



NEW GENERATION INTERNATIONAL SCHOOLS

STUDENT & PARENT REFERENCE BOOK

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Your Vision..Our Mission

2024 - 2025



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A MESSAGE FROM THE ADMINISTRATION

Dear Parents,

Thank you for choosing New Generation International Schools' Kindergarten Department for your child. We are committed to provide you with a high-quality educational program, which focuses on the whole child to enhance their educational experience.

We value diversity and communication between our staff members and parents. We strongly encourage and support parents to be part of their child's education in order to enrich their Kindergarten learning experience.

In this parent's Reference Book, you will find valuable information regarding our school, the kindergarten program, and the opportunities for you to be involved in your child's education. You will also find the roles and responsibilities of both parents and staff members concerning your child's learning.

As educators, we believe that parents are the child's first and most important teachers. We sincerely hope that you will enjoy your experience with us and see the fruits of our program as your child flourishes in kindergarten.

Respectfully,

Kindergarten Team

Accreditations



NG is fully licensed by The **Egyptian Ministry of Education** and is proud to collaborate with them on the Education First Foundation protocol, which has witnessed the training of over 20,000 public school teachers across 721 schools.



We are also accredited by the NCA-CASI's **Cognia**, the largest community of education professionals in the world. We scored 3.69, which is one of the highest Index of Education Quality (IEQ) school evaluations in the Middle East. NG earned the 2022 "School of Distinction Award" by the **Cognia Accreditation Review Team**. We are proud to report that our school received an outstanding, above-average score of 369/400. Furthermore, the average (range) score of all Cognia Improvement Network (CIN) institutions, that were evaluated for accreditation in the last five years, has been somewhere between 278 and 283.



We are proud to have been recommended for accreditation by the **Middle States Association of Colleges and Schools (MSA)**, an institution that offers objective validation of school quality, student achievement, and fosters continuous school improvement.

Mascot



**THEY DO NOT
JUST FLY...
THEY SOAR**

FIGHTERS
ALWAYS COMMITTED
LIMITLESS POSSIBILITIES
CREATIVE
OPTIMISTIC
NGIANS AND **PROUD!**

At New Generation International Schools, we create an environment of high expectations, success, and victory. That is why our mascot is the Falcon of vision, wisdom, and protection. Students are encouraged to rise above their challenges and always believe that they can achieve their goals.

We trust that our students will spread their wings, fly high in the sky, and soar in the air to reach the stars.

PREFACE

- This Reference Book has been compiled to answer many common queries that may occur to students and parents throughout the academic year.
- It **replaces** any previous version and any other document addressing the same subjects.
- By receiving this Reference Book, you are hereby **responsible** for reading, understanding, and abiding by all NG's rules and policies.
- If you have any concerns that are not addressed in this Reference Book, you are encouraged to talk to your Division Principal (DP).

School Purpose

Mission

New Generation International Schools establishes a culture of a balanced, professional learning community that empowers educators and collaborates with parents to bring forth competent citizens who can make a difference.

Vision

New Generation International Schools is an educational institution with a unique culture that positively impacts and equips learners to excel at meeting international standards.

Beliefs & Core Values

At New Generation International Schools, the “Balanced Approach” encompasses our beliefs and core values.

Students are encouraged to respect all cultures, become positive contributors to society, hold themselves accountable for their own actions, and give/accept constructive criticism at all times.

These core values are embedded in our daily operations through our “Hidden Curriculum”, which links what is taught in school with real-life situations. This will help develop the necessary skills to encourage students to become respectful, responsible, and positive leaders in their communities.



Academics

- NG follows the Common Core Standards and implements a student-centered approach that enriches students' experiences through differentiated learning and center-based classrooms.
- In the KG Department, we focus on enhancing the **4 AREAS** of a child's development, which are:



KG's Curriculum:

During the early years of children's lives, their cognitive development peaks, and they begin to learn foundational skills in language, motor skills, and social interaction. Our curriculum taps into this enormous capacity to provide young students with research-based learning opportunities that promote their reasoning, creative thinking, and inquiry skills. Aligned with the learning standards of our primary program, the American-based curriculum at our Kindergarten section emphasizes hands-on learning, engaging physical and mental activities, and a holistic approach that addresses each developmental domain; creative, emotional, intellectual, physical, and social. Young learners are thus able to build a solid academic foundation and a love for learning that carries beyond kindergarten. Our program is regularly assessed to ensure that we are providing a balanced curriculum and that children are given opportunities to develop their knowledge, skills, concepts, and attitudes at an appropriate level.

