NOTE:
This handbook has been designed to be read before sending your child to school. It answers most of the frequently asked questions. If any information seems unavailable in this handbook, please feel free to ask the school.
Dear parents:

Welcome to the IRIS Family. We thank you for entrusting us with the growth and development of your child. In coming months you will feel confident that you have made the best decision in enrolling your child at IRIS - Early Years Education (IRIS EYE) system. We commit ourselves to providing your child with a rich and rewarding educational experience. This Parents Handbook familiarizes you with the IRIS education system details, provides information on school norms, introduces you to the IRIS curriculum and summarizes the expectations from you as a parent to ensure highest quality education for your child. This handbook contains important information on IRIS’s beliefs, policies, and procedures. We again thank you for being a part of the IRIS family.

The purpose of IRIS EYE is to prepare young children for the experiences they will encounter later on; both in our school and in the practical world. IRIS EYE system has been carefully structured to allow teachers to consider the emotional and social needs of individual children, so that each can adapt in a comfortable way, at their own pace, and with the maximum degree of motivation, to the more formal setting of school.

After the admission:
As the admission process is complete now, you may revisit the prospectus for the school’s philosophy. This parents handbook complements the information provided in the prospectus.

A Word about school readiness:
Next few days are extremely important for your child, as he/she may be leaving the family for a few hours alone, to sit in a group of strangers for the first time in life. Children usually take two weeks to settle in the class. Tonight you may tell him that he would go to school tomorrow, meet new friends and play with them.

First few days – the adjusting phase at IRIS Early Years Education Center:
You and your child are beginning an experience that will be happy, fun filled but strictly educational. Playing with other children, learning to share, communicating ideas, discovering group norms and learning to stand up for one’s own rights are invaluable education starting experiences for a child coming out of a family. If this is the first school experience for your child, be prepared to come to school every day for the first week. First day: We suggest, if your child is not comfortable, you do not leave your child at all on the first day, but rather spend approximately an hour or two with your child playing with him/her in the new learning area. Help your child to familiarize with the activities if he does not wish to join the group. Introduce him to the teachers and new friends. Remember that watching is also a form of participation. We let your child just stand and watch the group, if that is what he or she wants to do on the first day. Second day: Please try to spend around 15-20 minutes playing with your child inside the learning center if he is disturbed. Attempt to leave the room for the same amount of time. Please do not sneak away unobserved by your child, but say a quick goodbye and reassure your child that you will not be far away. It may be helpful to give him/her a reason for your absence, for example, that you need to pop to the bathroom or market. Leaving an item of your own belongings such as keys, glasses etc. with him as a token that you will return can often be a good idea. You will be given a place away from the classroom and shall be called if and when needed. Please remember to bring some personal reading material to keep yourself busy. Teacher may suggest reduced timing for your child during the first week. At IRIS students address the teacher with the word “teacher” as in all developed societies. This helps create a distinction in his mind between the teacher and aunts visiting home.

School Hours Monday to Thursday:
Toddlers & Nursery (age 1.5 and 2.5 years) : Begin 8.45a.m. – end 12.30 p.m.
KG1 and KG2 (age 3.5 and above) : Begin 8:00a.m. – end 12.30 p.m.
Grade 1 to Grade 3 (elementary school) : Begins 8.00a.m. – end 1.15p.m.
Friday: Begin same time as other days – all classes end at 12.30p.m.
Snacks and water: One healthy snack (anything your child loves to eat, no liquids other than sealed tetra pack) and a bottle of drinking water. Please pack snack in a single plastic / metal container (not glass), so that unpacking is easy. Please send ‘light weight’ lunch boxes only, not bulky backpacks and ensure to mark lunch box, bag and bottle with your child’s name.

Other items:
- One diaper daily in the bag to be used of required (if your child uses)
- One set of clean clothes to be kept in the school for emergency change

A typical day at IRIS EYE center (preschool and kindergarten sections):
IRIS EYE curriculum is designed, documented and detailed down to the lesson delivery method, learning objectives and observation parameters for each 30 minutes time slot on a typical working day. In each group, a typical day is structured with distinct precise routines, which provide diversified learning activities including large group, small group, and individual experiences depending upon the age group.

