



TONY ZAYAN INTERNATIONAL SCHOOL

**ABUBAKAR ADAMA STREET, BEHIND
OLD POLY QUARTERS LOKOJA.**

PROSPECTUS

2015 Edition

OUR HISTORY

Tony Zayan International School was Founded on the 25th July 2015 by Mr & Mrs JOSEPH ABAH. It became operational on the 1st August 2015. The school is located at Abubakar Adama street behind old Poly Qtrs. Tony Zayan Intl school is an educational establishment that comprises the (child care early years, kindergarten and basic classes). Tony Zayan International School caters for the educational needs of children between the ages of 3 months to 11 years.

The school blends Nigerian and British curricular, using Montessori method of nurturing children.

We value not only academic success but also encourage talent of all kinds. Our greatest is to build leaders who will blaze the trail in the world.

MISSION STATEMENT

To create a happy caring, safe & stimulating learning environment where children are encouraged to thrive physically, socially, spiritually, emotionally & intellectually.

VISION

To provide excellent education for our children to help them develop their full potential.

Motto: Excellence through God.

CORE VALUES

- Commitment to a solid based education
- Integrity

- Stewardship
- Accountability
- High moral standard
- Professionalism
- Mutual Respect.

This booklet is aimed at giving new members of the Tony Zayan International family information about the school and helping parents, guardians and their children settle into our school environment.

TONY ZAYAN INTERNATIONAL SCHOOL PROGRAMS

The school has three sections, they are:

Child care center: for children between the age of 3 months to 1 year which runs from 7:00 am till 4pm, Adult to child ratio is 1:3.

Early years community: Tony Zayan program for children between 1-2 years of age. The preschool section is designed to accommodate the young pupils into a friendly and child centered environment, using Montessori principles and applications. We focus our attention on all necessary skills needed to develop the pupils. It runs from 8:00 am-1pm.

Kindergarten/children's House: a blend of the Nigeria curriculum and the British Early years foundation curriculum and Montessori principles and applications for children aged 3 to 5 years of age. The section runs from 8:00am till 2:00pm.

SCHOOL CURRICULUM

A pupil at Tony Zayan International School obtains a world standard, first class education which fosters a firm foundation for future learning. Top priority is placed on seeing children learn right things, the right way in the right environment.

The school uses a well-prepared school curriculum for laying a solid academic foundation for children aged 18 months to eleven years.

Montessori method: there are five areas of the Montessori curriculum practical life: This area of the curriculum is designed to invite the young learner to act and work on real life tasks that foster independence, coordination, order and concentration, it is in a sense the door way to the Montessori curriculum. This is the area where the child may first choose independent work. The practical life area contains many attractively displayed objects familiar to the child, including a variety of items commonly used in the tasks of daily living, like eating, dressing and cleaning.

They offer the child meaningfully, non-threatening modes of activity. The materials are also carefully designed and demonstrated to help reach skills involved with caring for the environment and the self, to encourage responsibility, autonomy and to promote high self-esteem.

SENSORIAL: Dr Montessori saw the senses as the "doorway to the mind." She considered sensory and

manipulation not only an aid to the development of maturing sense organs (eyes, ears, nose, tongue and skin) but a starting point for the intellectual growth, she believed that by helping children to order, compare and classify sensory stimulation, their intellectual development would be greatly assisted and future learning would be more meaningful and useful. The basic sensorial *exercise* inspires careful observation and calls attention to specific qualities requiring identification of similarities and contrasts. They must judge, compare, classify and draw conclusion. These exercise tends to facilitate children because they are difficult enough to represent a real and meaningful challenge. They are then better prepared for future learning in maths, language, and science and making sense of life's experience and information in general.

MATHEMATICS: The central purpose of the math materials in the early years is to lay the foundation cognitive development and to prepare for the gradual transition to abstract thinking. The primary values of these earlier activities in mathematics are found in the way they transform ideas in to actions on concrete materials. Student who learn math by rote method often have a lot of real understanding or ability to put their skills to use in everyday life. Montessori student use hands on learning materials that make abstract concepts and concrete.

LANGUAGE: Development is a concern of the entire Montessori classroom. Many activity in other area, as well as with a large group, foster vocabulary development, communication skills, writing and reading readiness. in the language area we will find a large variety of reading readiness materials, including materials for phonetic analysis, word attack skills and reading, as well as materials for the refinement of motor control for writing.