An important part of our approach at New Generation International Schools is introducing children to the right activities at the right time. We introduce children to new skills and concepts when they are developmentally ready, making learning fun and natural.

Science, Technology, Engineering, Art, and Math are part of our daily life. So, it makes

sense that children should daily explore these subjects in an integrated way through books, discussions, experiments, art projects, educational games, and more. This method is far more effective than limiting instruction of STEAM subjects or any.

We want our little learners to develop, grow, and navigate the world successfully.

That's why we use STEAM to build and teach the 21st-century skills (the 4 Cs):

- **Creativity:** Innovation and personal expression
- **Collaboration:** Working with and leading others to solve problems
- **Critical Thinking:** The ability to gather, analyze, interpret information, and solve problems
- **Communication:** Listening, presenting, and public speaking

Because young children learn best through active participation, all these concepts and skills are learned through exploration, investigation, play, and focused intentional teaching. By making connections between diverse skills and concepts across learning domains, we support children in becoming

critical thinkers, problem-solvers, and innovators.



Reading

- It is highly recommended that you read with your child every day.
- Raz-Kids is an online guided reading program with interactive e-books, downloadable books, and reading quizzes for our KG2 students.
- There will also be an online guided reading program for Arabic called "جنى القراءة"

برنامج "جنى القراءة" في مرحلة رياض الأطفال هو برنامج لتعلم اللغة العربية بشكل تفاعلي ومستمر ، وذلك لتنمية مهارات اللغة العربية الاستماع ، التحدث ، القراءة) وذلك من خلال البرنامج الذي يحتوي على مستويات متدرجة بداية من مرحلة ما قبل القراءة ، وحتى اكتساب مهارات اللغة المتعددة.

- **Guided** reading lessons for KG1 and KG2 allow students to read with their teachers on a one-to-one basis and take the book home to practice reading.

- Students take home one library book per week.
- Library books **should** be taken care of and returned every week, so your child may be allowed a new one. If the book is not returned, your child will not be able to borrow a new book. If it is not returned by the end of the year, the book will be charged and deducted from the library insurance money.

Student Progress

- To effectively track and document students' progress, we have ongoing formative assessments, screening twice a year and semester report cards.
 - Children enrolled in the Preschool and Kindergarten programs are evaluated formally at the end of each trimester. This formal "**Progress Report**" identifies specific areas of your child's progress according to the physical, emotional-social, and cognitive components of the program.
 - Teachers will provide students who are at risk with an **action plan**. Parents are advised to consent to the action plan since it has been carefully put together by teachers to maximize students' progress and remove them from being at risk.
 - If the student still does not meet the expected improvement, parents will need to sign an **action plan form** before the student is promoted to the next grade level.
-
- If your child requires extra assessment and/or evaluation for any learning difficulties that he/she may experience, your support and cooperation are expected and advised for your child's academic achievement.



Policies & Procedures

Behavioral Ethics & Disciplinary Policy

New Generation International Schools provides a safe and positive learning environment. When students do not follow the rules, school staff members are expected to respond appropriately and consistently. School administrators will inform the parent/guardian of any behavior that is in serious conflict with established rules and procedures. Students and their parents/guardians are responsible for working collaboratively with the school staff to support the rules and procedures outlined in the disciplinary policy.

- NG values and prioritizes student respect towards everyone.
- NG students are expected to be good and respectable citizens who conduct themselves appropriately.
- If there is an incident that occurs to show a student's disrespect towards anyone, an incident form will be sent home.
- **If a student receives 3 Behavior Incident Forms**, a parent meeting will be arranged.
- **If a student receives 5 Behavior Incident Forms**, a parent meeting will be arranged, and behavior probation will be implemented.
- Students with recurrent Behavior Incident Forms may be denied certain privileges like going on school trips.
- If the student continues to misbehave after being put on probation, the student will be asked to submit documents as requested by the school and might be at risk of continuing at NG.

