



# Ghars Handbook

**Basic Policies  
for  
Kindergarten**

# **Middle States Association**

## **(MSA)**

**The Middle States Association accredits more than 2500 schools, systems, and learning services providers in the United States and in more than 100 countries around the world.**

**Accreditation provides a means for public accountability by:**

**Validating the integrity of a school's program and student transcripts. Assuring that the school's purposes are appropriate and accomplished through a viable educational program. Justifying the faith and resources others place in the school. It fosters stakeholder involvement and commitment by providing opportunities for greater involvement in charting the direction and future of the school. It offers a mechanism to involve constituent groups in creating a vision of the future, not just allowing it to happen.**

**Accreditation builds positive community and stakeholder relations by:**

**Providing opportunities to emphasize the positive and demonstrate the strength and effectiveness of the school. Broadening the staff view of community expectations and fostering closer school and community collaboration. Articulating and communicating opportunities between school levels and among stakeholder groups.**

# Contents

<b>1.0 Mission and Vision Statement.....</b>	<b>3</b>
<b>2.0 Introduction .....</b>	<b>4</b>
<b>3.0 GBHS Parent Communication.....</b>	<b>5</b>
<b>4.0 Ghars Facilities and Services Policies.....</b>	<b>6</b>
<b>5.0 Field Trip Policy .....</b>	<b>7</b>
<b>6.0 Student Daily Academic Schedule .....</b>	<b>7</b>
<b>7.0 Ghars Curriculum: .....</b>	<b>9</b>
<b>8.0 School Furniture &amp; Facilities .....</b>	<b>11</b>
<b>9.0 Financial Policies .....</b>	<b>12</b>
<b>10.0 Academic &amp; Behavior Policies</b> Error! Bookmark not defined.	
<b>11.0 Retention of Students</b> Error! Bookmark not defined.	
<b>12.0 Academic &amp; Behavior Policies</b> Error! Bookmark not defined.	

**The graduates of Ghars High School will be:**

- 1. Confident, honest, integrated, and responsible students**
- 2. Individuals who have values and treat others respectfully**
- 3. Independent learners and critical thinkers**
- 4. Upholding Islamic values whilst fostering global citizenship**
- 5. Eligible for any field of knowledge in higher level of education**

## 1.0 Mission and Vision Statement

### 1.1 Our Motto

Ghars means

Ghars means...“The branches of solidly rooted trees reach high”

### 1.2 Our Vision

Ghars Bilingual School is an educational institute that provides a nourishing environment where students can grow, blossom and flourish into capable and responsible global citizens of tomorrow.

### 1.3 Our Mission

Ghars provides a safe bilingual learning environment that encourages students to bring out the best in themselves and enables their all– round development through the joy of learning, and the celebration of diversity based on Islamic values.

### 1.4 Our Beliefs and Core Values

1. Develop students’ character through confidence, honesty, integrity & responsibility.
2. Establish a safe, happy environment where every individual is valued & treated respectfully.
3. To encourage independent learners & critical thinkers.
4. Upholding Islamic values whilst fostering local and global citizenship.
5. Provide students with the highest standards of education to ensure every child finds success.

