



Parent Handbook

Dear Parents,

Welcome to Levant International School. We are delighted to have you as part of our learning community.

Levant is a progressive school that values the uniqueness of every child. We do not follow a “one size fits all” approach to education. Instead, we draw from the best of Montessori philosophy, the British Early Years Foundation Stage (EYFS), and other innovative practices to create a rich, child centred environment where children can thrive at their own pace.

We believe that children learn best when they are respected, inspired, and supported. Our dedicated team of educators work closely with families to nurture each child’s curiosity, confidence, and love of learning.

This Parent Handbook is designed to help you understand our values, policies, and daily routines. We hope it will serve as a useful reference and a reminder that we are always here to support you and your child.

With warm regards,

The Levant International School Team

School Hours/Pick-Up Policy

The school is open Monday through Friday from 7:30 a.m. to 1:30 p.m., except for Fridays where the school closes at 12.00 pm

All children need to be in class by 8:00 a.m. and leave between 1:00-1:30 p.m.

It is extremely important that you arrive on time to pick up your child, as late pick-ups can cause anxiety for the children and disrupt the school's operations. In case you anticipate a necessary 15-minute late pick-up, the school must be informed in advance. If the school is not notified, a late pick-up fee of N 2,000 will be incurred for every 15 minutes that the child remains at school beyond the scheduled pick-up time. This fee is payable immediately when picking up your child.

Additionally, in the event that we call you to pick up your child due to illness, it is necessary that you arrive within half an hour to ensure the well being and comfort of your child.

Bags and Lunch Boxes

Please send a small **labelled insulated** lunchbox or bag and a drinking water bottle with your child. Due to safety reasons bags with wheels are not allowed; they usually topple over in the corridor, spoil the school flooring, are too heavy for the children to carry and can cause accidents.

If your child's water bottles need to be refilled, we use CWAY water from our water cooler. If this option doesn't work for you, please ensure your child brings an extra bottle of water to school each day.

Food and Snacks Policy

At Levant International School, we follow a healthy eating policy. Please provide your child with nutritious snacks such as sandwiches, cheese, vegetable sticks, fruit, or other traditional healthy options.

We have a **strict no-nuts and no-shellfish policy** as some students are allergic to both. Sweets, crisps, chocolates, cake, and chewing gum are not allowed at any time.

Please ensure your child brings a drink, preferably water, milk, or fresh fruit juice. Fizzy/soda drinks are not permitted. If your child has specific dietary needs or allergies, kindly inform their teacher.

Dress Code

At Levant International School, we celebrate each child's unique identity and believe that clothing is an important form of self-expression. While we do not require uniforms, we do ask that students adhere to the following guidelines to ensure comfort and practicality throughout their school day:

Comfortable Clothing: Students should wear comfortable, loose-fitting clothing that allows them to move freely and participate in various activities. Clothing should be suitable for quick changes and easy use of the toilet.

Footwear: Slip-on shoes that are easy to put on and take off are recommended. This helps students transition smoothly between activities and ensures their safety.

Indoor Shoes Policy: We have a no-shoe indoor policy to maintain cleanliness and comfort inside the classrooms. Parents are asked to either send extra socks or provide Crocs/non-slip indoor shoes that will be kept at the school for daily use.

Safety Considerations: For safety during outdoor play and physical activities, girls are welcome to wear dresses or skirts, provided they have shorts underneath.

By following these guidelines, we ensure that all students are comfortable and ready to fully engage in their learning and play.

Spare Clothing

All students are required to bring in a full set of clothing and two pairs of socks at the beginning of the school year, which will be kept at the school for use when needed. Additionally, please ensure that every item of clothing is **labelled** with your child's name, as unnamed articles can easily get lost, causing unnecessary distress.

Bringing Items from Home

We discourage children from bringing toys from home. Some classes have scheduled "show and tell" sessions during which children are able to bring items from home.

We do appreciate when parents send in a book or item that is relevant to a topic that the children are focusing on. Please notify the teacher when doing so.

Jewellery & Accessories

Our school policy requires that children refrain from wearing jewellery to school to prevent accidents and avoid any distress if the items are lost or damaged. This policy also extends to hair beads and other hair accessories, which should not be worn to school to ensure the safety and comfort of all students.

Emergency Contact

Your emergency contact details should be readily available at school in the event of an accident, illness or injury.

Please make sure all forms are filled and notify us immediately of any change of address, change of telephone numbers, change of workplace or if you start work. We also need the names and telephone numbers of all adults who may come to collect your child after school.

Illness and Injury

At Levant International School, your child's health and safety are our top priority. We partner with Habib Medical Centre, who provide us with a full-time school nurse and support with emergency services when needed.