In the Montessori method, writing precedes reading, as the children explore with drawing and forming letters. The process of learning how to read should be as painless and simple as learning how to speak. The child begins by exploring the sound that compose words and by relating them to the letters of the alphabet. It can soon [produce words and sentence free of all other mechanical difficulties. In the mean time he trains on his hand to become precise and sure for the writing movements. Reading is prepare indirectly from writing. The child starts from what he knows about the letters and the sound. Then when we give him the key to read all the words he can encounter, reading skills normally develops so smoothly in montessori classrooms that students tends to exhibit a sudden "reading explosion" which leave the children and families beaming with pride. Dr Montessori research confirm what observant parents have always known, children learn best by touch and manipulation, not by repeating what they are told. Her manipulative

approach to teaching children how to read phonetically is nothing short of brilliance and should have long ago become a basic element on every early childhood classrooms around the world.

CULTURAL WORK: Science is an integral element of the Montessori curriculum. Among other things, it represent a way of life: a clear thinking approach to gathering information and problem solving. The scope of the Montessori science curriculum include a sound introduction to botany, zoology, chemistry, physics, Geology and Astronomy. The Montessori approach to science cultivate children's fascinating with the universe and helps them develop a lifelong interest in observing nature and discovering more about the world in which we live.

Our teachers introduce history and geography as early as age three. The youngest students work with specially designed maps and begin to learn the names of the world's continents and countries. They learn to treasure the richness of their own cultural heritage and those of their friends. Music and movement education will also be important parts of the curriculum as well as the Arts. They offer children ways to express themselves. Their feelings, experiences and ideas. Montessori schools are very interesting.

ENRICHMENT PROGRAMS: Enrichment programs are extracurricular activities specially developed and tailored to meet each child individual needs.

Enrichment programs available include:

1. Swimming
2. Music
3. French
4. Taekwando

SWIMMING: Learning to swim is so important for children because it helps them to keep safe around water and keep them fit and healthy. The children learn balance, stability and contribution. It is also a social skill that keeps with them throughout life. The children are expected to come in with their swim wear, floaters, arm bands, towel, slippers and extra clothing. Children without all these will not be allowed to take the class.

TAEKWANDO: The benefits of physical exercise cannot be over-emphasized. Taekwando means "The way of the fist and foot". The "Do" is the important part of the word and it means "the correct way". If learnt correctly, taekwando is a very technical martial art which results in students learning how to generate maximum power in relation to their build and size. Watching the kids form their little fists and kick out those legs is a site to behold. The outfits can be purchased at the school from the instructor.

MUSIC: Music is a creative ensemble that seeks to engage the senses and fosters team spirit. In this class children are taught how to play musical instruments like the piano, violin, Recorder, drums and Manacas. They are also taught theoretical music.

FRENCH: It's never too early to introduce the child to language. Children are most sensitive to language acquisition between the ages of birth to 6 years. The children in the french class will be taught the language and would also go on field visits were they will be required to use the language, parents are encouraged to learn with their kids or surround the kids with people who speak the language so as to reinforce the kids learning.

MATHS CLUB: This is a program for children who need a little extra help with their numbers work. Experienced teachers in the nursery take this class that is sure to quick produce results.

PRESS CLUB: The guiding principle of the club is the firm belief that every individual has the innate ability to optimize him/herself if given the opportunity to do so in the right environment. By laying emphasis on the development of self-confidence, social skills, problem-solving techniques and a willingness to attempt new challenges, our child-oriented strategies enable us serve

the child, helping him/ her achieve their potentials academically and socially.

Red Cross, Girl Guide, Brownie, Boys scout is also part of the extra curricular activities.

POLICIES AND PROCEDURES ADMISSIONS

Tony Zayan International school Admits children between the ages of (3months to 5 years) to ensure maximum comfort and a beautiful learning Environment 10 pupils are accommodated in the early years and kindergarten.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child/children who have siblings who are already with us.

PLEASE NOTE THAT FOR ADMISSIONS INTO THE KINDERGARTEN, WE HAVE A TERM INTAKE, BEGINNING THE TERM FOLLOWING YOUR CHILD'S THIRD BIRTHDAY. CLASSES AND ADMISSION AGE

Child care	3 Months - 1 year
Early Years	1 year - 2 years
Pre-kindergarten 1	2 years - 3 years
Kindergarten 1	3 years - 4 years
Kindergarten 2	4 years - 5 years
Basic Classes	5 years - 11 years

ENROLLMENT PROCEDURE

After completion of the school tour, the application form will be bought, filled and returned to the school. The parents of the child will have an interview which enables the school listen to and understand the expectation of the parents from both the school and their child. If this interview ends successfully the parent are then required to pay the registration fee. The registration package include the following;
 - Medical form

- Parent Commitment Form
- Care-basic classes intake form (where applicable)
- Child ID CARD/PICK UPPERMIT

ALL THESE FORMS MUST BE FILLED AND RETURNED WITH EVIDENCE OF COMPLETE PAYMENT OF PRESENT TERM SCHOOL FEES BEFORE SPACE IS GIVEN TO THE CHILD.