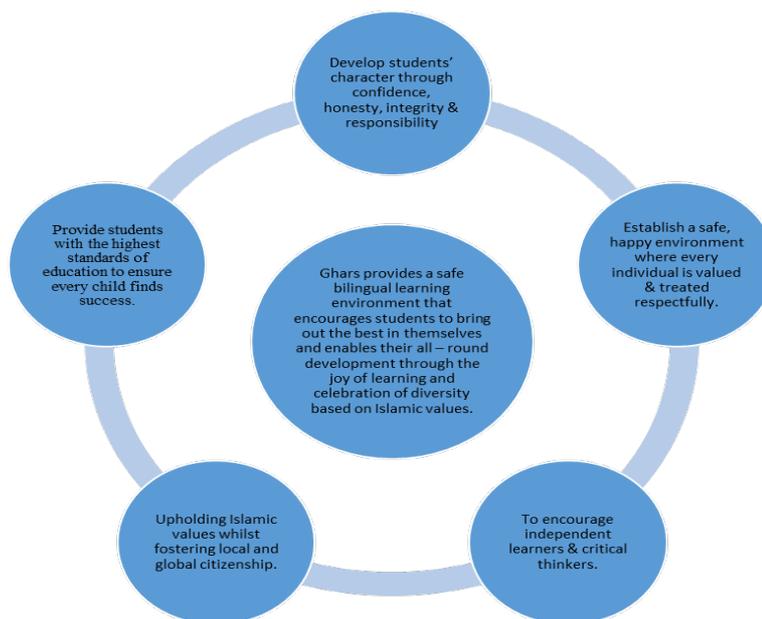


Figure: 1.0 Ghars’ Beliefs and Core Values

# Ghars Kindergarten Basic School Policies

## 2.0 Introduction

كَلِمَةً طَيِّبَةً كَشَجَرَةٍ طَيِّبَةٍ أَصْلُهَا ثَابِتٌ وَفَرْعُهَا فِي السَّمَاءِ  
(Surat: Ibrahim - Verse:24)

*An example of a good word like a good tree, whose root is firmly fixed and its branches in the sky.*

Ghars curriculum is organized to provide a safe, happy and unique environment for the care and education of our students, it is our goal to develop in each student the love and understanding of Islam and to nurture an identity in each student as a confident and respectful citizen. Ghars Bilingual School is not only a place to learn and develop various academic skills; but also, a place to support students' excellence in understanding and practicing appropriate behavior and conduct, reflected on the mutual respect between students and staff. We encourage independent learning and critical thinking that is based on discipline and self-control, resulting achievers with high educational standards, which have been formulated from a comprehensive perspective, to ensure a better life for them and those around them.

## 2.1 Academic and Service Staff Roles

### 2.1.1 Receptionist:

The receptionist greets the parents, receives calls and transfers them to the appropriate department. They set appointments with the teachers, social workers or psychologist or administrators. They answer parents' questions and provide copies of school forms which may be needed by parents.

### 2.1.2 Student Affairs:

Student affairs coordinator introduces parents to the school system and school facilities; completes registration procedures for new students, opens files for new students, ensures that students' files are updated, inputs all student information for both Ghars and the Ministry of Education in collaboration with Human Resources and contact parents through "WhatsApp" to answer their inquiries (if needed).

### 2.1.3 Social & Psychological Services:

Ghars social workers support our students, in learning how to cope with all aspects of life: academic, behavioral and social that may affect the educational process and help students to address their concerns which affect them academically, at home, or in the community. All cases handled by social workers are strictly confidential.

Teachers can refer students to social workers, who in turn provide counseling and record notes confidentially. Social workers work as a team: to study students' cases, meet parents, teachers and administrators, to monitor progress or to recommend external assistance (if necessary).

The psychologist works on developing students' characters in an integrated manner that includes all aspects such as academic, behavioral, social-emotional, psychological, and medical in order to achieve a better level of compatibility and mental health.

### 2.1.4 Nursing Department:

Ghars Bilingual School has qualified nurses on campus during school hours in order to care for students who may become ill or injured during school hours. The school nurse's duties include assessing the students need of medical attention and facilitating this care.

- It is parents' responsibility to inform reception or the nurse of any student health issues and medical concerns. (A medical form will be sent in the beginning of the academic year please fill in and return it to the school).

## Ghars Kindergarten Basic School Policies

- The nurse will have a student report for every student including any medical concerns, observations or reports (as required by (MOE) Ministry of Education).
- In the case that a student suffers from a chronic disease, it is necessary to hold a meeting with the school administration to know the details and agree on a certain policy to accept the student's admission to the school.
- If a student gets sick within school hours and cannot attend class, our nurse is obligated to contact the parents or guardian to come pick student up from campus.
- If a student needs medicine to be administered within school hours, parents should notify the school nurse in advance to ensure the cause of medications and follow safety precautions, the medicine must be handed over to the nurse only (not the teacher) with a written note.
- For the safety of the student and their classmates, we kindly ask that students be kept at home if they are sick or unable to attend school as in accordance with the school's health policy, fever-reducing medication will not be accepted from parents during school hours.