Early morning: Refreshing with morning drill and rhythmic routines on music will intake the first important concept of gross skills development by carefully and slowly encouraging the children to synchronize with the leader, turning right and left command, jumping up and down etc. Students start the by Islamic dua recitation, then sharing their experiences on the day’s topic in morning circles and are then assigned to different learning corners for active learning routines.

Speaking, thinking and imagination: The most important routine in a day at preschool level is purpose based story telling time. In this, instructors spend a lot of time talking to children, asking open ended questions and trying to find the answers from the children, in their own words how they understood the story. This practice helps to develop basic approach towards children speaking, recalling, imagination, sequencing and thinking activities. All stories are purposefully selected to match the ‘Weekly Learning Theme’. It would be worthwhile to mention that most stories are not classical fairy tales. Stories are accompanied by same objective music and nursery rhymes complementing the learning theme, resulting in learning with fun.

Most focused academic subjects: English language and mathematics are equally important session of daily academic development. Listening, speaking, reading and writing correct English are keys to children learning language on easy approach. Children learn to perform counting, addition, subtraction, multiplication and division exercises depending upon their age. IRIS’s approach to these subjects is elaborated in the academics section in much detail.

Practical science: Considering great sense of curiosity in children, the IRIS curriculum approaches science by directly and indirectly involving children in basic understanding of living and non living, land and water, day and night, space and earth. IRIS children’s special Botanical garden allows every child to grow and take care of one plant in a season to observe the complete plant growth cycle.

Social studies: As children come from different ethnic societies and cultural background IRIS Curriculum introduces Pakistan map through basic map puzzles. Children also experience different folk specialties such as music, clothes etc. of provinces indirectly being a part of Pakistan Studies. Globe with its basic components land and water is one of the most important geographical understandings for students. Each child will individually experience for the recognition of these two main components through a specially made globe for early education centers.

Gross motor skills: A complete well equipped, temperature controlled indoor Gym allows children to explore playing equipment which is carefully, scientifically and purposely made for gross motor skills.
development. These equipments are extended to outdoor area such as ship rope tower, Burmese bridge involving coordination of all body muscles and mental activities. In addition to that, regular comprehensive classes of gymnastics for all children from 1½ years to 4½ years are conducted to prepare children for an exhibition function at the end of each semester.

Rhythm and Rhymes: A well trained music teacher will introduce music to children extending to forming IRIS Junior Music Band, playing individual instruments and group melody is one of the areas which helps our children flourish their hidden talents which parents may not realize at the time. Drama, skit and children play are coordinated with musical program which also into a great extent encourages and develops language skills.

Sample daily schedule for preschool and kindergarten:
Planning time, work time, clean up, recall time, circle time, small group time, outdoor time, large group time, meals/snack, rest and reflective time. The developmental areas include: physical, social, emotional and intellectual. Daily schedule is posted in each learning center. The daily schedule will vary, focusing on age based learning areas, but will generally include the following work and play schedule for KG1 and KG2 grade. For preschool and toddlers academics have shorter time span and more time is spent on communication, fine motor and gross motor skills:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 a.m.</td>
<td>9.00 a.m.</td>
<td>Greeting and warm up- rhymes and rhythm</td>
</tr>
<tr>
<td>9.00</td>
<td>9.15</td>
<td>Collaborative learning sessions</td>
</tr>
<tr>
<td>9.15</td>
<td>10.05</td>
<td>Collaborative academic skills and learning</td>
</tr>
<tr>
<td>10:05</td>
<td>10:15</td>
<td>Snacks</td>
</tr>
<tr>
<td>10:15</td>
<td>10:25</td>
<td>Cleanup and washing hands</td>
</tr>
<tr>
<td>10:25</td>
<td>10:45</td>
<td>Story circle / music (Felt Board, Stories)</td>
</tr>
<tr>
<td>10:45</td>
<td>10:50</td>
<td>Clean Up</td>
</tr>
<tr>
<td>10:50</td>
<td>11:50</td>
<td>Academics skills and learning</td>
</tr>
<tr>
<td>11:50</td>
<td>12:05 p.m.</td>
<td>Academic skills and learning</td>
</tr>
<tr>
<td>12:05</td>
<td>12:10</td>
<td>Clean Up</td>
</tr>
<tr>
<td>12:10</td>
<td>12:30</td>
<td>Fine motor / gross motor skills</td>
</tr>
</tbody>
</table>