PAYMENT PROCEDURES

Fees to be paid will be communicated to the parents, Tony Zayan Int'l school maintains a no cash policy. Bank tellers are available at the front desk. Fees are due not later than drop-off time the first day of school, part payment will not be accepted and fees must be paid 2 weeks before resumption to allow you get a space for your child.

ATTENDANCE OF PARENT TEACHERS FORUM

PTF meetings are compulsory for all parents, At least one of the two parents must attend the PTF meetings. Do not register your child if you know you will not attend the meetings.

SCHOOL ACADEMIC YEAR

The child care, early years & kindergarten classes

1. First term September to December
2. Second term January to March
3. third term April to July

ATTENDANCE

It is expected that children will attend school every day except when illness requires them to stay at home. The school requires parents whose children are ill to CALL the front desk and relay the information. The school will call the parent to ask about the welfare of ill children before the end of the day. If the child will be absent from school for any other reason other than illness, parents must inform the school. It is not advisable that children miss classes during the term as they miss out on valuable learning.

CLOTHING/ATTIRE

The school has a uniform for children aged between 24 months-11 years.

Mondays - Thursdays	School Uniforms with black shoes and white pair of socks
Thursday after school	Club Activities
Fridays	Sport wears with white trainers

We expect all parents to keep all items of uniform clean and well ironed.

ARRIVALS AND DEPARTURES

School opens by 7 am. The school gates open by 7:30 am and children are received by teachers at the gate till

8:00am. classes start by 8:20am, Lateness can cause your child to miss out on a valuable lesson.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. please make your drop brief. The more you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our *experience*, children are always quick to get involved in play or activities as soon as parents are gone.

PARENTS ARE ADVISED TO PLEASE ENSURE THAT THEY DO NOT DOUBLE PARK DURING PICK UP AND DROP OFF TO AVOID CONGESTION AND TO ENSURE THE SCHOOL MAINTAINS A CORDIAL RELATIONSHIP WITH OUR NEIGHBOURS

Please be brief at pick up times. This is a time of testing, when two different authority figures are present (the parent and the teacher). All children will test to see if the rules still apply. During arrival and departures, we expect parents to back up our rules, but if not, we will remind the child that their behaviour is inappropriate and take actions to correct, if needed. Please be in control of your child during pick up times.

NORMAL PROCEDURES TO RELEASE THE CHILD ONLY TO HIS/HER PARENT. OR A CHILD PICK UP PERMIT CARD HOLDER

DESIGNATED BY PARENTS: If someone other than the parent is to pick up the child, please notify us ahead of time. Without a child pick up card a child will not be released to any unknown persons.

DROPOFF AND PICK UP TIMES ARE NOT GOOD TIMES TO DISCUSS SERIOUS PROBLEMS. LITTLE EARS AND MINDS HEAR AND UNDERSTAND EVERYTHING. WE ARE NOT COMFORTABLE DISCUSSING CHILDREN IN THE PRESENCE OF ANYONE, BUT THEIR PARENTS; TOPICS THAT CONCERN DAY – DAY EVENTS OR LIGHT – HEARTED DISCUSSION ARE FINE.

LATE PICK UP OFFERS:

A late fee of 1000 / per child for every 30 minutes after official closing will be charged. For children enrolled in the after school program. A late fee of 2000 naira/ per child after 6pm will be charged. Payment will be made in CASH at the time of pickup. Parents are expected to adhere to this policy.

On general bad days, parents are expected to call to say they are running late. Parents who do this will not be charged the late pick up fee.

COMMUNICATION:

Good communication is vital to the effective management of any establishment. It is important that we discuss any question that may arise about any aspect of the school. It is

also important that there is a similar child philosophy between the parents and us. We welcome questions feedbacks or discussion of any kind that are oriented towards a positive outcome for the children.

Each week your child will come home with

- The Home connection book which serves as a medium of communication between home and school. Also included in the communication book is a column which will explain some of the activities going on in the class, the current curriculum topics, events that will be happening that month, or any other important information that may be of interest.

Sensitive issues will be discussed in private outside of regular classroom hours. If you have a question regarding your child, please ask his/her teacher. The teachers are the first resource for questions or difficulties. If the teacher is unable to resolve the issue, please address your question to the head of school. It would be appreciated if parents make an appointment in advance, in order to keep things running smoothly.