Self-care and Hygiene

- It is **very** important to take care of yourself.
- Students **should** wash their hands frequently with soap and water or alcohol-based hand rub.
- Cover mouth and nose when coughing or sneezing with a tissue or a flexed elbow.
- Avoid close contact with anyone who has a cold or has flu-like symptoms.



Health Policy and Well-Being

- If certain symptoms appear on a child (fever, eye infection, colored nose discharge, diarrhea, vomiting, lice, etc..), parents will be contacted to pick up their child immediately, as he/she **will not** be allowed on the bus.
- Weekly checks on hair and nails will be done every Sunday and Thursday.
- In case of lice detection, students are required to stay at home for **3 days**.
- The student will be rechecked upon his/her return.
- The student's hair, ears, and nails should be clean at all times.
- A **Health and Hygiene Violation Form** will be sent home if any inconsistencies are found.
- Children cannot be at school within the first three days of any antibiotic treatment.
- A child that needs antibiotics should **stay at home and take the medication**.



Forms

- There are different forms that may be sent home to ensure maximum parent engagement and communication for students' safety.
- To make sure that parents are properly informed, it is advised to **check** your child's NG's Mobile Application account on a **daily basis**.

Absence: (Excluding Preschool)

- Attendance is a must to ensure sustainable progress.
- If your child exceeds 12 days per semester, then your child will be placed on an **Absenteeism Action Plan**.
- Students with excessive absence (excused/non-excused) are obliged to be assessed every semester in order to be promoted to the next grade level and may be requested to attend Summer School.
- Excessive absence will affect the students' performance in the upcoming year.

Early Dismissal

- Students are not permitted to leave school prior to dismissal time.
- Parents must notify/send an email to the **Front Office** (frontoffice@ng.edu.eg) before 1:00 P.M. if they need to pick up their child early.
- If students leave early for an excused reason, their departure should be approved by the DP and the Front Office by signing a departure note.
- If the student leaves before 11:00 A.M. and without presenting a valid reason, the student will be considered absent for the day.
- If bus students would like to leave by car on a given day or during a school event, parents must notify/send an email to the **Front Office** (frontoffice@ng.edu.eg) before 1:00 P.M.

Student ID Cards

- You will receive two student ID cards at the beginning of the year.
- If you need an extra card or a replacement for a lost card, a 200 EGP fee will be requested.
- Car students will not be allowed to leave the premises if the ID card is not presented.
- The person receiving the bus student has to present the ID card to the bus matron.

Tardy

- Students need to arrive at school by **7:30 A.M.** Tardy is counted at **7:31 (For Pre-K, tardy is counted at 8:16 A.M.)**
 - 1st tardy: The student is excused
 - 2nd tardy: The parent receives a phone call from the Front Desk
 - 3rd tardy: The parent is contacted, and the student is sent home

Fees, Fines & Charges

- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

- Fines are paid to repair damaged items and not to make a profit.
- The school administration will decide upon the value of fines and charges based on the cost of the vandalized property.
- Failure to pay fines, fees, or charges will result in deprivation of bus use, report cards, students' official documents, and/or other repercussions.

Mobile Phones, Electronic Gadgets & Smart Watches

- Mobile phones, electronic gadgets, and smart watches are not allowed on the school campus during school hours for ALL grade levels.
- Students are not allowed to carry mobile phones, electronic gadgets, smart watches, or have them in their pockets.
- Mobile phones/electronic gadgets/smart watches will be confiscated if spotted at any time and in any place on the school premises.
- The school will not be responsible for the safe-keeping or any loss/damage of mobile phones or any valuables.

Surveillance System

- Cameras are intended to maintain safety for both students and faculty members. Cameras will only be checked at the Administration's discretion.

Mobile Application

- NG's Mobile Application is the school's main portal of communication between parents, teachers, and students.
- It is used to post the school's supply lists, school calendar, welcome letter, weekly bulletin, assignments, and links.
- You will receive your login credentials at the beginning of the year.
- NG's Mobile Application needs to be checked **EVERY DAY**.
- If you face any technical difficulties with the mobile application, you need to contact the technical support team at 01151313116 or 01098126682 for help.

School Supplies

- Parents are required to label their child's school materials, uniform (especially jackets), and an extra set of clothes, using a **permanent marker**, to avoid the mix-up of items.
- Jewelry accessories, toys, and electronic devices **are not permitted** at school. The school is not liable for anything that gets lost.

