

Parents Guide



Our vision: We aim at preparing children aged between 3 and 5 to have a positive attitude towards learning skills and knowledge that qualify them to enter the primary school stage with straight behaviours.

North Madinat Khalifa 30570778 / 44172447

Email: qurtoba.kg@education.qa

Dear parents,

Cordoba International Kindergarten welcomes you and thank you for the trust you have put on us. We are pleased to provide you with the “parents' guide” in order to inform you of our educational and academic policies. We warmly welcome your suggestions.

Our vision,

Our kindergarten aspires to prepare children from the age of 3 to 5 years with positive attitude towards learning, skills and knowledge which will qualify them to enter the primary stage with strong values and behaviours.



Our mission

We are committed to providing interesting education for children aged 3-5 years, taking into account individual differences and tendencies as well as variety of intelligence of children following the standards of the EYFS.

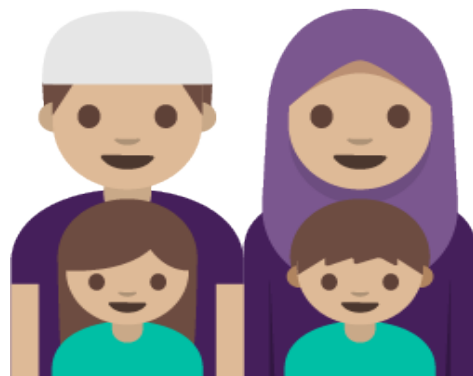
We are also committed to providing them with the required grounds for enrollment in primary education stage safely and efficiently through qualified teaching staff who will teach them within clear, fixed religious values.



Working as part of a team is an important part of our daily tasks.

Our values,

Fun learning- cooperation- honesty- self-monitoring.



Our curriculum is based on achieving the educational goals according to the British standards that take into account the nature of the kindergarten child age .We make a priority to achieve our vision and mission by adopting seven major areas of learning:



<p>Communication and language</p>	<p>Children are exposed to an engaging environment that provides exceptional occasions to develop their skills of listening, understanding and speaking through different activities. This process helps them to increase their feeling of self-confidence and to learn how to express themselves, their feelings and needs, how to follow instructions and how to pursue the activities.</p>
<p>Physical development</p>	<p>This area is about how young children learn control of their bodies and how they learn to use equipment and materials safely. They are introduced to the functions that the different body parts have and to deal with each one of them in a healthy way. This includes all the factors that affect healthy development including making healthy choices in relation to food. It also includes managing their personal needs in terms of hygiene.</p>
<p>Personal Social Emotional Development</p>	<p>This is one of the building blocks of success in life. It supports children’s development by helping them to interact effectively and develop positive attitudes to themselves and others. However, this does not happen in isolation and relies on influential adults such as parents and carers providing them with positive feedback and modelling appropriate behaviour.</p>
<p>Literacy Development</p>	<p>Through learning about sounds and how these can be represented in writing children become aware of phoneme-grapheme correspondences and the skills of forming graphemes to write words and sentences which can be read. Children learn the 42 sounds that can be formed in English after they learn the 26 letters as well as the 28 letters in Arabic in all their forms and with the short and long vowels and they are encouraged to blend sounds to read words and simple sentences.</p>
<p>Mathematics</p>	<p>Mathematics is all about understanding and using shape, space, measures and numbers to solve everyday problems. Children learn also about different mathematical concepts also (such as small/big, up/down...) and about the importance of mathematics in all aspects of our lives.</p>
<p>Understanding of the world</p>	<p>This is about how children get to know about other people, the place where they live and about all aspects of the environment. It is broken down in three aspects: people and communities, the world and technology. A strong focus is done in this aspect to increase the feeling of belonging and the proudness of the Qatari identity.</p>
<p>Expressive arts and design</p>	<p>Children experiment with media and materials to find out about their properties and modifying and manipulating them. It includes exploring sounds, patterns, movement and different tools and techniques. Children explores the world of pretence, building on their experiences of the real world and transforming them into something new – whether through role play , pretend play, block play or small world play or a range of other areas.</p>

A day in Cordoba International Kindergarten

1. We receive children from 6:30 and morning assembly starts daily at 7:00.
 - Ayatu AL kusri
 - Morning Adhkar
 - Names of Allah
 - Physical exercises
 - Children's home pieces of art presentation.
2. British curriculum (EYFS) is the base of Cordoba International Kindergarten. Children also learn one hour daily of Arabic language and half an hour daily of Quran as well as one lesson of Islamic values weekly.
3. Our curriculum is based in classroom and out of the classroom activities, such as field trips and open days. Families are informed about them in the weekly letter every Thursday. A WhatsApp message is also sent to the mother's mobile number to inform about the activity and the fees (if any). (A slip usually accompanies the weekly letter too) In case the slip is not sent back in time properly signed and with the attached fees, the child will not participate in the activity. Please, make sure your child has breakfast before leaving home or send some to eat in the kindergarten.
4. The weekly letter and the homework is sent at the end of each week in the child's folder. Homework can be submitted before Tuesday the next week in the folder.
5. Children can buy snacks from the kindergarten's canteen during their first or second snack times

You can contact the kindergarten (teachers or administration) by making an appointment or through any of these ways:

(North Khalifa Town)

- ❖ Telephone numbers :44172447-30570778
- ❖ Kindergarten's email: gurtoba.kg@education.qa
- ❖ Facebook page : [روضه قرطبة الدولية](#), Cordoba International Kindergarten
- ❖ Instagram: cordobaint.kindergarten



