

Settling-In Period for Kindergarten and Preschool

The settling in period at ISF is designed to give children a stress-free and positive introduction to Kindergarten/Preschool. During the settling-in period, our dedicated, qualified Kindergarten staff are always available for children and also act as a point of contact for parents/guardians. This means continuity for everyone, which is an important aspect of building a stable bond.

As part of our established settling-in policy for Kindergarten and Pre-School, the duration of the settling-in period varies based on the child's age, development, and previous experiences in other Kindergartens, as every child is unique.

For parents of Kindergarten (KG) children who join the school after the start of the school year, we recommend a one-week settling in period. During the first few days, parents are encouraged to stay with their child in the classroom from 8:00 am to 10:20 am. Parents' presence in the classroom on subsequent days will be based on the teacher's assessment of how well the child is adjusting. Based on a child's progress each day, parents will be advised how long to plan for the next day. As children become more comfortable each day, parents may be able to move to a visitor's room in the school to wait for their child.

For Pre-School (PS) children who join the school after the start of the school year, we recommend a 2-3-day settling-in period. On the first day, parents are welcome to stay with their child in the classroom from 8:30 am to 10:00 am. On the second day, parents generally wait in the visitor's room from 8:00 am to 12:30 am and leave after lunch. Finally, on the third day, the child can stay for the full day. As each of the three days progresses, parents may be asked to wait in the visitor's room depending on the teacher's recommendation.

At all times, our priority is to ensure a smooth and comfortable transition for children, taking into consideration their individual needs and development. We value the partnership between parents and teachers in facilitating the settling-in process and strive to create a nurturing and supportive environment for every child in our care.

KG/PS Settling-In Period for Academic Year 2024-2025

The following settling-in process will be followed for all Kindergarten (KG) and Preschool (PS) children who begin attending ISF in August 2024.

FIRST WEEK (August 13-16, 2024) For NEW Kindergarten and Preschool Parents and Students ONLY

The first week of KG and PS starts with an **introductory meeting for all new parents** (no children attend) on **Tuesday, August 13, 2024, from 16:00-17:30**. In the meeting, parents and teachers will get to know each other. Parents will be given an introduction to the program and will have the opportunity to ask questions.

On Wednesday, Thursday, and Friday, August 14-16, **children who are new to ISF's Kindergarten and Preschool** will attend from 08:30-10:00 or 10:30-12:00 based on group assignments that will be shared with families before the start of the school year. (See details and timings below.) *Note: Children who attended the ISF KG/PS will be attending from August 19, 2024.*

On the first day, parents will be with their child in the classroom. On subsequent days, parents may be in the classroom or in a nearby visitor's room based on a recommendation from the teacher.

First Week Schedule Overview (For NEW Kindergarten and Preschool Parents and Students ONLY)

- **Tuesday, August 13, 2024, 16:00 to 17:30 hrs** - Introduction Meeting with new Kindergarten and Preschool parents (no children present).
- **Wednesday, August 14, 2024, 8:30-10:00 am (Group 1) or 10:30 am - 12:00 pm (Group 2)**
 - o KG and PS Group 1: 8:30 am to 10:00 am (7-8 children).
 - o KG and PS Group 2: 10:30 am to 12:00 pm (7-8 children).
- **Thursday, August 15, 2024, 8:30-10:00 am (Group 3) or 10:30 am - 12:00 pm (Group 1)**
 - o KG and PS Group 3: 8:30 am to 10:00 am (7-8 children).
 - o KG and PS Group 1: 10:30 am to 12:00 pm (7-8 children).
- **Friday, August 16, 2024, 8:30-10:00 am (Group 2) or 10:30 am - 12:00 pm (Group 3)**
 - o Group 2: 8:30 am to 10:00 am (7-8 children).
 - o Group 3: 10:30 am to 12:00 pm (7-8 children).

SECOND WEEK (August 19-23, 2024) For NEW children plus RETURNING children in Kindergarten and Preschool

In the week of August 19-23, children who are new to ISF will be joined by Kindergarten and Preschool children who attended ISF last year. The day will run from 8:30 am to 12:00 pm.

During this week, parents of KG/PS children who are still settling in will be able to stay on campus, either in the classroom or in the visitor's room, based on the teacher's recommendation. The ISF KG/PS team will create a separation plan for children who are finding it more challenging to settle in. In some cases, the separation plan may involve gradually lengthening the amount of time the child is at school over the course of this week.

THIRD WEEK (August 26-30, 2024) For ALL Kindergarten and Preschool children

All KG/PS children will attend for the full day starting in this week. The Extended Day program will be available for interested parents starting August 26. The SABIS® program will start for PS children this week.

Only parents of Kindergarten children having difficulties to settle-in will be allowed to stay on campus in the visitor's room during this week. A supporting separation plan will continue to be implemented by the ISF KG/PS team. No Preschool parents should plan to stay on campus.

- Regular School Day:
 - KG children: 8:00 am to 3:05 pm.
 - PS children: 8:00 am to 3:20 pm.
- Extended Day: 4:30 to 6:00 pm.

FOURTH WEEK (September 2-6, 2024) For ALL Kindergarten and Preschool children

The SABIS® program will start for KG children this week.

In exceptional cases, KG children who are having difficulties settling in and for whom a separation plan is being implemented will be allowed to stay on campus. **All other KG/PS parents should not plan to stay on campus.**

- Regular School Day:
 - KG children: 8:00 am to 3:05 pm.
 - PS children: 8:00 am to 3:20 pm.
- Extended Day: 4:30 to 6:00 pm.