

Parent Handbook

ALASHBAL INTERNATIONAL
PRIMARY SCHOOL-AIN KHALED





Welcome to ALASHBAL

Dear Parents,

At Alashbal Primary International School, we are dedicated to nurturing young minds to excel academically, think critically, and value cultural diversity. Guided by our vision, we strive to inspire every child to become an adaptable thinker, a compassionate leader, and a lifelong learner prepared to thrive in a connected world. Together with our parents, we build a strong partnership to support each child's journey of growth and success.

Warm regards,

Mr. Arockia Dhas Calisthu





Vision, Mission, and Curriculum



Vision

ALASHBAL PRIMARY INTERNATIONAL SCHOOL aims to develop global citizens who excel academically, think critically, and embrace cultural diversity responsibly.

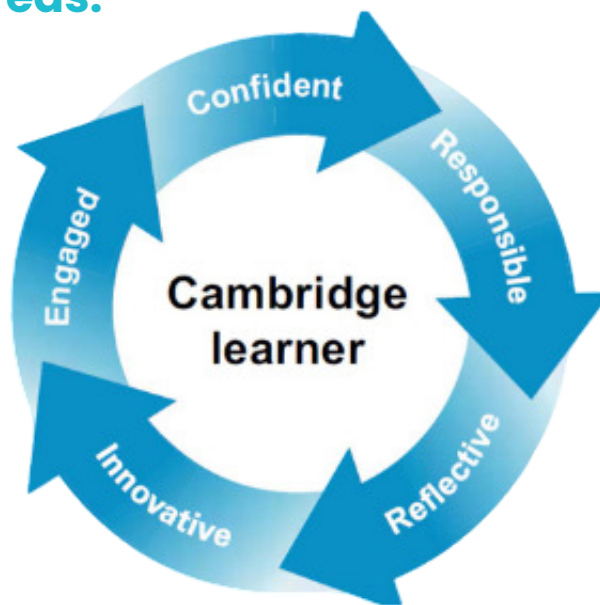
Mission

We inspire students to be adaptable thinkers, compassionate leaders, and lifelong learners ready to contribute to a connected world.

Curriculum

Cambridge curriculum offers rigorous academic standards, structured assessments, and international recognition preparing students for higher education.

Our curriculum focuses on the following **key** developmental areas:





Daily Schedule & Routine



At ALASHBAL, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours

Sunday - Thursday, 7:00 AM - 2:30 PM

02 Morning Drop-Off

6:45 - 7:00 AM (Late arrivals require prior notice)

03 Afternoon Pick-Up

1:30 - 2:00 PM

04 Pick-Up Authorization

Only listed guardians may pick up a child.

Drop-Off Policy

- Students must only be dropped off in the designated driveway.
- Parents are not allowed to enter classrooms during the morning routine

Pick-Up Policy

- Official dismissal begins at 1:20 pm; parents are not allowed to enter buildings or classrooms before this time.
- Students are dismissed outside, released only after confirmation from parents/guardians, and supervised until handed to an authorized adult.
- Parents must follow car line rules—pull forward, no overtaking, and no parking near the main gate.



Enrollment Policies & Required Documents



At ALASHBAL, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Enrollment Eligibility

Children must meet the following requirements to enroll at AIPPS:

01 FAIR & TRANSPARENT

Our admissions process welcomes students from diverse cultural and linguistic backgrounds, providing equal access to high-quality education while considering each child's unique learning needs.

02 AGE REQUIREMENT

Following MOEHE guidelines, minimum age for Grade 1 is 5 years by end of September. This cut-off applies to all year groups, with specific age requirements for each level.

03 ASSESSMENT PROCESS

Students undergo age-appropriate assessments with a 50% passing requirement. Primary students (Years 1-6) complete both interviews and written tests.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

1. **Completed Enrollment Form**
available at the school office or
on our website
- 2 **QID and Passport Copy**
for student and parents

All other required documents requested by the administration must be submitted before the child's start date.



Enrollment Process & Timeline



STEP 1 **Application Submission**

Parents must fill out the enrollment form and submit all required documents.



STEP 2 **Assessment**

Children will complete an assessment to help determine readiness and placement.



