



Lebanon Evangelical School
for Boys and Girls Loueizeh - Baabda

Loueizeh - Baabda - Lebanon
P.O. Box : 45-108 Hazmieh
Tel : 05 924 090 | Fax : 05 924 089 | Email : admin@lesbg.com
www.lesbg.com

Infant Department

General Policies



We Care. We Love. We Teach.

Infant Classes
2022 – 2023

Dear Parents of Infant Students,

We would like to take this opportunity to welcome our new Infant students. Within this document you will find some important information you should keep on hand throughout the next nine months. We look forward to a year where our children grow and learn together.

Please find attached a list of some of the Infant Department policies. These are by no means exhaustive and may be added to at any time. However, they are the most important ones.

We are sending this because it is important to us that you read the rules and realize the consequences of all actions.

Being responsible is a VERY important characteristic we want our children to have. As such, we all need to work together to help them develop this trait and use it in their daily lives!

Being responsible teaches us how to respect rules, how to keep our promises and honour our commitments.

Being responsible is accepting the consequences for our actions without blaming others when things go wrong.

For this reason, every student should agree to take responsibility in respecting the school rules, and accepting the consequences whenever they do not.

We would really appreciate it if you could take time at home to explain to your child the importance of this matter. Please continue to encourage your child to act responsibly on a daily basis.

If you have any questions regarding this please do not hesitate to contact my office. They will be more than pleased to help you.



Stand Strong

Out of Difficulties Grow Miracles – 1Peter 5:10

The school theme for this Academic Year 2022 – 2023 is “STAND STRONG”.

Unfortunately, life can be painfully full of harsh challenges that are sometimes too difficult for us to handle. The strife we have all been facing in our country is, sadly, continuing. However, this gives us all the more reason to STAND STRONG and not lose hope in His promise to guide and protect us through the storms.



We need to be like the Sunflower that forever reaches out to find Sunlight. A reminder that, even in the darkest days, we will stand tall and STAND STRONG with His strength.

We have a choice to receive God’s strength even in the middle of our hardest days. We cannot do it by ourselves, but with Him WE CAN. Nothing in the natural world is beyond His intervention.

It is very tough to get over the severe circumstances in our lives while continuing to have hope, but it helps to say: “God, I don’t understand, I don’t like it, I can’t do it anymore, I am tired, I am weary but I will put my trust in you”.

He cares for each one of us and our needs. He loves each one of us abundantly. He knows each one of us by name.

Eventually, the controversy will pass, but what matters most right now is how we act and react to each situation we find ourselves in.

We pray that during this year we WILL be able to STAND STRONG together. We pray we will be able to help our students, families, and friends to:

- A. **Stand STRONG even when you go through dark days.**
- B. **Grow through what you go through.**
- C. **Always hold your head up.**
- D. **Face the Sun (SON), where our strength comes from.**
- E. **Be outstanding in your field.**
- F. **Spread seeds of happiness.**



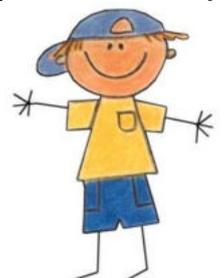
A. Infant classes Policies

The following are some important notes that all parents should be aware of:



- Every child that joins our school in Nursery must be fully potty trained in order to be accepted into class. In some cases, a child might be recently potty trained and therefore has an accident while in school. The teacher will change the child's clothes and inform the parents of the accident. If a child has another accident during the same week, that child will be sent home for one month until they are fully trained. This is a policy that is strictly enforced.
- For hygiene reasons, ALL boys' hair SHOULD be cut short and ALL girls' hair SHOULD be tied back neatly.
- In order to be able to help you to find your child's missing clothes or any item they bring to school, ALL items sent with your child such as their water bottle, bag, lunch box, jacket... and ALL other clothes, MUST be clearly labelled with the name of the child.
- For safety reasons, ALL shoes that are worn in Nursery, LKG and UKG MUST be fastened with (Velcro/slick slack). This includes trainers worn for sport activities.
- You can send any school bag with your child as long as it can fit an A4 folder.
- School uniform should be worn EVERYDAY except on those days when the class has PE.
- PE uniform should be worn ONLY on days that the class has PE. The teacher will inform you when those days are.
- Whenever your child takes notes home from school they will be in a transparent file. Please empty the file and return it with your child the next day as there will be other notes we need to send to you. The file is just the transport medium!
- We would like to remind you that there will be NO cafeteria orders for the Infant Students. We ask that you put in their lunch boxes only nutritious and healthy food. We must work together to form good eating habits. Any child coming to school with junk food will not be allowed to eat it and it will be taken away from them. Foods that will be taken away include soda pop, chips, popcorn, chocolate bars and sweets. If you are not sure as to what to send, look at the attached sample menu.
Please DO NOT send junk food with your child such as plain chocolate, chips, sweets...they will be confiscated.