### **In case of accidents:**

- Any student who has an accident at school will be taken to the nurse for examination.
- If the student requires extra medical care he will be transferred to hospital via ambulance (if needed), parents will be contacted immediately and will be asked to meet the student at the hospital.

## **3.0 Parent Communication**

### **3.1 School-Home Communication**

#### **3.1.1 Newsletters:**

Newsletters will be published on Teams, Parent Plus for academic information. It will also include any announcements regarding events and activities.

#### **3.1.2 Online – Parent Plus:**

It is an official interactive web portal for parents and teachers. It enables school administrators and teachers to instantly share data, communicate and engage with parents. Some features are as follows:

- Teacher communication via emails.
- Attendance, Class Schedules, Calendar & more.
- Announcements & Alerts.
- Student Notifications (Newsletters and report cards).
- Can be easily accessible through Mobile App (fees are covered by the school).

### **3.2 Home-School Communication**

#### **3.2.1 Phone Calls:**

Ghars School welcomes your calls on the following numbers:

**Telephone:25750825 / 25750826 / 25750827**

**Mobile:67616770 / 65005158 / 65097000**

*Any parents' concerns or requests will be dealt through the reception and directed to the right channels.*

#### **3.2.2 Suggestions and complaints form:**

Verbal complaints won't be counted. If a parent wishes to submit a complaint or a suggestion, the appropriate forms can be found at reception counter, or an email via Parent Plus can be sent according to the stage:

## Ghars Kindergarten Basic School Policies

Stage	E-mail
Kindergarten	<a href="mailto:Kg.support@gharsschool.com">Kg.support@gharsschool.com</a>
Elementary	<a href="mailto:Elementary.support@gharsschool.com">Elementary.support@gharsschool.com</a>
Middle School	<a href="mailto:MS.support@gharsschool.com">MS.support@gharsschool.com</a>
High School	<a href="mailto:HS.support@gharsschool.com">HS.support@gharsschool.com</a>

### **Note:**

- Follow-up and appropriate action will be taken as soon as possible by the administration during the official working days and times.
- The guardian must submit the complaint individually mentioning his name and the student's name, and no group complaints will be accepted.

### **3.2.3 PTC (daily):**

Ghars welcomes parents to discuss students' progress and their needs, as we believe that the educational process is a partnership between the school and home.

### **Note:**

- Quick inquiries, delivery, and receipt of papers at the reception do not require a prior appointment.
- Parents must set an appointment in advance in case they need to meet the administrative or academic team.
- Parent and Visitor Guidelines during school hours:
- Parents and visitors are expected to cooperate and submit their civil Ids at the reception. The parent/visitor will be given a "visitor" ID. The parent/visitor will receive the civil Id back upon leaving. Furthermore, parents do not have access to the classrooms and schools' facilities except on conference days, special events.

### **3.2.3.1 PTC:**

Parent Teacher Conferences will be held twice during the academic year. This gives parents the opportunity to discuss the student's progress directly with the teacher.

**Note:** If the parent is unable to attend the parents' meeting, he/she can contact the teacher directly via Parent Plus to schedule another appointment (according to teacher's availability) via Teams to follow up on the student's level or answer any questions.

### **3.2.3.2 Private parent-teacher conference (when necessary):**

Parent / administration has the right to set a private meeting to discuss any incident or concern during the academic year, provided that an appointment is scheduled in advance (by calling on mobile phones).

### **3.2.3.3 Open House:**

The open house is held in the beginning of each academic year before students' attendance at the campus, where parents can learn about curricula, teachers, how to communicate with the teacher, administration, school policies and all academic requirements and learn about all school facilities.

## **4.0 Ghars Facilities and Services Policies**

### **4.1 After Care Service:**

Ghars kindergarten offers an aftercare program. It begins at **1:30 pm** and ends at **2:15 pm** (note: after care service unavailable on Thursdays). If you wish to register for this program, please contact the accounting department to reserve a place.

## Ghars Kindergarten Basic School Policies

**Note:** For the safety of all students, please do not send glass or metal water bottles to school. We kindly ask that you provide your child with a lightweight, safe plastic water bottle.