Also available at the school's front desk are concern forms which can be filled if any concerns or complaint arise. These forms are sent directly to the Director who would reply within 24 hours.

PLEASE NOTE THAT THE SCHOOL HAS ZERO TOLERANCE FOR VERBAL OR PHYSICAL ATTRACTIONS BETWEEN PARENTS AND TEACHERS.

HOME WORK

Work will be sent home at least four times in a week. The specific days of the week are class specific. Parents should please work closely with the children at home and send the work back to school promptly.

DAILY SCHEDULE:

The children enjoy a structural day that allows for flexibility. A schedule helps the day flow smoothly, allows the children anticipate coming events and aids the achievement of set goals. We will adhere to our written schedule as best as we can, know that adjustment may arise occasionally.

HOUSE RULES

There are certain house rules that all children will be taught and expected to follow, this is for the safety and well being of everyone.

There will be no running permitted indoors, Hitting, Pushing, Biting, Grabbing, Kicking, Spitting, or pinching other children is not allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language. Parents will be informed when their children go against these rules.

Respectful treatment of other people and all property, and furniture are expected, willful destruction of property will be charged to the parent and the cost to replace the item.

Please support us in the enforcement of these rules, in order to create a better environment for all. No smoking

is permitted on the premises.

DISCIPLINE

We maintain a positive policy, which focuses on prevention. Redirection, love, and sometimes denial of break periods depending on the gravity of the offence, we stress two main patterns of behavior- Respect for other people and respect for property.

Under NO CIRCUMSTANCES will there be physical abuse, verbal abuse, or name calling.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents.

MEALS

The children are expected to bring in their snacks for the day. Energy giving snacks and drinks are encouraged. We do not accept fizzy drinks, sweets and chocolates. Parents should ensure their kids carry a water bottle that is easy to open or close and is leak proof and not breakable.

We will never force a child to finish what is on his/her plate, but we will encourage each child to try a few bites of everything. If a child refuses to eat their meal/there will be no food served until the next designation meal/snacks time. All eating pattern will be communicated to the parents. Please label all your child belongings.

INDOOR/OUTDOOR PLAY

Indoor play we provide a variety of age appropriate toys for indoor play on days when the weather is not

conductive to outdoor play, or if for any reason a certified teacher is unavoidably absent. We have chosen such toys with consideration for the children's development.

Outdoor Play: we will be playing outdoor play every day that weather permits. Our activities will include walks, playground, water play, bike/ toy riding and others.

NAPS/ QUIET TIME FOR PRESCHOOL AND CRECHE

There will be a designated nap/rest time each day. Rest time gives everyone a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with other children and not real happy when they go home in the evening.

TOILET TRAINING

We expect the children to be toilet-trained before they commence the pre school class. We do understand however, that accidents happen and recommend that each child has a change of clothes in school apart from the uniform provided.

RELIGION

Religion teaching will be set upon each individual family; however, please do not expect our day to be completely devoid of any religious activities

CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards, children's hands are washed before and after

meals and after toileting.

Parents need to supply a couple of extra changes of clothing each day.

FIELD TRIPS

Occasionally, we may have the opportunity to take a field trip. We welcome parents who choose to participate in the field trip, you will be required to sign a permission slip.

If you do not wish for your child to participate in the field trip, you will be required to make other arrangements for your child for that day.

There will be no reduction in the tuition for the field trip day.

BIRTHDAYS

A child celebrating his/her birthday may come to school dressed in home clothes. They can bring along a cake and a moderate party/ goodie bags, drinks to share with their classmates. This should be submitted to the child's-teacher along with serviette, plates and a knife for the cake.

A camera can be brought and handed over to the class teacher to take pictures. Under no circumstances will a camera man be allowed into the classroom to take birthday pictures. Candles and matches are not permitted for safety reasons.

It is encouraged for every child to bring in a book on their birthdays and present it as a donation to the class library. This will be acknowledged in the week's class newsletter

POLICY

The following fitness policies will be strictly enforced, for the health well being and safety of all concerned.

