



ABIS – Early Learning Centre Parent Handbook

Dear parents!

Thank you for choosing ABIS as the school for your child. We would like to provide you with some information about the Early Learning Centre. Please read this information carefully and don't hesitate to contact us if you have any questions. **We are looking forward to seeing you soon!**

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1. ABIS history

Anton Bruckner International School was established in 2008 (as LISA-JUNIOR International School) to provide an education in English for children of globally mobile families and for children of the international community in Linz. ABIS has been an IB-World School since May 2014 and became a private school in September 2015, governed by the “Schulverein der Kreuzschwestern”, a catholic order. Since November 2020, Anton Bruckner International School has relocated to the Bruckner Tower in Wildbergstrasse 18, 4040 Linz and offers two groups in the ELC for children aged from three to six years old.

2. Vision and Mission Statement

Our mission is to nurture and inspire, to provide the opportunity for each learner to achieve their full potential, within a local and global community.

Anton Bruckner International School is a caring, cosmopolitan community of vibrant learners striving for excellence in the achievement of knowledge and personal development. We offer a high-quality international education following the principles of the International Baccalaureate.

- We foster empathy, tolerance, understanding and appreciation of diversity of all kinds.
- We empower students to have courage and confidence to be creative collaborators and inquirers, so that they may leave their footprints in an increasingly complex, fast-paced technological world.
- We provide the opportunity for each learner to achieve their full potential within their local and global communities.
- We use state-of-the-art resources and technology to educate the students of the future, and to ensure a successful transition into higher education, and life.
- We teach – we nurture – we inspire.

3. Primary Years Programme in the early years

Young learners are intelligent, resourceful and creative individuals who grow, develop and learn at different rates. They explore their environment and learn about their world through play and relationships with peers, teachers, family and community members. Early learning in the PYP is a **holistic learning experience** that integrates socio-emotional, physical and cognitive development. In the ELC we promote **play, discovery** and **exploration**. Concepts, skills and attitudes are developed through **units of inquiry** which are relevant to children of this age group and address all areas of learning.

4. Opening Hours & Daily Routine

Days in the week	Morning classes	Afternoon Care
Monday - Thursday	7:30 - 14:00	14:00 - 17:00
Friday	7:30 - 14:00	14:00 - 16:00

Please drop your child off at 8:45 the latest every day. Pick your child up at 13:50 o'clock at the latest so you have enough time for getting ready to leave. If your child is staying in the After School Care, please pick your child up by 16:50 o'clock for the same reasons.

FREE PLAY	The role of play is important in the early years and the foundation of how young children learn. During the day your children are having lots of time for uninterrupted free play.
MORNING CIRCLE	During our morning circle we talk about different themes within our Primary Years Programme and focus on your children's interests. Circle times can be whole group or small group sessions.
PHYSICAL EXERCISE (P.E.)	Children have the possibility to exercise daily. The children have options in the group itself and in our ELC Gym Room. Once a week we also have the option to use the big School Gym. Comfortable clothes and non-slippery shoes for P.E. are required.
GARDEN	The ELC has got a garden we use daily except bad weather conditions or any other important circumstances. Appropriate clothing is required (e.g. outdoor trousers, wellies, sun hat...)
STORY – TIME	During the day we tell or read stories to the children who are interested. After Lunch is a common time for storytelling in the ELC (=quiet time) to end the morning in a calm and relaxing way.
FLEXITIME SNACK	This form of snack is individual and corresponds to the inner rhythm of the children, who can determine the time and duration of eating themselves within a given

	<p>framework. Our kindergarten supports a healthy snack. Please prepare the snack in a snack box that your child can open and close on his/her own. If your child is here in the afternoon, please prepare more. Your child will need a water bottle. We recommend not packing sweets, chips or soft drinks etc. This can have a negative impact on concentration and learning.</p>
PORTFOLIO	<p>Portfolio work provides the opportunity for children to show and reflect their learning process, and see the progress throughout the year. At the end of the school year a Portfolio conference will take place. The Portfolio conference is a student led conference where children share their learning with their families.</p>

5. Extra Information

ABIS SCHOOLWEAR	<p>Every child needs the ABIS School wear (T-Shirt and sweater). Any items can be purchased from the ABIS Shop. You can access this online shop from the school website. Every Monday and Tuesday the whole ABIS school community wears ABIS-wear.</p>
FIELD TRIPS	<p>During the year the children will be involved in excursions in the local area connected to their units of inquiry. These play an important part in enabling children to make connections between their learning and the real world. We will inform you about the details, such as destination, costs and transportation in advance. Children should wear the green ABIS T- shirt /sweater on field trips.</p>
WHITEBOARDS	<p>You can find important information on the whiteboards outside the classroom. Please read it regularly. You will also receive all the information via Toddle.</p>
LABELLING	<p>Please make sure to label clothes like jumpers, jackets and shoes so that they don't get mislaid or swapped by accident.</p>
CHANGING ROOM	<p>Please help your children to keep the changing room clean. This includes putting up jackets and putting shoes on the shoe rack, as well as taking drawing/ crafts home daily.</p>
LOST AND FOUND	<p>There is a "lost and found- box" in the changing room that can always be checked for any lost items.</p>
TOYS	<p>Generally, we would ask you to leave the children's toys at home, because we cannot guarantee that they don't get broken or lost. However, if a child is still in need of a comforter at the beginning</p>