### **4.2 Celebrations and Giveaways:**

The school is keen on organizing events and celebrations that foster a strong sense of community and reinforce students' national identity. These include:

- End-of-Term Celebration: Conducted at the end of each academic term.
- Official Celebrations: Marking selected occasions such as National Day, Eid, and other approved social events.

**Note:** Students are not permitted to bring giveaways except during these designated celebrations, and only with prior coordination with their class teacher.

### **5.0 Field Trip Policy**

Our aim in Ghars is to provide an all-rounded developmental perspective of the world through experiential means. This could be achieved through our field trips, as part of school's integrated curriculum and development to furnish the students with various social experiences.

#### **5.1 Field trip procedures:**

- Ghars requests signed and written consent and approval from the parents to allow the students to participate in a field trip.
- The expenses of a field trip must be handed to the teachers in charge in full, alongside with the written consent form.
- Teachers will be handing the expenses to the accounting department, in case of refund please contact the accounting department.

### **6.0 Student Daily Academic Schedule**

-Students will attend school from **7:00 am** to **1:00 pm** and first period starts at **7:30 am**.

#### **Notes:**

#### **Main Gates: 1 & 2**

- **Gates 1 & 2:** are used for Entrance & dismissal for KG students **only**, at the allocated timings from 7:00 to 7:30 and from 1:00 to 1:30.
- **Gate 1& 2:** Open from 7:00 to 3:00 except Thursdays to 2:00 pm.

#### **6.1 Daily Attendance Policy Notes**

- Repeated tardiness will result in the necessary disciplinary actions by the administration according to the rules & regulations of the school.
- It is strictly forbidden for students to leave our school grounds during school hours without prior notification from their parents or guardian.
- Teachers will not be responsible for any missed work due to any unexcused absence, tardiness, or early dismissal.

## Ghars Kindergarten Basic School Policies

- Any changes to the daily academic schedule due to special events, holidays, or other circumstances will be shown by message in the newsletter, what's app or text message, by phone and email, to the parents or guardians depending on the situation.

### **6.1.1 Daily Tardiness Policy:**

Students go to their classes daily at 7:25 am, the first class starts at 7:30 am.

Students are registered as late from 7:30 am.

#### **Note:**

- Gates 1 and 2 are used for students' entry after 7:30 am until 8:00 am.
- Students will not be allowed to enter after 8:00 am unless accompanied by their parents.

### **6.2 Absence**

Absence or tardiness for more than 15 days in an academic year (without medical leave) will have a negative impact on students' academic level as well as re-registering for the upcoming school year.

Attendance will be taken daily by 7:35am. Students arriving after this time will be considered tardy.

School/Teacher will not be responsible for covering any missed work if student is late to school.

Student will be given any missed test/ quiz on his/her return to school after submitting the sick leave.

With any absence, school will require a medical note or an email from parent/guardian via Parent Plus to stage's email to justify the reason for absence. If the student is sick and unable to attend school, please keep him/her at home for his/her benefit of health and of his/her classmates.

### **6.3 Absence due to sickness**

The parent has to send the medical form filled by the doctor to the nurse on the following email **or** print the sick leave form <https://bit.ly/3ln334h> and fill it in by the doctor and send it to the nurse on the following e-mail:

[Kg.support@gharsschool.com](mailto:Kg.support@gharsschool.com)

### **6.4 Absence due to a family or special circumstance:**

Parents should inform the teacher and the administration by emailing: [Kg.support@gharsschool.com](mailto:Kg.support@gharsschool.com)

### **6.5 In case of absence due to travelling abroad:**

Fill in the travel permission form (you can find it on the following link) :<https://bit.ly/3gBd2PI> then send it to the following email: [Kg.support@gharsschool.com](mailto:Kg.support@gharsschool.com)

### **6.6 Absence and medical reports regulations:**

Medical forms must be signed and dated by the authorized governmental medical institute.

Medical reports must be sent to the stage's email before or upon student's return and **won't be accepted after two days of return.**

4<sup>th</sup> medical form during the same semester must be signed by the school's Health Department if it was issued from a private clinic or hospital; otherwise, the student's absence will be considered illegitimate. If the sick student sought medical cure from the public clinic in his/her area, the medical form must be signed and stamped by the examining doctor.