Sick Child Policy: under no circumstances may a parent bring a sick child to school, if the child shows any sign of illness (see SYMPTOMS REQUIRING REMOVAL OF A CHILD) or is unable to participate in the normal and regular program of the day. Sick children expose other children as well as staff, to the spread of their illness and require additional care and attention which we are UNABLE to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children became ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on these issues is extremely important

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

If your child is unable to participate in normal activities of the day, (including being un able to play outside), then your child must stay home.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM OUR CARE

- Fever: fever is described as having a temperature of 100°F or 37.5°c higher . a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of paracetamol or any other fever reducing substances.
- Fever, sore throat, rash, vomiting, diarrhea, headache, irritability, or confusion
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within 4hours
- Vomiting: 2 or more times in a 24hours period.
- Breathing: sore throat, swollen glands, loss of voice, or continous coughing
- Frequent scratching of body or scalp, rash, or any other spots that resemble childhood disease including ringworm.

MEDICATION

Parents will provide any medication needed by the child. Written authorization is needed for us to administer ANY medication. All medicines must have dosage instruction, current date, name of medication and times to be administered clearly written.

MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but we

make effort to keep the children safe through supervision. Minor injuries receive appropriate first aid, and if emergency injury or illness occurs, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, pls make sure that we have a number where you can be reached. Parents are responsible for all cost involved in emergency medical treatment, including emergency transportation, if required. Tony Zayan international School will not be held responsible for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the care provider during field trips or outings.

THE SCHOOL HAS THE FOLLOWING EXTRA CURRICULAR ACTIVITIES

1. Press club
2. Creative Art
3. Vocational Education
4. Boys scout
5. Girls Guide
6. Music and Dance
7. Taekwondo and karate
8. Swimming
9. Catering

THE MONTESSORI PHILOSOPHY

Dr Maria Montessori began her educational journey

teaching children in a mental institution, convinced that with appropriate techniques she could make a real difference. A number of such children make the significant progress that when they entered the mainstream examinations they outperformed other children educated in ordinary schools. Montessori now realised that something must be wrong with the Mainstream teaching for this to have happened and she set about researching how children could be better taught.

Montessori used the same techniques she had used at the mental institution, allowing the children to work independently and to choose the activities that interest them. She was led by the children and carefully observed how they learnt and what material they choose to use. She noticed that as the children worked with the material they developed considerable powers of concentration and self discipline she developed new materials and discarded any that did not appeal to the children. She developed the theory of the montessori Method based on careful observation of what children revealed about their development needs.

Montessori Theory

Montessori education is driven by an ambitious aim: to aid the child's development into a complete adult human being, comfortable with himself, with his society and with humanity as a whole.

Where as traditional approach to education which

prevail today remain focused on the transmission of prescribed blocks of knowledge; the Montessori approach is focussed on giving support to the natural development of the human being. This is done with the understanding that the fully developed human being is then better disposed to learning.

One of the core values of the Montessori Philosophy is to develop independence in each child. Parents can help at home by having their children do chores that are appropriate for their age. The children actually derives a lot of pleasure from being able to do things for themselves.

Today, as it was a century ago, education is rightly seen as a means to tackle poverty, inequality, anti social behaviour and other ills of society. From before birth it is the child that guides it's own development. The fundamental problem with traditional education is the lack of faith on the child to continue to guide his development and to guide the educators in supporting this task.

Frequently asked question

Is Montessori just for special learners such as the gifted or those with learning difficulties?

Maria Montessori started her research and methods with children experiencing learning difficulties. Because her method were so successful, they were extended to a wide range of children. The environment and method used in the Montessori classrooms are designed to ensure the holistic development and success of all children.

Do Montessori classrooms push children too far?

Central to the Montessori philosophy is the idea of allowing each child to develop at her own individual pace. Montessori children who are advanced compared to traditional expectation for their age level do not reflect artificial acceleration or pressured instruction. Rather they reflect the vast possibilities and potential when children are allowed to learn at their own pace and pursue what is interesting to them during their sensitive periods of learning in a scientifically prepared environment.

Is Montessori just for preschool children?

Montessori is a philosophy of education that starts at birth and continues through adulthood. The majority of the Montessori programs are offered are preschools (age 3 - 6) but there are growing numbers of infants and toddler programs, as well as 6 - 9, 9 - 12, and 12-15 programs.

Is Montessori out dated?

Quite to the contrary actually, Dr. Maria Montessori was a woman ahead of her time and the insight she discovered and observed about children the early 1900's are just now been confirmed and praised, contemporary research and evaluation. Traditional education is adopting some of the Montessori practices in their everyday curriculum, some adaptation to the original Montessori curriculum has been updated (e.g modification to the practical life exercises) to keep culturally relevant, but the basic pedagogy has not changed since Dr Montessori's lifetime because the developmental stages of human have not changed.

Are Montessori Schools Religious?

The Montessori itself is not religiously oriented. Montessori schools follow the principle of celebrating and learning about every religion from a cultural viewpoint.