If a child becomes ill during the school day, parents will be notified immediately. The child will remain in the nurse's care until they are picked up.

- Children may not attend school if they have any of the following:
- Fever of 100°F (37.7°C) or higher, especially if accompanied by diarrhea, earache, sore throat, rash, irritability, or confusion.
- Vomiting two or more times in 24 hours.
- Diarrhea; three or more watery stools in 24 hours.
- Rash that is draining, or any unexplained rash lasting more than 24 hours.
- Eye discharge or pink eye. Children may return with a doctor's note ruling out infection, or after 24 hours of antibiotic treatment.
- Severe fatigue that prevents participation in activities.
- Open or oozing sores and scabs, unless covered and treated for at least 24 hours with antibiotics.
- Head lice: until effective treatment is completed and confirmed by school staff.

Minor injuries: The nurse will provide first aid, and parents will be informed at pickup.

Serious injuries (non-emergency): Parents will be contacted to take the child for medical care. If parents cannot be reached, emergency contacts will be notified.

Emergencies: The nurse will administer first aid or CPR if necessary, and Habib Medical Centre's emergency team or an ambulance will be contacted immediately. Parents will be notified right away.

Medication

School is a place for well children, so we ask that medication be given at home whenever possible (e.g., before and after school). Many doctors can prescribe longer-acting medications to help limit school-time doses.

If medication must be administered at school, the following rules apply:

- All prescription medication must be in the original container with the pharmacy label.
- Non-prescription medication must be in the original packaging and used only according to the manufacturer's directions.
- A written permission form from the parent/guardian is required before any medication (including sunscreen) can be given. Instructions must also be entered into the Daily Medication Logbook.
- A copy of pharmacy instructions must be provided.
- Medication must be taken home once the course is finished.

Health Records

At enrolment, parents must submit completed health forms including allergies, medical conditions, general health, and current immunization history. These must be kept updated throughout the school year.

Birthdays and Special Occasions

We understand that birthdays are special to children. At Levant International School, we acknowledge these occasions in a simple and meaningful way.

To maintain our healthy eating policy, no outside food may be brought into school for birthday celebrations. Instead, we mark birthdays by singing a birthday song with the class.

Please note that we do not host birthday parties or events in school.

Behavior management policy:

At Levant International School, we see behaviour as part of learning. Guided by Montessori principles and the EYFS framework, we focus on helping children grow into respectful, responsible, and caring individuals.

We model positive behaviour and encourage children to treat others with kindness and respect.

We use positive reinforcement, praising cooperation, effort, and progress.

Children are supported in learning how to recognise and express their feelings, manage emotions, and solve problems peacefully.

Each classroom has a Peace Corner; a quiet, comfortable space where children can go if they feel upset, need time to calm down, or want to resolve a conflict. The Peace Corner is not a punishment area, but a positive tool that helps children take a break, reflect, and return ready to learn. Staff support children in using this space to develop important skills of self-regulation, empathy, and problem-solving.

When challenges arise, our staff use calm, age-appropriate strategies such as redirection, talking through feelings, and offering alternative choices.

We never use physical punishment, shaming, or humiliation.

We believe that home and school should work together. If a child's behaviour requires extra support, we will communicate openly with parents and agree on strategies to help the child succeed.

Our goal is to guide children with empathy and consistency, so they develop independence, self control, and a strong sense of community.

Absences

School is a wonderful opportunity for your child to build his/her skills and establish new relationships with other children and adults. These relationships thrive when your child is consistently in school. In the event that your child will miss a day or more of school, please contact the school by 7:30 am so that we can notify the teachers.

Outdoor Play

Outdoor play is a regular part of the daily routine; children should be prepared to play outside as part of every school day. If your child uses sunscreen or insect repellent, please apply these before your child comes to school. We ask that parents do not request for children to stay indoors, as outdoor learning and play are essential for development. Children who are too sick to participate in outdoor play should not be at school.

Please use this **checklist** each morning to help your child have a smooth and comfortable day at Levant International School:

- ☒ Apply sunscreen and/or insect repellent before arriving at school (if needed).
- ☒ Provide a filled water bottle, clearly labelled with your child's name.
- ☒ Dress your child in comfortable, loose fitting clothes suitable for active play.
- ☒ Ensure your child wears easy slip-on shoes that they can put on and take off independently.
- ☒ Pack a healthy snack and lunch, in line with our healthy eating policy.
- ☒ Send a spare set of clothes, clearly labelled, in case of spills or accidents.
- ☒ Check that all personal items (clothing, bags, bottles, etc.) are labelled with your child's name.

Thank you for your cooperation in helping us create a positive and inclusive environment.