**\*Note: In all cases, the teacher must be notified via Parent Plus.**

# **Ghars Kindergarten Basic School Policies**

## **7.0 Ghars Curriculum:**

### **7.1 Kindergarten Department**

Welcome to the Kindergarten Department at Ghars School At Ghars School, our Kindergarten program provides a nurturing foundation in a bilingual and Islamic environment. We are committed to supporting the whole child—fostering growth not only academically, but also socially, emotionally, and spiritually.

Our classrooms promote a strong sense of safety and belonging, where every child is encouraged to express themselves, build positive relationships, and explore their world through age-appropriate, engaging activities. We use group-based learning and center rotations to support curiosity and collaboration while building essential early skills. Through a blend of structured routines and joyful discovery, our goal is to cultivate confident, caring, and capable learners who are grounded in Islamic values and ready for the next stage of their educational journey.

### **Kindergarten Department Subjects Overview:**

#### **7.2 English Language Arts:**

The KG department follows the Common Core State Standards (CCSS), using the Savvas MyView Literacy Program to build foundational reading, writing, listening, and speaking skills. The curriculum is supported by Handwriting Without Tears (HWT) to enhance fine motor development and handwriting skills, ensuring a well-rounded approach to early literacy.

#### **7.3 Mathematics:**

Math instruction is based on the enVision Mathematics program by Savvas, providing interactive and visual learning experiences that support number sense, problem-solving, and foundational math skills through engaging and developmentally appropriate practices.

#### **7.4 Science:**

Science learning is integrated within the MyView Literacy themes, allowing students to explore scientific concepts through stories and real-world connections. Lessons are aligned with the Next Generation Science Standards (NGSS), promoting inquiry, observation, and discovery through hands-on and cross-curricular experiences. Experiential Learning at Ghars School – Supporting Young Learners Beyond In addition to our strong academic foundation, our Kindergarten program offers a variety of hands-on, experiential learning classes tailored to the developmental needs of young children:

#### **7.5 STEAM Class (Science, Technology, Engineering, Art & Math):**

A fun and interactive class where students explore, build, and create using everyday materials—developing problem-solving and critical thinking through play-based projects.

## Ghars Kindergarten Basic School Policies

### **7.6 Culinary Arts:**

Children participate in simple cooking and food-preparation activities that support early math, following directions, and teamwork. These activities also strengthen fine motor skills as children mix, pour, squeeze, and scoop in a safe and engaging environment.

### **7.7 Learning Without Tears (LWT):**

A specialized class focused on building fine motor control, pre-writing readiness, and correct letter formation. Using sounds, movement, and multisensory tools, children develop the foundational skills needed for confident and neat handwriting. These experiential classes enrich the KG experience by nurturing creativity, independence, and physical development, making learning meaningful, joyful, and hands-on.

**7.8 Arabic:** Ghars's KG Arabic curriculum incorporates the integrated 'Gharsuna' program along with 'Tofolaty Kazy' (My Language is My Treasure) for KG2 students. It also includes 'Units & Experiences', as well as Math and Science taught in Arabic.

### **7.8.1 Arabic Enrichment:**

#### **7.8.1.1 Reading Stories:**

Reading stories, a weekly enrichment story (Tales & Stories), and the story "Ghars's Seed" to develop the reading skills of KG2 students which provides great joy for the child. In addition, and is also an important source of information, a means of instilling human and moral values, and a tool for developing and strengthening the child's linguistic abilities.

#### **7.8.1.2 Academic Support Program: (Develop Your Abilities):**

It is an additional program aimed to students in building and strengthening age-appropriate foundational skills.

### **7.9 Islamic Studies:**

The Islamic curriculum of our kindergarten department includes both Qur'an recitation and Islamic teachings. KG Islamic Studies curriculum is broken down into 6 Units: Al –Aqida, Names of Allah (Ghars), Al Hadith, Al Fiqh, Al Azkar, and the Biography of the Prophet Mohammad (PBUH). Each grade level has a number of Surahs to memorize.

