



The World Academy of Tirana

“Early Years” policies

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Admissions

Infant Community: The child should be at least 9 months old.

Casa: The child should be at least 3 years of age or have previous Montessori experience. To take maximum advantage of the Montessori Method, including the kindergarten year, we recommend a three-year program.

- Children may be enrolled at any time during the school year.
- A tour with an administrator is arranged for both the child and the parents, with an observation inside the class, so parents can see firsthand how active learning occurs. This is the time to ask questions to determine how your child will fit into this environment.
- An interview is arranged between an administrator and parents to help get to know your child, and to explain about the Montessori Method and school policies.
- Students and siblings of those already attending the school will have first priority for the following year's enrollment. Parents will be notified of the dates for enrollment.
- If no spaces are available in the school, the child may be placed on a waiting list. To qualify for enrollment, the school must receive a completed application form and the 100 Euro non-refundable registration fee.
- *The Academy* is not equipped to accommodate disabled students or those with a severe special needs requirement.

Attendance

Lateness: Registration is completed at 8:25am. You are requested to make sure that your child arrives on time. The beginning of the day is an important time as it allows students to build their social skills and relationships with their teacher and peers, but also ensures they are informed of the daily schedule/routine.

Absences: Holidays should be taken during vacations as notified on the school calendar. If your child is going to be absent please let us know by telephoning the School Office (042 444 014 / 042 444 336) before 8:30am; please give us your child's name, her/his class, the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed in writing. We require a medical certificate for absence of more than 2 days.

Please keep in mind that enrollment in the school is for the **entire** academic year.



The tuition is an ACADEMIC YEAR tuition and no adjustments or reductions are made for **any reason**, including sick days, breaks, family vacations or holidays.

In the case where a student is absent for an entire school term and without any previous notification, for school fee purposes, the student is considered to be withdrawn. If re-enrolled, will not be treated as a new student and no registration fee is required upon re-entry.

Exceptional Circumstances: If a student has to be withdrawn due to exceptional circumstances, such as sudden relocation, the fees already paid in full for the school year will not be refunded.

Complaints Procedure

In the event of a complaint, the parents should first seek to resolve the issue with the member of the staff concerned.

Should the matter not be resolved, then a complaint should be made, in writing, to the Principal who will adjudicate.

If the complaint refers to the Principal, then it should be addressed to the Chairman of the Board, whose decision will be final.

Curriculum

The school is committed to providing a high quality curriculum that meets the needs of all children, and embraces the diversity of the school population.

In the Early Years there is a Nido and Infant class (9 months – 3 years) and a Casa class (3 -6 years).

Teaching in these classes follows the internationally renowned Montessori approach to education children. Based on the studies of Dr Maria Montessori the approach uses a "prepared environment" in which children can freely choose from a number of developmentally appropriate activities. Please refer to the Early Years curriculum section of the website for more information.

All Montessori lessons are presented in English with particular focus on oral language through poetry, song, conversation and literature. Classes are of mixed-ages so younger children look to the older ones as role models, and the self-esteem of older children grows as they become mentors and leaders in the classroom.



The Early Years school day is structured to create familiarity and a routine the children know and are comfortable with.

Learning in a Montessori classroom is an exciting process leading to concentration, motivation, self-discipline, cooperation, respect, patience, caring, love of learning and discovery of the world within a safe prepared classroom. Occasional fieldtrips complement the curriculum.

First Aid and Medication

School Nurse/Medication

The World Academy of Tirana is very fortunate to have a full time qualified nurse. Parents should inform both the classroom teacher and the nurse of any special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day it is important to communicate the instructions for administration of medication with the school nurse or class teacher. No medication is given to children in Early Years.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason it is vital that the school has up to date records of telephone numbers and addresses. Please inform the School Office immediately of any change in contact details.

Sickness and Accidents

There is a school nurse present at all times who is trained in health procedures. In case of accidents a first aid kit is maintained and kept in a location, not accessible to the children, within the classroom. In case of illness or injury, parents will be contacted immediately. Parents are asked in the application form for persons to notify in case of emergency when the school cannot reach parents. If necessary, a child would be transported by ambulance to the hospital.

Before starting at The Academy, each child must be immunized; parents are asked to bring a copy of the vaccination book for the registration process.

It is most important that children who are sick are not sent to school. This is for the good of your child as well as the welfare of the other children in the class. Sick children do not benefit from being in school, and can cause other children to become ill.

Children **will not be admitted** to school if they have the following symptoms:

- elevated temperature
- diarrhea
- vomiting
- pink eye with secretions
- evidence of chicken pox
- head lice or nits
- a contagious bacterial infection, e.g. strep

If such symptoms occur during school, the child must go home immediately. We will contact you, or if unable to reach you, we will contact the persons listed on your child's Application Form.

Medication: Many medications are now long lasting and may be administered in the mornings and again in the evenings. Please ask your doctor if it is possible to prescribe this type of medication because **school staff will not administer it in the Early Years.**

If your child has any contagious illness, please notify the School Office as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

Collection of children

Early pick up: If you are picking up your child early, you must fill the "Early Child Pick-Up Authorization Form", include your name, name of the adult collecting the child, time, and reason as indicated on the form which is available in the School Office.

Late pick up: Parents are asked to be prompt when collecting their child. In respect of children who attend part-time, please be aware that a fee of 2€ per half hour is payable for late pick up.

Departure: The Half Day Programme at the Early Years ends at 12:30pm. School finishes at 3:30pm at which time children should be picked up from the school, except for the students who take language lessons from 3:30pm until 4:30pm. Only parents, or authorized adults nominated in the application form, may collect the children from school. Please note that once your child has been collected, they are no longer the responsibility of the school, even if they remain on school premises.



Fieldtrips

- Fieldtrips are a very important part of the educational programme at the school. All trips are led by teachers but where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge.
- Each class will take some field trips over the course of the school year.
- Parent volunteers may be requested to accompany field trips.
- Parents will be notified of each trip in advance. Individual permission slips must be signed and returned before the child can participate.

Communication with parents

Parent-teacher conferences: Parent-teacher conferences are conducted three times during the school year in November, April and June (see dates in Academic Calendar). Each conference lasts approximately 20 minutes. There will be a sign up sheet in the office where you can select the time period for your conference. It is important for your child that you attend these important meetings.

Teacher's Office Hours: Parents are welcome to discuss their child's progress, meeting individually with the class teacher. Parents will be informed of the teacher's individual office hours at the beginning of the school year.