

Preschool Guidelines

September 18, 2026

Dear Parents,

We would like to inform you of the rules and regulations relevant to the Preschool Division.

Arrival and Dismissal:

- Doors open at 7:30 a.m. and close at 8:00 a.m. Children who arrive after 8:00 a.m. have to be accompanied by their parents to the Preschool Administration.
- Doors open between 2:30 and 2:55 p.m. for parents to pick up their children.

Uniform and Attire:

- Children should wear the school uniform and closed dark shoes without laces. KG1 and KG2 children should wear the school apron on a daily basis. KG3 children should wear the shirt and pants (or skirt) on a daily basis. Socks and tights should be plain white, grey, black or navy blue. Sandals and shoes with lights are not allowed.
- For KG1 & KG2 children the school pants should be worn, even under the apron.
- The school name tag should be kept on the child's uniform for the entire academic year.
- All children's belongings must be clearly marked (full name/class/section).
- Parents are requested to send a complete change of clothes labeled with their child's name, either with a permanent marker or stitched. They are asked to return clean clothes in a bag the next day if their child uses their spare clothes supply.
- Scarves are not allowed.
- Girls with long hair should have it neatly tied back. Boys' hair should be cut short. Odd hair colors and cuts are not allowed.
- Jewelry, bracelets, watches, and nail polish are not permitted.

School Requirements:

Each child should come to school having:

- A pencil case with only one zipper (All stationery, such as pencils, crayons and erasers, are provided at school.)
- His/her name tag clearly attached to clothing every morning
- A backpack/schoolbag
- A tissue paper box that will remain in class
- Hand sanitizer that will remain in his/her pigeon hole in class
- Antibacterial wet wipes
- A water flask (plastic bottles are not allowed)
- Packaged food/snacks (refer to the paragraph below)
- A small clean towel for snack time with the child's name written or stitched
- A set of clean clothes and underwear in a bag, all marked with the child's name (pants, shirt, sweater, socks, underwear....). For KG1 and KG2 children slip on shoes (closed slippers) are needed.

Snacks:

Parents are requested to pack two snacks in their child's lunchbox, one for each break. Parents may put in their child's lunchbox one or two items from the list below:

- Two sandwiches
- Vegetables (cucumber, lettuce, carrots, cherry tomatoes)
- Fresh fruits (apples, pears, strawberry and other fruits). All fruits must be peeled, cut with their pits removed.
- Dry fruits, cereal bars, cookies, dry cakes, and wafers

On hot days, you are kindly asked not to send wafers coated with chocolate.

The following items are not allowed: lollipops and candies, chewing-gum, chips and popcorn, peanuts, oranges, soda cans, eggs, meat or chicken, tuna or fish, and cooked meals.

All children should have a full breakfast before coming to school. Make sure to include on a daily basis enough fruits and vegetables for a healthy diet.

Medicine and Illness:

- When a child is ill, he/she must stay home (fever, flu symptoms, vomiting, diarrhea...).
- Parents are asked to promptly contact the Preschool Administration in case their child is not coming to school.
- Parents, assisted by the family physician, are asked to complete the medical report provided at the beginning of the year. This report will be kept confidential.
- Children should not handle medication. All medications must be turned in to the nurse's office by parents or the bus supervisor.

Generalities:

- Toys should not be brought to school.
- Children should not bring money to school unless a written permission is issued by the Administration.
- Schoolbags on casters (rolling wheels) are not allowed.
- The clear file or "chemise" should always be kept in the school bag.
- Umbrellas are not allowed.
- Parents should check their child's schoolbag for written notes sent by the Administration and the portal for circulars and announcements on a daily basis.
- Homework and daily assignments of KG3 children will be posted on portal.
- By the end of every month, KG1 and KG2 children will take home the file folder bag or "valisette" that should be emptied and returned the following day.

Sincerely,

The Preschool Administration