For safety reasons, we also recommend juices that are not in glass bottles.



- We kindly ask you to send your child's food in a plastic food bag that doesn't leak or in a safe plastic container.
- Parents will not be allowed to bring any extra food for their children during the day. All food needed for the day should be sent with your child from the morning.
- For hygiene reasons, please put your child's food in a lunch box inside their bags. There is a separate attached document with these details.
- At Arrival time, parents should use only the side gate to enter the school and exit through the same way.
- Parents should leave the school premises as soon as they drop their child in the classroom.
- At dismissal time, parents should use only the side gate to enter the school to collect their children and exit through the main Junior Department entrance only.
- For safety reasons, parents are NOT allowed to enter a classroom either once their child is dropped off in the morning, or at dismissal time. We kindly request that you wait outside the classroom until the teacher is able to assist you.
- Once you collect your child from their classroom, you will be responsible for their safety and not the school.
- For safety reasons, please do not send your children to school before 7:15 am.
- The school is not responsible for any incident that occurs before 7:15 am or after 3:15 pm. No teachers are on patrol – duty before 7:15am or after 3:15pm.
- **Students and parents are NOT allowed to stay in the school's playgrounds after school hours for precautionary reasons, as well as for safety and insurance reasons.**
- All students should be picked up by their parents or anyone assigned by the parents from their classrooms.
- Please inform the Junior Administration as soon as possible if someone other than you is taking your child home on a specific day.
- Please inform the Junior Administration BEFORE 11:00am if your child will be picked up early on a specific day. Please note: This is allowed only 3 days per year.
- Please inform the Junior Administration BEFORE 2:00pm if your child normally rides the school bus, but for some reason, you do not want them to on a specific day.
- No Junior siblings are allowed to collect Junior or Infant students.



- Please note that drop off/pick up time is NOT a time to ask the teacher about your child. It is a practical impossibility for the teacher to respond in a professional way while taking care of their students and while there are other parents/students within earshot.

If you would like to discuss your child with their teachers, please follow the schedule of teachers' appointments which will be distributed during the first month of the academic year. Appointments can also be made through the Junior Office.

- It would also be much-appreciated if you did not discuss school issues if/when you meet teachers in a social setting outside of school, such as a Mall or a restaurant.
- Whenever your child is feeling sick in the morning or the night before, we would like to ask you to keep them at home and NOT send them to school.
- If the Junior Administration is not aware of your needs in time, we will not be able to assist you properly.

The following items should be sent to school with your child in case of any accident:

- A complete change of clothes: socks, underwear, pants, sweatshirt, shirt... (for Winter and Summer) in a shoe box LABELLED with their names.
- 6 passport photos of your child.
- Please note, ALL items that your child brings to school, such as their water bottle, bag, lunch box, jacket, and any other clothing items MUST be clearly labelled with your child's name on them.



B. Parents and Students Behaviour

Lebanon Evangelical School Loueizeh Baabda is a rights respecting school – which means our ethos is driven by putting the rights of the child at the heart of everything we do. Everything we do is based around supporting the social and emotional development of every child using the positive approach.

At LES Loueizeh Baabda, we create a welcoming, safe and caring environment where all relationships are based on mutual kindness, trust and respect. Our learning charter underpins all that we do.

Teachers and staff use the Restorative Chat by reconnecting, listening, reflecting, asking questions, repairing and never giving up.