Dress Code

- Girls should have neat hairdos and **trimmed, non-polished** nails.
- Boys should have groomed hair and trimmed nails.

The following rules do not apply to Pre-K

- Students are expected to come in proper school uniform at all times.
- Students are allowed to come with an extra heavy jacket in winter, as long as it is grey or navy. It must be **labelled**.
- Students are expected to come in suitable school shoes. Crocs, ballerina shoes, and rain boots are not allowed.
- The dress code is mandatory on Photo Day. Not coming to school wearing NG's formal uniform (polo t-shirt & formal pants), will refrain the child from being included in the school's annual photo.
- If your child is out of school uniform, the following measures will be taken:
 - 1) The First time will result in a formal **Dress Code Violation** note.
 - 2) The second time, parents will be contacted and requested to either
 - a) send the correct uniform for the child to wear and resume the day normally

OR

 - b) the school can provide a new school uniform and the parents will need to pay for it the following day.



Communication

- To contact teachers, you may send a message on NG's Mobile Application or send an email.
- Do **not** send messages or money, for any reason, through bus drivers, security, or matrons.
- NG's Mobile Application is to be checked daily since all important announcements are posted on it.
- To contact the KG Administration, you may call or email:

Ms. Rana Mardini -Preschool & KG Principal - on: 01011158950
r.mardini@ng.edu.eg

Ms. Sara Khairy -Preschool & KG1 Coordinator- on: 01002039333
s.khairy@ng.edu.eg

Ms. Hagar Abdelraouf - KG2 Coordinator - on: 01050591170
h.abdelraouf@ng.edu.eg

Ms. Walaa El Saeed-Pre-K & KG Arabic Studies Lead Teacher
w.mohamed@ng.edu.eg

- If parents face any technical difficulties while using the NG Mobile App, they may call Technical Support on 01151313116 for help.
- It is important for parents to know and follow the **communication process**:



Homeroom
teachers

Admin

Scheduled
meeting

Parent-Teacher Conferences

- There will be Parent-Teacher Conferences throughout the year.
- Parents are advised to attend the conferences with questions written down beforehand to save time.
- If a teacher has specific concerns, ask for suggestions to be able to help your child, at home, with problem areas—the teacher may already be prepared to give you some take-home materials or ideas.
- Students will **not** be allowed to attend the meeting.

Who Do I Talk to?

- During the course of the year, questions or concerns about classroom procedures, activities, or incidents may occur.
- Complaints or concerns should be expressed through **NG's Mobile Application**.
- Never discuss the teacher, a child's playmates, or the school negatively in the presence of your child and/or any other children.
- Make sure that the teacher knows all the details about the specific situation, exactly what you are concerned about, and the reasons for your concern to avoid any misunderstandings.
- If you **cannot** work the situation out with the teacher, follow our communication guide and contact an administration member.



Child Protection & Safeguarding Policy

All staff are committed to safeguarding and promoting the welfare of our students. This policy exists to protect students from abuse through these main elements:

1. Prevention through creating a positive school atmosphere
2. Anti-bullying and safeguarding assemblies
3. Identifying signs of abuse
4. Supporting children who have been abused
5. Providing students with opportunities to positively express their feelings and emotions
6. In case of suspected child abuse, class teacher will report the case to the Division Principal, who will refer the case to the school doctor for investigation. A **Child Protection Referral Form** will be filled out by the school doctor.

Parents must serve their children's emotional and physical needs and protect them from any type of abuse. Additionally, parents must meet their children's basic needs for food, clothing, housing, medical care, and education.

According to the Egyptian Child Protection Law: "Article 7 bis (a): Subject to the duties and rights of the child's care guardian, and the right to legally permissible discipline, the child shall not be deliberately subjected to any harmful or unlawful physical harm or practice. The relevant Subcommittee on Child Protection may take legal action in violation of the previous paragraph.

قانون رقم 12 لسنة 1996 باصدار قانون الطفل مادة (7) مكرراً (أ) : مع مراعاة واجبات و حقوق متولي رعاية الطفل ، و حقه في التأديب المباح شرعاً ، يحظر . تعريض الطفل عمداً ألي إيذاء بدني ضار أو ممارسة ضارة أو غير مشروعة و للجنة الفرعية لحماية الطفولة المختصة اتخاذ الإجراءات القانونية عند مخالفة نص الفقرة السابقة.