	of the year, of course they are allowed to bring it along. Please discuss with your homeroom teacher.
BIRTHDAYS	We will celebrate your child's birthday in kindergarten. You will receive further information from your homeroom teacher. The date will be chosen with you.
LUNCH	Please let us know if your child will be having hot lunch in kindergarten or is bringing packed lunch from home. It is also important to tell us if your child has any intolerance or allergies or food that he/she is not allowed to eat.
WEBSITE/SOCIAL MEDIA	http://www.abis.school https://www.instagram.com/abis_internationalschool/ https://www.facebook.com/AntonBrucknerInternationalSchool/
QUESTIONS?	If you have any questions, please don't hesitate to contact your teachers. They are happy to answer any questions you may have.

6. Important Dates → Subject to changes!

You will be informed about important dates before your child starts in September more closely to the beginning of the new school year. The Early Learning Centre will be closed during Christmas break, Easter break and in August. There will be day care offered for children, whose parents are both employed on bridging days, Autumn break, during term break and in July.

7. Communication

There are few different ways the school communicates with parents. The main communication tool, besides face-to-face conversation, is the app **Toddle**. You will also receive emails from the teachers and the principal. We offer formal and informal conferences between parents and teachers, where we can discuss your child's development with you. You can also schedule an appointment at any time regarding any current issues in agreement with your child's teacher.

8. Health and Safety

Children who appear to be sick, like running a fever or have a cold must be kept home. Your child must be fever-free for at least a day before returning to the ELC. Please **notify your teacher about contagious diseases such as pink eye, chicken pox, measles, or strep throat**. In the event of your child becoming ill while being in the ELC, we will notify you or the emergency contact. If your child requires a doctor's visit or hospitalization (especially when having a contagious infection), please submit a doctor's statement indicating your child is now fit to come back to the Early Learning Centre.

Medication

We are not permitted to give out any medication to children, whether prescription or over-the-counter. This includes commonly used medications such as Aspirin, cough syrup, and cough drops, nose sprays and any sort of skin cream.

Accidents

Emergency contact information is required to be on file at school for each child. In case of an accident/serious illness, the following emergency procedure will be initiated:

1. We will call the ambulance
2. We will call the parents at the emergency contact number
3. The child will be taken to the nearest hospital as soon as the ambulance arrives, however the ambulance will not wait for the arrival of the parents.

Allergies

Please ensure that the school is **accurately informed of all allergies**. When a child has a fatal allergy, we ask that parents of all children in that grade be sensitive to the allergy.

Head Lice

Parents need to inform the school immediately if their child has head lice. Children infected with head lice must be treated and kept at home until all nits (eggs of lice) have disappeared. They will only be allowed back to ELC with a statement issued by a doctor certifying that the child is free of head lice.

9. Parents Involvement & Duties

Parent volunteers are a vital part of our success with students. We often invite parents for our units to share their expertise with the children. Throughout the year there are various events in our school where the PTO (Parent Teacher Organization) will reach out to you and invite you to participate.

Parents Duties

- You agree to work closely together with the “Schulverein der Kreuzschwestern”, ABIS and your child’s teachers.
- You provide teachers with binding information about the time your child will be in the ELC. These times will be defined together with the child’s teachers.
- You agree that a speech therapist will check your child once a year. Furthermore, you agree that these results will be discussed with your child’s teacher.

Any violations can lead to a cancellation of the contract by the “Schulverein der Kreuzschwestern”.

10. Admission and Placement Guidelines

ANTON BRUCKNER INTERNATIONAL SCHOOL is delighted to receive applications from students of all nationalities who wish to benefit from an international education.

- Admission criteria are based on international status, age, space availability and conduct.
- It is mandatory to provide us with any information about special needs, behaviour issues or allergies your child might have. A discussion with the principal, the ELC coordinator and the classroom teacher will determine the ability of the ELC to meet those needs.
- **We want to inform you that your child should attend the ELC on a regular basis to get used to the routine and be an important part of the group.** Austria has the regulation that school beginners, children in their last year in the ELC, have to attend the kindergarten daily for at least four hours. You will receive more detailed information about that at the beginning of September when your child starts at the ELC.

Fees

As ABIS is a private school parents will be asked to pay a monthly tuition fee. Please check more details on our website: <http://www.abis.school/price-table/>

11. Cancellation of the Contract

The "Schulverein der Kreuzschwestern" can cancel the contract if:

- the parents do not fulfill their duties
- your child does not join classes and daily routine without a reason in the last kindergarten year before school starts

Deregistration: If you want to deregister your child from the Early Learning Centre, it is only possible at the beginning of each month, e.g. November 1st. Please **notify** the School Office, the ELC coordinator and the "Schulverein der Kreuzschwestern" in written form at least two weeks before you will leave.