### **7.10 Ghars Curriculum:**

**1- Curriculum to enrich young souls by understanding the names and attributes of God the all mighty through:** This is a curriculum that we take pride in. We are pioneers in creating our own, which is used to enrich the knowledge of the names and attributes of Allah the almighty through: -Instilling Islamic values in the students by knowing and understanding the beautiful Names and attributes of Allah the almighty. Educating the students to praise and glorify the creator by adhering to Allah's attributes. Developing the student's character and enhancing their view of life, based on the understanding of the beautiful names of Allah. Training the students to live their daily lives and to behave according to the knowledge of the Names and Attributes of Allah the almighty. Establishing a generation of true believers in Allah with Islamic values that spread peace and love throughout the world and is offered during Islamic studies classes.

#### **2-The Holy Qur'an**

A curriculum geared towards reciting and memorizing the Holy Qur'an in an exceptional way through:

## **Ghars Kindergarten Basic School Policies**

Understanding: The student will know Allah by learning His beautiful names, attributes, and deeds.

Memorizing: The student will understand and memorize verses from the Holy Qur'an.

Practicing: The student will act and behave according to Islamic Principles.

### **7.11 Extra Curricular Programs:**

#### **7.11.1 Maqr'aa policy for Kindergarten:**

##### **How can students join Maqr'aa?**

Maqr'aa is only provided for KG 2 students:

##### **Distinguished students, who are selected as follows:**

-The student's ability to recite is high (evaluated by the class teacher).

-The student must have recited a larger amount than that at the school's curriculum (Surat Al Qadr to Surat Al Balad).

(Student is registered after filling out the student assessment form in the Qur'an memorization, (which is sent as a link via Teams)).

##### **What will my child recite?**

- Distinguished Class: Student will recite hezb 60 from (Surat Al-Nab'a to Surat Al-Tarek).

*For all inquiries related to Maqraa, kindly contact us via email at [maqraa@gharsschool.com](mailto:maqraa@gharsschool.com).*

#### **7.11.2 Academic Support Program:**

The kindergarten department at Ghars Bilingual School offers an ESL program for KG2 students requiring additional academic support necessary to be successful. Our KG2 ESL goal is to reinforcement grade-level curriculum while improving comprehension of Ghars curriculum and to enhance the following skills, reading, writing, Math, and a variety of English guided lessons in a familiar classroom environment. ESL is based on our American Common Core standards and Savvas curriculum.

#### **7.11.3 Experiential Learning:**

At Ghars, the Experiential Learning approach is exclusively implemented as a core part of our vision, it is a model that nurtures the whole child intellectually, emotionally, socially, and physically. Through meaningful, hands-on experiences that blend academic skills with creativity, collaboration, and real-world problem-solving, students are empowered with curiosity, deep understanding, and lifelong values.

## **8.0 School Furniture & Facilities**

Ghars offers a range of new furniture, technology, equipment and resources every academic year. We take pride in how our school is designed and the abundance of resources and equipment we have for education. If students cause damage to any school equipment or property, parents will be obligated to pay the cost of repairing/replacing any damaged material. Students are expected to respect all school property and its belongings.

# Ghars Kindergarten Basic School Policies

## 9.0 Financial Policies

The following financial policy for the academic year **2025-2026** shows tuition fees, due dates, discount policies and other important financial policies.

Parents must be aware of these policies to ensure acknowledgement according to the agreed rules and conditions upon registration. The guardian must sign the financial policy with the school and abide by this system.

### First Tuition Fees:

Stage	Fees Approved By MOE	Parents' Discount	Total Fees	Registration Fees	1 <sup>st</sup> Installment 1/9	2 <sup>nd</sup> Installment 1/12	3 <sup>rd</sup> Installment 1/3
KG1 & KG2	2538 KD	23%	1950	100	620	620	610
G1 & G2	3886 KD	31%	2670	100	870	850	850
G3-G5	3886 KD	28%	2780	100	900	890	890
G6- G8	3971 KD	26%	2920	100	940	940	940
G9-G12	4110 KD	18%	3380	100	1100	1090	1090

### Second Policy of Discounts:

1. The second and third brother (the youngest) shall be granted a discount of KD 150 only, and the full payment shall be made before **31/4**.

- In case there is any other discount from the Ministry of Education, the sibling discount is canceled.
- In case there are two discounts, the parent is entitled to only one discount, which is the highest.