Behaviours that will not be tolerated:

1. Bullying, which is an aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. No child should have to put up with bullying.
2. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
3. Possession or use of a knife, gun, or any other object or anything may be considered or used as a weapon on school property. All kind of weapons are forbidden on school property.
4. Using loud or offensive language, swearing, cursing, using profane language or displaying inappropriate behaviour.
5. Threatening to do actual bodily harm to a member of school staff, student, visitor, fellow parent/career or pupil, regardless of whether or not the behaviour constitutes a criminal offence.
6. Damaging or destroying school property.
7. Threatening emails or texts / voicemails / phone messages or other written communication.
8. Abusive, offensive or damaging comments regarding the school or any of the pupils/parents/staff at the school, on facebook or any other social site.
9. The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
10. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child (such an approach to a child may be seen to be an assault on that child and may have legal consequences).
11. Smoking whilst on or near school property.
12. Dogs being brought on to school premises.

Should any of the behaviour outlined in this policy occur on school premises, the following will happen:

1. A meeting with the parent / care-taker would be had to discuss the inappropriate behaviour.
2. If meeting with the parent / care-taker did not resolve the issue, a formal letter would be sent to invite the parent / care-taker for a formal meeting in the presence of the School Principal.
3. If the behaviour still continues another letter would be sent explaining that the student / parent / care-taker has been banned from entering the school premises.

Any concerns you may have about the school or any of the pupils/parent/staff at the school must be made through the appropriate channels either by speaking to the class teacher or the administration in person OR via the school whatsapp group 71 183559, so they can be dealt with fairly and appropriately for all concerned.

We trust that parents and care-takers will assist our school with the implementation of this policy and we thank you for your continuing support of the school. Thank you for your cooperation.

C. No bullying @ LES Loueizeh

STAND UP! SPEAK UP

Bullying is an aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. No child should have to put up with bullying. If bullying is not stopped it can lead to more aggressive, anti-social behavior and can interfere with a child's success and well-being in life.

Bullying can take many forms:

1. Physical bullying, such as hitting or punching.
2. Verbal bullying, such as teasing or name calling.
3. Nonverbal bullying or emotional bullying, such as intimidation using gestures or social exclusion.
4. Cyber bullying, such as sending insulting messages on social media, which is used too frequently these days.

Together we can stop this harmful behaviour. How can you, our LESBG parents, help STOP BULLYING?

1. Provide a safe and loving home.
2. Communicate: Talk every day and listen to your child. Ask questions. Explain what bullying is and how no one should be bullied.
3. Do not blame your child for being bullied.
4. Boost self-esteem.
5. Watch for changes in behavior.
6. Help your child make friends.
7. Help your child develop social skills.
8. Encourage your child to talk to their teacher or school counselor if they know of any bullying happening.
9. Be a good example: Control your own temper and speak respectfully of others regardless of any differences you may have.
10. Teach your child what NOT to do, such as pushing, teasing or excluding others.
11. Coach your child on what to do if someone is being mean to them or to another :
 - Tell the bully to stop.
 - Walk away.
 - Get an adult.

Your input is VERY important! We ask that you, as parents, support and encourage your children to show off their good characteristics during their daily behaviours and be proud of their positive influence they share with their friends.

The policy that will be implemented in case of any type of bullying:

- 1 : Anyone that sees or experiences bullying will be asked to write down the name of the alleged bully in the office and that student will be called immediately to the office.
- 2 : They will be informed that they are accused of bullying and asked not to repeat the offence.
- 3 : Their name will be recorded in the "Bullying Box".
- 4 : If their name is recorded a total of 3 times, the student's parents will be asked to attend the Principal's office with their child.
- 5 : If their name is recorded a total of 5 times, they will be asked to stay in the office for 2 days with no breaks. Class work will be provided by their teachers to be done while they are in the office.

With your help, we can not only educate our students with knowledge but also, and equally importantly, give them the tools necessary to become caring and loving people.