A typical day at IRIS EYE center (elementary section):
Grades 1 onwards subjects are focused on visualization and comprehension, as students by now have acquired the basic skills in language i.e. speaking, reading and writing. Concepts have to be mastered starting from now. These classes follow a set daily time table. Daily time allocation for each subject is defined by IRIS curriculum. Different classes have different focus subjects. In elementary classes IRIS ensures in all subjects that students are able to first visualize, then comprehend and then express their thoughts with a distinct selection of words in the school’s defined handwriting pattern for each subject. Research in the curriculum in these grades has been on making concepts enjoyable with maximum help from interactive sessions.

Arrival and Departure Procedures
Arrival - School gate opens at 7.50 a.m. If you arrive earlier, please wait with your child. Please do not leave your child unattended. Child’s hand must be placed in the hand of the designated uniformed paraprofessional at the gate. Child will carry his/her own school bag and lunch box. After entering the gate, child care is the responsibility of the school. If child arrives after official arrival time, parent should visit the office and notify the front desk officer. She will ensure that the child is brought to the appropriate learning center.

Departure - School Release Card (SRC): At dismissal child is handed over to the parent/guardian carrying the original SRC. Child will not be handed over to ‘any one’ if original SRC is not presented at the gate. No photocopy or an emergency plea is accepted. Child will be taken to the office after gate clearance,
parent/guardian will be contacted on the phone numbers in school record. Only then with the permission of the parent, child will be handed over to the person after he/she shows his original NIC as a proof of his identity. A parent who wishes to pick up a child before the dismissal time should visit the main office and contact the administration department. If the SRC is lost, please inform the school immediately on phone and within 24 hours in writing. A duplicate card shall be issued.

**Late departure:** Your child is the most important person in the world for you and we do not expect you to be late for pickup unless it is an emergency. In an emergency, if you are so late that the school gate has been closed, please pick your child from the main gate reception (not the school entrance). Standard late release procedure shall be followed.

**Emergency numbers:**
It is the responsibility of the parents to ensure that school record has least three emergency contact numbers with names and these numbers are correct and updated. The worst thing that can happen to any human being in any emergency is that his / her family cannot be contacted.

**Fees Payments:**
At this time, fees is collected through cross cheques. The cross cheque simply needs to be submitted at the administration department and receipt for the same is provided.

Starting from 2014, fees shall be deposited in the school’s account holding in bank adjacent to the school. One copy of the payment slip has to be submitted to the school’s account office as a proof of payment. All fees must be paid prior to a student starting at IRIS EYE campus. If the fees are to be paid by an employer, our finance team will provide the parent with an invoice for which the employer will have to provide payment as per our terms and conditions. Students will only be allowed access to the nursery after proof of payment deposit has been received by the school.

**Parents Communication:**
The faculties continuously observes, records and assesses student's progress in the social/emotional, cognitive/intellectual, aesthetic and physical domain assessed throughout the year and this is maintained in the IRIS IPM system for individual development. Formal communication is through weekly update, monthly report, quarterly detailed report, annual report, two scheduled parent-teacher conferences and a student led conference during the spring term. Informal communication takes place throughout the year with home notes, telephone calls, newsletters and classroom celebrations. Parents are expected to note the development and discuss their suggestions with the faculty. Parent Conferences are scheduled to take place twice a year - during the first and third trimesters, November and April. However, parents or teachers may schedule an appointment for a conference at any mutually convenient time during the school year if they feel it is necessary.

**Attendance:**
First attendance in the day takes place 5 minutes after the class start time before morning assembly and warm up time. The teaching staff tracks children several times during the course of a class session by:

- a) taking attendance at the beginning of each class period
- b) counting the children at snack time
- c) counting the children before and after any activity outside of the classroom such as playground activity, special assemblies, fire drills and class trips.