School Events & Fun Days

- We provide learning experiences for our students outside of the classroom through events and fun days.
- We offer monthly themes, and we base our fun days according to the theme of the month.
- Our school events also create fun learning experiences for our students.
- Please check your child's NG's Mobile App account for school events & fun days.
- Parents' attendance is vital and strongly advised for emotional support.
- Students must attend and participate in school events.
- Costumes or other event **fees** are required and must be paid before the deadline.

Food

- Every day, parents must provide two meals and a snack for their children at school.
- Schedules have an allotted time for breakfast, lunch, and snack time.
- Any meal sent with students has to be healthy.
- Junk food is **not** allowed (candies, chips, chocolate, or fizzy drinks). If a child comes to school with junk food, it will be confiscated.
- Lunch boxes and water bottles should be emptied and washed daily.
- Water bottles and lunch boxes should be regularly checked for faults or breaks to avoid any spillage in the bag and classroom.
- Kindergarten students are not allowed to buy any food or drinks from the cafeteria. Please **do not** send money with them
- Kindly find below suggestions for meals to send with the students:

Beverages

Milk, non-fat or low-fat, plain or flavored

Flavored or plain water

Grain Foods

Bread (Balady, Whole wheat/Multi grain only)

Rice

Pasta

Protein

Grilled chicken breast (boneless)

Kofta (meat/chicken)

Shish Tawook

Meatballs

Fresh Fruit and Vegetables

Fresh seasonal fruit

Fresh vegetables

Additional Treats

Fruit/cereal bars

Popcorn

Peanut butter and crackers

Fruit, nuts, and/or grain trail mixes

Pretzels

- You can celebrate your child's birthday at school. You need to inform the teacher **one week** before the celebration day. The celebration will take place during break time. You can bring cake and plates to the celebration.



- There is a designated area for lost and found items.
- You can claim any lost item **before** 1:00 P.M.
- Unclaimed items will be given to charity at the beginning of the new academic year.
- To avoid any unrecovered lost items, please label your child's belongings to be easily found and returned.

- There will be 2-3 emergency and security drills per year to ensure proper evacuation of the building in case of an emergency.

- Students must follow the exit route, specified in the emergency card placed in the room, at the time of the drill. Depending on the sound of the siren, students will follow their assigned route.
- Students will be instructed when to return to class after the drill. Evacuations may be signaled by the emergency alarm or siren.
- Parents will be notified of the drill's occurrence via the NG application.

Bus Rules

- Ensuring students' safety on bus rides is one of our school's top priorities.
- Students must abide by all bus safety rules.
- The bus matron is in charge of the students' safety on the bus, and they must adhere to her instructions.
- Failing to comply with the safety standards and bus rules will result in disciplinary measures.
- You have a **one-minute** waiting time, at each pick-up point, in the morning.
- Fasten your seatbelts AT ALL TIMES.
- Sit with your head facing the front and feet on the floor.
- Place your bag under your seat.
- You are strictly prohibited from eating or drinking on the bus; only water is permitted.
- You are not allowed to play music loudly.
- Avoid talking in a loud voice or doing anything else that might distract the driver.
- Refrain from defacing or damaging the bus and keep it clean at all times.
- Show respect (tone of voice, attitude, hand & facial gestures) to any adult on the bus.

Use of Technology & Social Media

- The use of technology is to **aid** student learning. Students are **not allowed** to use technology for any other purpose, such as games, music, web surfing, etc..., except for learning, as guided and instructed by the teacher in charge.
- Students will be **charged** for any damage that is a result of intentional abuse, mishandling, or non-accidental loss to any electronic equipment, such as computers, laptops, and smart boards due to carelessness.
- Students are not allowed to eat or drink near any electronic equipment, such as computers, laptops, and smart boards.

Online/E-Learning System

- In case of unpredictable weather conditions, road construction, or situations that prevent students from coming to school, all students **should abide** by the E-Learning rules and regulations.

- If the school is announced off, students are expected to abide by the E-Learning guide.