Kindergarten's regulations

1. Follow the official daily timing (from 7:00 to 12:00, from Sunday to Wednesday and from 7:00 to 11:30 on Thursdays) Children can be kept after hours if a previous agreement is done with the administration.
2. Commitment to wear the kindergarten's uniform ,(children who are not wearing the uniform will not see their pictures posted in our Facebook page those days)
3. Taking into consideration yours and other children's safety, we cannot take in a child in case he/she is sick to avoid the contagion of others. In this case, the sick child must be kept at home.
4. Children should attend kindergarten regularly(except in cases of sickness or emergencies)
5. Children should bring healthy breakfast (it may contain sandwich, milk, yoghurt, juice, fruits, and vegetables). Chips and soda are strictly forbidden .Any unhealthy food will be removed from your child's lunch bag
6. Commitment to send only a small school bag for the child without wheels,(the kindergarten is allowed to remove the improper school bag)
7. Coordinate with the kindergarten any type of celebration (such as Quran competition or the two Islamic celebrations: Eid)
8. We have various mothers' meetings throughout the year, a great opportunity for you to meet your child's teachers and discuss any personal and/or academic issue with them.
9. Maids are not allowed in the kindergarten, in order to promote the self-independence in the children (when carrying their bags)
10. In case a child is absent, without a justified reason, for more than 30 consecutive or separated days, he/she will not receive the graduation certificate.
11. In case the child breaks a kindergarten's property, the guardian will be responsible for repairing or replacing it by another one of the same value.
12. The kindergarten can cancel the transportation service (bus) at any moment if the child does not follow the safety rules

Children's assessments policies

The British system is based in:

- 1- End of semester reports (twice yearly) which are based on the ongoing assessments and teachers observations
- 2- Child's portfolio : this is the child's file which is put together with his/her achievements and which shows his/her progress throughout the year.

Behaviour policy

- A verbal warning (from the teacher and/or the administration office)
- Thinking chair (for a period not exceeding five minutes, according to age)
- Not allowing the child to take part on games, trips or open days.
- Parent will be informed and he will sign a commitment document that the child will not repeat the obscene words and/or dangerous acts.

The kindergarten reserves the right to cancel a child's registration in any of these cases:

1. In case the family does not cooperate with the kindergarten to treat skin contagious disorders (such as lice and others)
2. In case the kindergarten finds out that the child is not properly potty trained and wears diapers.
3. If the child is absent for 30 (or more) consecutive or separated days in one semester

Bus policy

- The first school day of each year, the bus will only return the children but parents will need to drop in the morning.
- If you change your address during the school year, the kindergarten will not be responsible of your child's transportation services (Transportations fees are not refundable)
- The child must follow the school safety rules. The kindergarten can remove a child from the transportation services if his behavior is a risk for his or other children's safety.
- Organizing the timing of the bus takes about two weeks at the beginning of the year. Once the families are familiar with the bus appointments, this will not wait more than 3 minutes to collect or drop a child. The bus will not return to a home after it has moved.
- Please, inform the administration in written if there is any issue related to the bus so the proper measures can be taken, in sha Allah.
- If your child will be absent, the bus monitor must be informed in advance so she will not pass that day.

Complains policy

At Cordoba International Kindergarten we deeply believe that self-development is crucial and that this can be achieved in different ways, one of them being taking parents' suggestions and complaints into consideration. Therefore, a committee to its proper follow-up has been established.

The mechanism is as follows:

- 1- Parents have been informed of the possibility of contacting us through the landline number (44172447) or mobile (30570778)
- 2 -The secretary receives the complaint and forwards it to the person responsible:
 - If the complaint is related to health issues (the kindergarten nurse will be informed)
 - If the complaint is related to transportation issues (first, it is transferred to the bus supervisor ,and she must inform the principal afterwards
 - For academic issues (the complaint will be transferred to the kindergarten coordinator, and she will inform the principal at a later time
- The guardian can request to contact the principal directly if necessary.

Contact numbers for complaints have been placed at the front entrance of the kindergarten.

Documents needed to register your child:

- 5 personal photographs
- Photocopy of birth certificate
- Photocopy of the Qatari ID of the child, the father and the mother.
- Passport photocopy (and original) of the child, the father and the mother .
- Health file (from Health center)+ photocopy of Health card.
- Photocopy of vaccination card.
- Certificate of the parent/guardian that shows that he/she is an employee at the present.
- Proof of no pending fees from previous kindergarten in Qatar.

You need to provide your child with the following:

- ❖ **Personal care things (which should be provided the first day of school)**
Spare clothes, box of tissue, packet of wet wipes, water bottle or plastic unbreakable glass)
- ❖ **School bag without wheels (to protect your child's safety)** (Trolleys will be returned to families to be substituted by school bags)

Make sure you label properly all your child's personal things, spare clothing included



السيدة / مديرة روضة فرطية الدولية المحترمة
السلام عليكم ورحمة الله وبركاته ...

نود إفادتكم بان الرسوم الدراسية والاضافية للعام الأكاديمي 2025/2024م تكون على النحو التالي:

أولا: الرسوم الدراسية السنوية		
نوع الرسوم	KG1	KG2
الرسوم الدراسية	15000	15000
ثانيا: الرسوم الإضافية السنوية		
نوع الرسوم	KG1	KG2
التسجيل (مرة واحدة)	1000	1000
كتب	1500	1500
ثالثا: الرسوم الإضافية الاختيارية السنوية		
نوع الرسوم	KG1	KG2
الزى المدرسي	400	400
المواصلات	4000	4000

وفي حالة عدم تقييدكم بالرسوم المذكورة أعلاه سوف نقوم باتخاذ الإجراءات الإدارية المناسبة
يجب إرفاق تعليمات تحصيل الرسوم الدراسية والإضافية مع كشف الرسوم المعتمد في مكان بارز وواضح لأولياء الأمور

وتفضلوا بقبول فائق الاحترام،،،

محمد محمد الغالي

مدير إدارة تراخيص المدارس الخاصة