Absence procedures are designed to ensure that student is under the supervision of a responsible adult all times and allows the school to be sure that all children are safe and accounted for.
IRIS Uniform
IRIS Early Years Education Center uniform caters to the three ‘children clothing design’ parameters i.e. comfort, cultural adherence and style in the same sequence. IRIS uniform colour and material is unique and it clearly distinguishes our students in a crowd. Students can easily run around, stretch and sit in utmost comfort in IRIS uniform. All learning areas, classrooms and indoor playing areas are fully air conditioned, but still IRIS uniform is designed for the Pakistani tropical climate. Uniform shall change as your child moves to higher grades and an age where he / she can fully develop self care skills.

<table>
<thead>
<tr>
<th>BOYS</th>
<th>Description</th>
<th>Available from</th>
</tr>
</thead>
<tbody>
<tr>
<td>T shirt</td>
<td>Polo collar knitted fabric lemon yellow with logo</td>
<td>school</td>
</tr>
<tr>
<td>Shorts</td>
<td>Charcoal grey woven of dyed yarn fabric</td>
<td>school</td>
</tr>
<tr>
<td>Shoes</td>
<td>Plain white canvas / joggers (for smaller children)</td>
<td>market</td>
</tr>
<tr>
<td>Socks</td>
<td>Above ankle height, plain white only</td>
<td>market</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>Description</th>
<th>Available from</th>
</tr>
</thead>
<tbody>
<tr>
<td>T shirt</td>
<td>Polo collar knitted fabric lemon yellow with logo</td>
<td>school</td>
</tr>
<tr>
<td>Skirt</td>
<td>Charcoal grey pleated long skirt of dyed yarn fabric</td>
<td>school</td>
</tr>
<tr>
<td>Shoes</td>
<td>Canvas / joggers plain white only</td>
<td>market</td>
</tr>
<tr>
<td>Socks</td>
<td>Above ankle height, plain white only</td>
<td>market</td>
</tr>
<tr>
<td>Sweater</td>
<td>Front closed standard dark green for both girls and boys</td>
<td>market</td>
</tr>
</tbody>
</table>

Extra clothing: One set of clothing (home clothing) is required in school cupboard all times for change if necessary.

Fun and fine skills clothing: Each child must bring his/her father’s old T-shirt that can be placed over their everyday clothing for messy arts projects. This will be kept in the school cupboard.

Books, exercise books and stationary:
A list of books is provided to the parents to be purchased from the market. Exercise books and all stationery material is provided by the school. To maintain similarity, this set has to be purchased from the school at the beginning of the session i.e. August or when your child joins the school.

Consumables and returnable clothes (all grades - depending upon child’s age):
Following consumable items are required to be kept in school. These shall be consumed by your child/returned for washing as required:

- Neat clothes one set - in case worn clothes get dirty beyond wearing condition and have to be changed
- Diapers – one small packet of appropriate size if your child is not potty trained or one in bag every day
- Hand towels – five numbers (to be returned for washing when dirty) or one in the bag every day

Shoes:
Students should wear shoes that fully supports, protects, and encloses their feet allowing students to be active and comfortable throughout the school day. Only canvas shoes / joggers / sneakers “without” heels / lights / wheels and spikes are allowed for all children (girls and boys). This ensures that when students are on the playground or at recess they will be able to utilize all equipment available to them on the IRIS campus in a safe and appropriate manner.

Special occasions and field trip uniform: All students are required to have a uniform dress for special occasions such as visiting other schools, performing in school programs, or participating in field trips.
Subject to the city’s normal life, learning resources in the city will be utilized to extend practical life teaching and learning beyond the walls of the school.

Snacks and food:
Each student must bring one healthy snack each day: No liquids of any kind other than water or tetra packed disposable milk/juice box should be sent to school. Please pack snack in a single plastic / metal container (not glass), so that unpacking is easy. Due to storage space constraints, please only send snack boxes (light weight lunch boxes) and not bulky backpacks. Please avoid sending junk food (junk food: food rich in fat, salt and/or sugar with minimum nutritional value). The school “does not” recommend candy, chewing gum, toffee, chocolate or similar diet for children. Any diet with nuts should also be avoided. Some suggestions for healthy snacks may be sandwiches, chicken piece, meat piece, fish piece, fruit etc. Packed lunch should not have any liquid/semi solid food. Please do not send any items that require refrigeration or heating.