General Guidelines for Early Childhood Online Sessions

1. Sign in with your child's name for easier attendance purposes.
2. Keep your child's camera on during the entire session.
3. Make sure that your child is seated at a table, not lying down in bed.
4. Your children will be muted by the teacher during the session and unmuted only when the teacher has any questions for the students.
5. If you have any questions for the teacher, you can send on the chat option during the session or you can send on the NG mobile application for a reply later.
6. Please be ready on time for the lesson with the required material printed out, a pencil and paper/a whiteboard and marker.
7. Students should use the bathroom and be fed before the online learning session begins. It is not allowed to eat during class time.
8. Students should attend lessons in school uniform.
9. Parents are kindly asked not to interrupt lessons by interacting with their child or the teacher.

Parent Support at Home & at School

Parents' Roles and Responsibilities

It is critical that each parent is familiar with the contents of this Reference Book in order to support their child in following the school rules. The school works collaboratively with parents, so children can receive consistent input about how to behave at school and at home. We encourage you to play an active role in your child's education and progress and to provide a positive learning environment at home. This means having daily conversations about your child's classroom activities and homework. If a parent is concerned about any aspect of their child's school experience, they are encouraged to contact the student's teacher to seek clarification or explanation. We expect the parents to support their children's learning and to cooperate with the school rules as set out in this Reference Book. We try to build a supportive dialogue between home and school, and we inform parents immediately if we have a concern about their child's welfare or behavior. We realize that close cooperation with parents is an essential ingredient of an effective school behavior policy.

Preparing Your Child for Kindergarten (KG)

We recognize that parents are the child's first educators, and we target to work in partnership with them to facilitate the child's learning at home. Parents are given regular information about our KG program. The topics we cover encourage parents to share their child's experiences at home.

We aim to have regular contact either by phone, email, school app, or a parent-teacher meeting which will give us an opportunity to update you on your child's progress throughout the year. Should you wish to see a class teacher at any other time, we would be happy to arrange an appointment.

There are many ways that you can prepare your child for their first day in KG; everything from counting numbers and singing nursery rhymes to identifying colors and shapes. Even walking down the street can make a big difference. Here are some suggestions to help your child have a successful year:

- Talk about school with your child to get them excited to learn and experience new things.
- Teach your child that sharing is necessary to get along with others.
- Read to your child for 10 - 15 minutes daily to develop an appreciation for reading.
- Allow your child to work on their cutting skills by using safety scissors to cut shapes and lines.
- Establish a regular bedtime routine (KG children need 9-11 hours of sleep at night).
- Listen to educational songs that teach the alphabet and numbers while taking a ride in the car.
- Teach your child to independently open and close their backpack and lunch box.

How Can You Help Your Child's Teacher?

- Keep the child at home if he/she is sick.
- Notify the school if your child is going to be absent.
- Notify the teacher and the transport manager if there is going to be a change in your child's transportation (i.e. you will be picking him/her up).
- Ensure your child's lunch box and water bottle are easy to open.
- Ensure your child's belongings and clothing items are clearly labeled with a permanent marker.
- Check the school app daily in case there are any notes from the teacher.
- Communicate with the teacher on an ongoing basis.
- Encourage your child to follow all school rules.

- Make sure your child gets adequate sleep.
- Provide supplies needed to complete homework assignments.
- Prepare a quiet, comfortable place for your child to study/attend online classes.

Supplies Needed from Students

Parents are asked to provide the following items:

- An extra set of clothes (a shirt, pants, and underwear) labeled with your child's name and information
- Lunch box containing healthy food only
- Reusable water bottle

**Please ensure that all items are labeled with the child's name and class.

**** In case of a bathroom accident or a child's uniform getting dirty, and if the child does not have an extra set of clothes with her/him, we will provide another uniform from the uniform store, that will be charged to you at cost,**

Toilet Use

All students entering KG must be toilet trained. Our staff are not permitted to assist students in toilet use. Therefore, please ensure that your child is able to independently use the toilet and practice good hygiene habits.

School Information

Address: 27th KM on Cairo – Ismailia Rd.

Landline Number: +2 02 24772258

Mobile Phone Numbers: 0106069977/88

Fax: +2 02 24772275

Email: mail@ng.edu.eg

Admission: admission@ng.edu.eg

ps_admission@ng.edu.eg

Website: www.ngegypt.net

Facebook page: www.facebook.com/newgenerationschools/

Instagram: <https://Instagram.com/ngegypt?igshid=w1qbw6wsn9mr>