important that you accompany your child to school as often as possible to reassure him, to show him that you pay interest in what he experiences at school.

The extra-curricular activities.

The program is dense so try as much as possible not to overload your child with extra-curricular activities (no more than two at school and one outside), try to choose adapted hours for your child, (not too late, no later than 7pm for evening activities). Also try to keep some free time, so he can have enough time to read, dream, invent his own activities or even to get bored...

Sources : www.Academie-en-ligne.com

www.Magicmaman.com

You can find all this info on the Lycée Guebre Mariam website:
<http://www.guebre-mariam.org/>

To read in all languages

Whatever the language (Amharic, French, English,...) of the story you read , what matters is that you read it yourself in order to communicate with your child.

Read whatever book offered by your child: tales, albums, documentaries, cartoons...

Read preferably before going to sleep it helps to have sweet dreams

Have a live and enthusiastic reading.

For this reading to be a moment of pleasure, let your child react freely.

Reading will help your child develop his imagination.

Consult the relaxation method : see at the end of booklet.

Conclusion.

The intellectual curiosity, the inventiveness and creativity are abilities present in every child, we parents need to help our children to make the most of it.

Good luck to all parents.

The elected parents at the school board

You can find all this info on the Lycée Guebre Mariam website:
<http://www.guebre-mariam.org/>

Relaxation Method

- Relaxing and listening to a story
- Before you read a story with your child, try this simple stretching and relaxation exercise that will help you and your child focus in the present moment. Not only does it allow you, if necessary, to calm the excitement of both your mind and body, but it will also help you both focus on the story. This exercise can very well be enjoyable by itself.
- Furthermore, learning the technique explained below will provide your child with the necessary tools to get rid of the physical tension; so that every time he feels stressed or anxious, he will be able to relax, and therefore understand that a quiet mind can be recovered very easily.
- To start, invite your child to lay down on his bed or directly on the floor, with a pillow under his head. Sit down comfortably next to him and ask him to pay attention to his breathing. Together, deeply breathe in and out several times. Then, when you feel ready, say slowly, in a soft and relaxed voice :
- Close your eyes. Wiggle your toes... wiggle, wiggle... and relax.

- Now, point your toes forward.... Then bring them back towards you.
- To the front, towards you... and relax.
-
- Now, slowly, but really deeply, inspire and imagine the air filling up your body, from head to toe, as if you were inflating like a balloon. Slowly, gradually, exhale by letting your body sink into your mattress or the floor.

- Now, clench your fists to form a small ball... then open by stretching your fingers. Clench again, then open by stretching your fingers.
- Clench again your fists, then open them by stretching your fingers. Clench again, then open by stretching as much as possible... and relax.

- Again, deeply inspire and imagine that the air is filling up your body, from head to toe, as if you were inflating like a balloon. Slowly, gradually, expire by letting your body sink into your mattress or the floor.

You can find all this info on the Lycée Guebre Mariam website:
<http://www.guebre-mariam.org/>

Relaxation Method

- Now, stretch your arms and feet as far as possible
- Stretch again.... And relax. Stretch again.... And relax.

- Now, let your arms fall on each side of your body and put your hands on your stomach. Frown, in order to tense all your facial muscles.
- Relax. Now put a big smile on your face.... And relax all the muscles of your face.... Smile again... and relax.

- Slowly and deeply breathe in through the nose, and feel your stomach inflate.
- Slowly breathe out through the mouth , and feel your stomach deflate. Relax, relax all your body...

- Keep breathing deeply until you feel completely relaxed, now listen and appreciate the magic story that you are about to tell.

You can find all this info on the Lycée Guebre Mariam website:
<http://www.guebre-mariam.org/>