We make sure that children take home any uneaten food so that parents are aware of their child’s appetite. Help us support your child's growing independence by having them practice opening and closing their lunch box, containers and flask at home.

Water:
Each student must bring his/her own water bottle sufficient for the day which can be kept at your child’s table. School has its own clean, fit for drinking, bottled water. However, it is ‘not offered’ to students as a general practice other than in an emergency situation if water brought from home finishes and the child is thirsty. No objection of any kind shall be entertained on the quality of school provided filtered water, as school ‘does not’ encourage drinking it. We ask parents to respect this rule at all times.

Outdoor Play:
Outdoor play is a regular part of the daily routine for gross motor development. Please do not request for your child to stay indoors unless he has a genuine medical problem backed by your doctor’s note. Children too sick to go outside on a particular day should not be at school that day.

Birthdays:
If you wish to send a treat for your child's birthday, please make arrangements with the teachers at least one working day in advance and she will ensure compliance on that day and extend invitation to the entire group. Birthdays treats are defined by the school: one number three pounds cake, three large packets of Lays (or similar) potato chips. These items must reach the school before 10.00a.m. (snacks break). School feels birthday celebration is a time for enjoyment and fun for your child, and should not be taken as a means to exhibit your spending power. School likes similar treat for all birthdays. Birthday shall be celebrated at snacks time and lunch time. You may send caps etc. if you feel appropriate. Parents of the birthday child at IRIS EYE are welcomed to join, be a part of their child’s birthday celebrations and take photographs.

Photographs:
Photographs are taken as a routine practice for progress observation. Any photographs taken in the school premises will be school’s property and school will have the right to use these in school’s events and promotion. No intellectual property or copyright claim shall be accepted in this regard. If a parent wants a copy of his child’s photograph, school shall be pleased to provide a soft copy. It is not be possible to exclude your child from class photographs, please do not ask for it.
Haircut:
Boys should have short smart hair cut or a soldier cut. Girls must have their hair tied with a hair band or have a pony tail. Open hair falling on the face, eyes and into the mouth do not show a formal attitude and should be avoided.

Nails and nail polish:
Nails are examined every fortnight by the teachers. No nail polish is allowed, however henna is allowed at Eid and for special family occasions on written parent request.

HSE (Health Safety and Environment) policy and procedures:
Student safety and health is our number one priority at IRIS. In an emergency medical situation, we will address the immediate needs of the child first, then contact parents or guardians. The school’s HSE policy is well defined and is procedures are upgraded on regular basis. These practices are not only enforced, but are documented recorded by school’s HSE officer. A few of classroom based HSE procedures that are documented in writing are highlighted below for parents viewing:
• Each student and staff wash their hands before and after snacks time and outdoor play
• Children and staff wash their hands after using the restroom
• Each student washes his / her hands after playing outside
• Class wash rooms are mopped every hours and are washed after school daily
• Learning centers are fumigated on bi-weekly basis
• All work carpets are washed on weekly basis
• Cleaning and sanitizing of equipment, toys and other surfaces is done on monthly basis
• Below potty trained age, diapers are checked and changed (if required) at 10.00am and 11.30am
• Air conditioners filters are washed on monthly basis
• Learning center non-carpeted portion is mopped with phenyl daily and is washed on weekly basis
• Safe handling of body fluids spilt food cleaning procedure as standard Universal Precautions

Fever: If a student has fever, is vomiting, is experiencing excessive coughing or runny nose, has a temperature over 100 deg. F, or is lethargic because of illness, the child should not be in school and only join after being free form symptom without medication for 24 hours. We will contact the parent for pick up. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping an ill child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover. If a child is suspected of having conjunctivitis, ringworm, flu, or any other communicable illness, the child must see a doctor before return to school. Students with suspected flu, ringworm, or conjunctivitis (“pink eye”) may not return to school without a written clearance from the child’s doctor.

Medication: Medications shall not be administered to students by staff members until doctor’s prescription accompanies the medicine and medicine is in its original packing. Teacher may be contacted for a written permission from the school. Medication includes all oral medications including cough drops, cough syrup, aspirin etc. and all topical medications including medicated creams and ointments.