D. Students Safety Guidance

Safety Guidance General Guidance for all students in order to avoid being exposed to the COVID-19 virus:

1. Students should bring their own hand sanitizer that contains at least 60% alcohol.
2. Avoid crowded and public areas.
3. Students should wash their hands frequently throughout the day with soap and water, for at least 20 seconds.
4. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, as often as possible.
5. Avoid touching your eyes, nose, or mouth.
6. Practice good respiratory etiquette. Cover coughs and sneezes with a tissue or the inside of your elbow.
7. Maintain social distance at ALL times, staying a minimum of 1 meter apart.
8. Do not share personal items: bottles, food, pens, pencils, etc.
9. Clean and disinfect highly-touched surfaces before and after using them.
10. Throw away used tissues.
11. Be alert for symptoms of COVID-19: Fever, cough, shortness of breath, etc.
12. Stay home if sick. Doctor's report is required.
13. Your health matters.

E. The Way We Teach

Hands- on Activities:

We would like to take the opportunity to share with you our philosophy on learning and why you will not be receiving lots of papers produced by your child during their time at the Infant classes.

The reason is that we have a 'hands-on' approach to learning, where your child learns through play and fun activities, in accordance with scientific research. We believe that worksheets cannot be used as teaching tools for young children, but are rather a way for older children to demonstrate that they have already learned something.

Jolly Phonics:

We teach English in this school by teaching the sounds and not the names of the letters of the alphabet.

You can always download the Jolly Phonics Lessons App. on your phone or tablets using the following link

<https://play.google.com/store/apps/details?id=com.gilbertjolly.teachphonics.teachers>, so that you will be able to help your child at home by using the same methods and approaches that we use in class.

In UKG classes we follow a specific way of writing the letters. A letter with small arrows that show clearly how we form every letter and number will be sent to you during the year so that you will be able to help your child at home by using the same methods and approaches that we use in class.

F. Toilet Training Policy

Learning to use the toilet is a big event in a young child's life. The following policy has been introduced because toilet training is a complex process and because there are many issues teachers and families must consider before and during the process of toilet training for it to be a successful experience for everyone.

Policy

Every child that joins our school must be fully potty trained in order to be accepted into class. In some cases, a child might be recently potty trained and therefore has an accident while in school. The class helper will change the child's clothes and the teacher will inform the parents of the accident as listed below. However, if a child has another accident during the same week, that child must be sent home until they are able to return to school. The exact details of that return are to be discussed with the teacher and coordinator concerned. This is a policy that is strictly enforced.

Procedure and Practice, including responsible person(s):

- Student wets or soils himself.
- Homeroom teacher writes a case note explaining the details of the incident.
- Homeroom teacher calls parents on the same day to remind them of the school policy.
- Child has another accident in the same week.
- Homeroom teacher case notes the incident again indicating that this is the second incident.
- Office calls the parent to inform them that their child cannot attend school until he/she is fully trained.

G. Stationery and Books :

All stationery items will be provided by the school. UKG books will also be provided in school.

Parents are only responsible for their child's backpack, which should be able to hold an A4 file, a water bottle, and a plastic container for food. (Details in the following pages)

H. UNIFORM

- School uniform should be worn EVERYDAY except on the days when the class has PE.
- PE uniform should be worn ONLY on days that the class has PE. The teacher will inform you when those days are.
- For safety reasons, ALL shoes that are worn in Nursery, LKG and UKG MUST be fastened with (Velcro/slick slack). This includes trainers worn for sport activities.



I. NO cafeteria orders for Infant Students

We would like to inform you that there will be NO cafeteria orders for the Infant Students. We are implementing this for 2 reasons:

1. To encourage students to eat healthy food such as slices of boiled potatoes, tomatoes, cucumber, moujaddara, lettuce, apples, bananas, tuna in water, hoummus, spaghetti etc. (Please note that we do not heat any food that the children bring so make sure you send food that can be eaten at room temperature).
2. To avoid mix-ups in orders and the pressure we faced daily with the Cafeteria Forms.



During the last year, we had serious problems with food in the Infant Department. The problem was that parents sent food in flimsy plastic bags that they placed inside their children bags. The food fell out and ruined the bag. When teachers wanted to return uneaten food, it was impossible. Please make sure to send your child's food in a plastic container similar to the ones below:



We have prepared some ideas of what you might put in your child's lunch box: You can pick one item from each Category. Mix and Match!