2. Withdrawal of the student During the academic year, the discount will be canceled, provided that he is obliged to pay the due installments.

3. No discount in case of the absence of the student during the academic year for all academic stages.

4. The brothers of a withdrawn brother shall be re-arranged according to paragraph (1).

5. Students paid by their parents' employers:

- The school must be provided with a letter from the employer stating the obligation to pay the tuition fees for these students, knowing that the final reports are banned in case of delayed payment of the employer, and they are not included in the discount of the brothers.

- The guardian has the right to obtain a letter addressed to **only one** employer during the registration period.

- The children of the guardian who are not covered by the payment from the employer benefit from the discount of brothers.

- If the employer fails to pay the full amount required, the guardian is responsible for paying the remaining amount.

### Third Payment Procedures:

1 - The new student will pay 100 KD registration fee + the first installment for all stages, and the re-registered student will pay 200 KD at the time of re-registration.

2- Payment is available via Ghars App or bank transfer to the school account, or visiting the accounting department and paying in cash, and payment is not available via Visa cards.

3-The above-mentioned installments must be paid according to the specified dates. In case of delay in payment, school is entitled to do the following:

- Refrain from providing the parent with the student's school reports about the semester of the payment due.
- Refrain from enrolling the student for the next academic year.
- Refrain from providing the student with an attendance certificate.

## Ghars Kindergarten Basic School Policies

- 4- The school reserves the right to admit students enrolled in the waiting lists, instead of the current students who did not pay the registration fees by 30/4.
- 5- The school reserves the right to take necessary legal action in cases of non-payment of fees under this policy.
- 6- The school reserves the right to reconsider or modify the payment schedule in case of delay in payment.
- 7- The school has the right not to re-register any student in the school for academic or behavioral reasons provided that the guardian is informed during the period before the end of the re-registration period.
- 8- Note: Registration fees are non-refundable.

### **Fourth Withdrawal Procedures:**

All withdrawal procedures are completed for the student after:

- Attendance of the father to fill the withdrawal request mentioning the reasons of withdrawal (according to the law of the Ministry of Education) before 1/9.
- Bring a certificate to whom may concern from the school (transferred to) stating the student's acceptance at it.
- Payment of all financial dues and return of textbooks and the delivery of the contract of clearance and acquittal from the accounting department, two days after the withdrawal request.

### **In case of withdrawal, the following procedures are applied:**

<b>Registration fee KD 100 cannot be returned or transferred</b>	
<b>Student withdrawn from 1/9 to 30/11.</b>	The first installment shall be entitled, and the registration fee shall not be considered a part of it, whether the student attended or not.
<b>Student withdrawn from 1/12 to 31/1.</b>	The first and second installments shall be entitled, and the registration fee shall not be considered as a part of it, whether the student attended or not.
<b>Student withdrawn from 1/2 and beyond.</b>	Full tuition fees shall be entitled, whether the student attended or not.
<b>A student withdrawing during the academic year will lead to cancellation of the discount included.</b>	
<b>The parent may refund the tuition fee if the student did not attend from the beginning of the academic year and only the registration fee will be deducted.</b>	

### **Fifth delayed enrollment after beginning of the academic year:**

<b>In the case of registration of the student after the beginning of the academic year the following discounts are worth:</b>	
<b>From 1/9 to 15/10.</b>	No discount is given.
<b>From 16/10 to 15/11.</b>	A discount of 10% is given.
<b>From 16/11 to 31/1.</b>	A discount of 25% of the total fee.

### **Payment Methods:**

#### **Bank Transfers:**

The bank account number for KFH school fees on behalf of the Ghars School is KWD **091010193673**.

**(IBAN: KW72 KFHO 0000 0000 0009 1010 1936 73).**

The civil number of the school is (35000549). Please send a picture via WhatsApp to **(67616770)** or **(65005158)** after the transfer.

## Ghars Kindergarten Basic School Policies

### **Visit Accounting in School:**

Contact by phone calls and visit our accounting department to make payments.

### **My Fatoor'a:**

Makes the payment easier by receiving a text message, opening the link, reviewing the invoice, choosing the preferred payment method, and entering the bank card details to complete the payment.