Sickness at school: If the student feels sick during school hours, he is shifted to the sick bay and parents are contacted to pick him up. School shall not administer any medication, other than OTC (over the counter) children medicines. In case of an accident, first aid shall be is administered by school’s first aid team. He may also be shifted for checkup to the hospital suggested by you in the admission form, if situation demands so. Parents shall be informed immediately after child is taken to the hospital.

Recommended Immunization:
School endorses immunization schedule recommended by the city’s leading hospitals, any specialist pediatric doctor registered with PMDC or a registered hospital in child's home town if the child is coming from abroad. A proof of child’s immunization is essential admission criterion.
Head Lice
A check will be done once a term, or if a case of head lice is reported in any particular class. Parents should not be offended, this is a common condition amongst children, and can be easily treated. Your cooperation in administering treatment to your child when required would be highly appreciated.

Transport Policy and procedures:
IRIS expects parents to pick and drop their child themselves by personal transport. IRIS does not own, support or encourage school vans. If parents decide to use a self hired van, they should thoroughly check the service quality and capability of the van service before hiring.

Behavior policy:
Student and parents shall show a decent behavior as prevalent and practiced in civilized eastern hemisphere societies. IRIS behavior policy documents school’s seriousness towards enforcing socially acceptable behavior as prevalent in all civilized societies. Students and their parents shall show respect towards other parents, other children, school staff and any other member of society they meet in the school premises. All school rules are designed for a better learning environment, safety, health and are to be followed at all times. In case of repeated deviation from school rules or from normal behavior prevalent in civilized societies, by parents or child, parents will be requested to break their relationship with the school.

IRIS has Zero tolerance towards the following item and people:

1. Weapons of any kind inside the school premises by parents/guardians
2. Armed guards/unarmed guards with parents or for child’s protection inside the premises at any time
3. Weapons replica of any kind as child’s playing object. It will be confiscated immediately, will be destroyed and “only destroyed object shall be returned” to parents. Please be reminded that that weapons replica are not considered toys in any civilized society.
4. Mobile phone of any kind with a child. It shall be confiscated immediately and “shall be” returned to parents/guardian only.
5. Tobacco, cigarette, beetle nut, paan or any intoxicants in any form or shape used inside school premises by parents / guardians.
6. Any un-authorized person not on school’s record trying to enter school premises on parents / guardians behalf.
7. Any un-authorized person not on school’s record trying to access child’s learning record or suggesting on parents’ behalf. (We would mention again that any questions, comments, suggestions and improvement ideas from parents/guardians are always welcomed).
8. Threats or abusive language or indecent behavior of any kind towards employees, staff or teachers.

Children are introduced to the library and media center (LMC) as a welcoming place to explore books, develop attention span and listening skills. Each learning center posses LMC that has a wide screen LCD television and a DVD player in addition to age appropriate books.

School band and musical side consists of students who learn musical instrument individually and able to perform at some level

Semester function
Is an evening of exhibitions of Drama, Music, dance and sport in the school premises held ate end of each semester

Annual function
Day is an evening of, collective exhibition held in month of April enabling children present their talent in drama, Arts and craft, Music, Dance and sports specially Gymnastic
Electronic complaints and suggestions registration:
The easiest method for complaint registration is to send it through the complaint registration section at the school’s website (iris.edu.pk). IRIS takes complaints very seriously. It directly goes to the administration and you are either called for discussion or notified when it is resolved. You may send your suggestions at: info@iris.edu.pk

Where can you go with a question or a concern:

Manual complaint resolution process:

First Step, the teacher:
The first essential step is to go to your child’s class teacher and establish the facts. The staff and administration are trained and would want to resolve problems in the most expedient manner possible.

Second Step, Principal:
Unresolved questions or concerns of any kind relating to the school should then be directed to the Principal. This may be done through a scheduled meeting, phone call.

Third Step, Academics Director:
If question still remains unresolved, or you feel the issue involves a large number of students, you can schedule a meeting with the a member of the board of directors. Academic director visits the school on daily basis and a meeting can be arranged for a mutually convenient time.