Main	
Turkey sandwich	Labne sandwich
Zaatar sandwich	Cheese sandwich
Mini pizzas	Mini man2ouche
Chicken slices	Tuna ONLY in water
Plain Pasta/rice	Cold moujaddara
Boiled veggies	Boiled potatoes
Meat balls	Mashed potatoes

Miscellaneous	
Juice box	Jell-O
Milk box	Custard
Chocolate milk juice	Riz bel haleeb
Strawberry milk	Mhallabiyeh

Snacks	
Yogurt	Waffle
Crackers	Muffin
Granola bar	Dried fruits
Cheese cubes	Plain biscuits
Cereal bar	Piece of English cake
Pretzels	Mini pastries
Marshmallow (small quantity)	Raw nuts

Fruits/Vegetables	
Apples	Carrots
Oranges	Cucumbers
Grapes	Cherry tomatoes
Strawberries	Sliced peppers
Bananas	Fresh mushroom
Peaches	Celery sticks



J. Facebook Pictures

Please note, as a school, we are not obliged to publish any picture on Facebook. We don't have a photographer employed JUST to take pictures around and upload them on Facebook. The reason we are doing it, is for parents to get a taste of the activities that are going on at the school.

We do understand your feelings when you do not see your child's picture while looking at the photos but, it would be IMPOSSIBLE for us to put the picture of EVERY single child at the school EVERY TIME we do a school or a class activity.

If your child does not appear in the pictures, please know it is not because we differentiate between students or because your child is not loved. These ideas are totally the opposite of our school's characteristics.

The reasons might be because of the following:

- Your child was absent on the day of the activity.
- Your child was absent during the lesson the activity was held.
- The picture taken for your child didn't come out properly in order to be published.

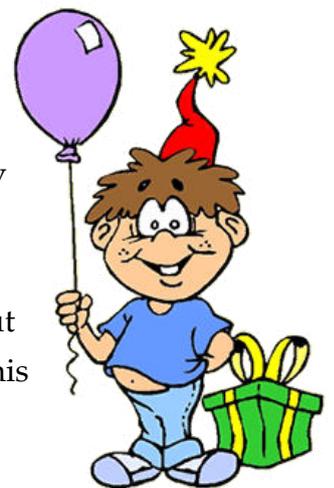
Please note, IF, for any reason, you do not want your child's picture to be published on the school's Facebook page, you must inform the Junior Office as soon as possible.

K. Birthday Parties And Sharing Sweets

Birthdays at School:

Birthdays are an exciting and awesome time for each child. Everyone feels special on their birthday. Children usually have high expectations for this day and, of course, part of that is to celebrate with classmates at school.

Unfortunately, it would be impossible for teachers to be able to plan, carry-out and clear up after each birthday for each child in their classroom. Although this is disappointing for all of us, we must have the new learning experiences that the teachers have programmed for the year as priority.

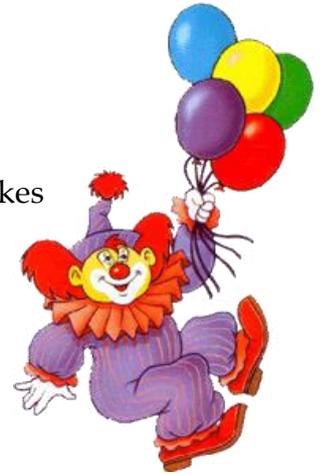


We would like to apologize to ALL the parents for not being able to accommodate your requests in regards to birthday parties at school. As a compromise, we will try to make your child's birthday as memorable as possible.

- In the Infant Department, teachers celebrate students' birthdays at the end of every month. The school provides the treats for the celebration.
- In the Junior Department, teachers will make sure that when a student has a birthday; their classmates will sing "Happy Birthday" and keep in mind that this is a special day for them.

Sweets and other refreshments:

Accordingly, the same rule applies for sending sweets, chocolate bars, cupcakes and other refreshments with your child to share with their classmates. Although we really appreciate the care you give by sending these things, we must request that you do not send anything. We, as a school, are providing the necessary items when needed. We hope this will relieve you of any pressure you may have felt in regards to these issues.



“STAND STRONG”



Thank you for your kind cooperation and understanding.

Steve White BSC DIC PhD
Principal

Mrs. Grace White
Coordinator of Junior & Infant Departments

We care. We love. We teach.