### **Education funding:**

We agreed with Kuwait Finance House Bank to offer the Education Product which enables the parent to buy a seat in the school.

*Please contact the accounting department for any additional information or concerns.*

*Note: Fees payment via visa is unavailable.*

## **10.0 Academic Support & Behavior Policies**

Ghars school is keen to promote virtuous morals and to keep good ethics. The school cares especially about repeated misbehavior of students. These acts will be observed and followed up closely and are also interested in following upon the academic development of the student. The following procedures will be followed in case of any behavior or academic difficulties:

### **10.1 Behavioral Discipline Policy:**

#### **10.1.1 First Stage (Teacher):**

- The teacher follows up with the student.
- Repetition of the issue leads to acknowledging the parents.

#### **10.1.2 Second Stage (Supervisors):**

- Repetition of the issue: (no resolution despite direct communication between the teacher, the student, and the parent), the student is sent to the supervisor who refers the case to the vice principal.

#### **10.1.3 Third Stage (Vice Principal):**

The vice principal follows the student's case.

In case of repetition, the student's file is transferred by the vice principal to the principal.

#### **10.1.4 Fourth Stage (Social Worker):**

The social worker follows the student.

### **10.2 Academic Follow Up Policy**

- 1- The teacher follows up with the student.
- 2- The teacher informs the parent about the case.
- 3- If the issue persists, the student's file will be referred to the Head of Department for further follow-up, and it may be forwarded to the psychologist/social worker.

### **Some procedures can be followed by the social worker in behavior or academic cases:**

- Observing the student in the class by attending some classes to follow up student's performance in the classroom.
- Meeting class teachers.
- Meeting the student. and
- Meeting the parents.
- Conducting individual or group sessions according to the problem.

**Note:** Some cases require informing the social worker from the first day, depending on their severity and difficulty.

## Ghars Kindergarten Basic School Policies

### **10.3 Academic Support**

We offer academic support tailored to help kids thrive and master the different skills according to our school's policy. Our programs are designed to reinforce classroom learning, build self-confidence, and foster a love for learning.

### **11.0 Retention of Students:**

Ghars shall place students on a “hold” list for registration for the next year with parental notification for academic reasons or behavior problems. If the student did not show progress, Ghars will consider expelling the student, after receiving the Private Education Department’s approval.

### **12.0 Dress Code Expectations**

- All students are expected to follow Ghars Bilingual School dress code as students will not be allowed to enter the school campus without it.
- The official school uniform which the students must adhere to is available in the school.
- The school logo must appear on the uniform as it is what gives identity to our school. If the uniform is custom-made, it must be completely consistent with the approved specifications in terms of color, design, and materials used. Different designs, and a white shirt with the school logo will not be permitted.
- School uniforms need to be clean, neat, and ironed. Tight and/or short clothing is unacceptable.
- Elementary girls are required to wear white leggings with their school uniform.
- Students must be in full school uniform every day.
- Middle and high school girls are required to wear long uniforms. Any shortening of the uniform is prohibited.
- P.E uniform for middle and high school girls is a **blouse only** to be worn with black pants under the school uniform.
- Only school jackets are allowed.
- Only school jackets or plain-colored jackets are permitted based on the stage:

**Kindergarten & Elementary:** Beige - **Middle School:** Grey - **High School:** Dark Blue

- Jackets with hoods (hoodies), or those without buttons or zippers, are not allowed.
- Jewelry and accessories should not be worn at school except for watches and a pair of small earrings (for girls).
- It is prohibited to wear very tight, sleeveless, or short clothing during events.
- It is prohibited to wear hats in classrooms (except for medical reasons).
- Shoes or sneakers are acceptable (non-bright colors). For safety purposes, football shoes, slippers or Crocs of any kind are not allowed.
- **Hair:**

**Boys:** Hair must be short and neat. Extreme or standout hairstyles are not permitted.

The school reserves the right to request a haircut adjustment if the policy is violated.

**Girls:** Girls with hair touching the lower collar must have their hair neatly tied back with a black elastic band. Bright hair colors are prohibited.

- Students need to keep proper and clean hygiene. Nails are to be kept clean and short at all times. Nail polish is not allowed. Putting on make-up is not permitted.