STEP 3 **Admission Confirmation & Payment**

Once accepted, parents will receive a welcome package, along with an invoice for the registration fee and first payment that includes miscellaneous and Term fee.



STEP 4 **Orientation & First Day of School**

Before starting school, parents must attend an orientation session to review expectations, classroom procedures, and transition tips for their child.



Attendance & Absence Policies



Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

- All students are expected to attend school Sunday through Thursday during regular school hours.
- 7:00 AM – 1:20 PM.
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office by 7:30 AM.
- A minimum attendance rate of 80% per Term is required for children to maintain their enrollment.

Chronic absenteeism (more than 10 unexcused absences per Term) may result in a review of the child's enrollment status.

Tardiness & Late Arrivals

- A student is allowed three tardy days in a term, provided genuine reason is given for being late.
- If the student is late due to any specific reason like medical or consular appointments then prior notice should be given to the class teacher.
- If the child is late for more than three times in a term, the parent will be notified of this by the class teacher or head of department.
- After notification if there are more offenses, the parent will be called to meet the head of department, and will be asked to sign a pledge to not repeat the offense.
- Failure to commit to the pledge, will result in child being marked absent which will be reflected in the progress report.

Reporting Absences

- Parents must call or email the school office before 7:30 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.

Planned Absences & Family Vacations



- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.



If a student accumulates **10 unexcused absences per term**, the school will schedule a **parent-teacher** meeting to discuss the impact of attendance on the child's learning and development.





Health & Wellness Policies



At AIPPS, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

Illness Policy

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 3+ days due to illness, a doctor's note is required.



Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to a staff member.

No medication (including cough drops) should be left in a child's backpack.

Allergy & Food Safety Policy

The School is a nut-free campus (no peanuts, tree nuts, or nut-based products).

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.



Home-Packed Lunch & Snack Policy

- Parents may send home-packed meals if preferred.
- Nut-Free Policy: Peanuts, tree nuts, and nut-based products are strictly prohibited.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas.

Foods Not Allowed

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.



Allergy Awareness & Food Safety

ALASHBAL School is a 100% nut-free campus.

- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.



Dress Code & Personal Belongings Policy



We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.



Dress Code Guidelines

School Uniform

Boys: white polo shirt with the school logo,
formal black pants,
prescribed chequered necktie

Girls: white blouse with the school logo
prescribed chequered skirt
prescribed chequered ribbon

Black leather shoes and plain white socks

PE UNIFORM

prescribed PE T-shirt
prescribed maroon PE pants
white socks
trainers or running shoes (preferably with straps instead of shoelaces)

Hair coloring/highlighting prohibited
Boys must maintain suitable haircuts



Parent Involvement Opportunities



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Weekly & Academic Calendar

- **Weekly Updates**
Sent via classdojo/school ERP summarizing classroom highlights and upcoming events.
- **Academic Calendars**
Distributed at the start of each year with key dates and activities.

Direct Communication

- **Parent-Teacher Meetings**
Available thrice a year or upon request.
- **Daily Updates via App**
Parents receive photos, messages, and reports during PTM
- **Email & Phone Support**
Teachers and staff are available for inquiries during school hours.



Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled thrice a year to discuss:

- Student's academic progress and behavior

Additional conferences can be scheduled if needed.

School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following policies apply:

- All visitors must check in at the administration office after signing visitor's diary at the entrance.
- Parents may not enter classrooms during instructional time without prior approval.



Acknowledgment & Agreement Form



We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of _____, have read and reviewed the ALASHBAL School Parent Handbook for the _____ school year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from AIPPS

Primary Contact:

Name:

Relationship:

Phone Number:

Additional Authorized Pickup Person(s): (if applicable)

Name:

Relationship:

Phone Number:

Secondary Contact:

Name:

Relationship:

Phone Number:

Any changes to authorized pickup persons must be communicated to the school in writing.

Parent/Guardian Signature

Parent/Guardian Name:

Signature: _____

Date:



ALASHBAL INTERNATIONAL PRIMARY PRIVATE SCHOOL- AIN KHALED

Learning with Love,
Growing with Care