



**Anton Bruckner International School
Linz, Austria**



Anton Bruckner International School

ELC Parent Handbook



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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 Center. Please read this information carefully and don't hesitate to contact us if you have any questions.

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. ABIS is governed by the "Association of Anton Bruckner International School".

In November 2020, Anton Bruckner International School 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 and Daily Routine

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

Drop off and pick up time

Children need to be dropped off and picked up at the Groups door inside the ELC from an adult. Siblings or other persons (under 14 years old) are **not** permitted to drop off or pick up your child according to the *Protection of Young Persons Act* (=Jugendschutzgesetz). According to the law, children under 14 years old **cannot** fulfill the duty of supervision for another child. This means that a signed consent form is needed if a sibling that is at least 14 years old, is allowed to drop your child off or pick him/her up. Please speak to your child's homeroom teacher for further information.

Please **drop your child off by 8:30** the latest every day. **Pick your child up by 13:50** 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 17:20** 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 (PE)

Children have the possibility to exercise daily. The children have options in the group itself and in our ELC Gym Room. 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 framework. Our kindergarten supports a healthy snack. Please prepare the snack in a snack box that your child can open and close on their 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.

Portfolio

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.

5. Extra Information

ABIS Schoolwear

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 all students must wear ABIS-wear.**

Field Trips

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.

Whiteboards

You can find important information on the whiteboards outside the classroom. Please read it regularly. You will also receive all the information via Toddle.

Labelling

Please make sure to label clothes like jumpers, jackets and shoes so that they don't get mislaid or swapped by accident.

Changing Room

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.

Lost and Found

There is a "lost and found- box" in the changing room that can always be checked for any lost items.

Toys

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 of the year, of course they are allowed to bring it along. Please discuss with your homeroom teacher.

Birthdays

Birthdays are a very exciting event for children. If you choose to celebrate a child's birthday in school with snacks please consult your child's teacher first to decide upon an appropriate arrangement that will not disrupt the class routine.

Some children have serious allergies which may limit the types of foods they can eat safely. Individual treats are more desirable (cupcakes, cookies, brownies, etc.) as they can be passed out without taking additional class time for cutting and serving.

To avoid hurt feelings and awkward situations for children, the school has a policy that forbids handing out party invitations at school, unless all students of the classrooms are invited. It is appropriate for invitations to be mailed to the students' homes.

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.

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 Center 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, during Autumn break, term break and in July.

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.**

6. Health and Safety

First Aid procedure at ABIS

During the course of the school day there are sometimes accidents of differing degrees of severity. To make sure that students and staff remain safe, we will follow the following procedure.

Injuries will be classified according to the following criteria. Staff discretion and communication between staff will inform our decision about the severity of an incident. We will err on the side of caution with this.

Injury level	Examples	Procedure
Green - very minor	<ul style="list-style-type: none">• Minor bump on the arm or leg• Minor cut on the hand or arm	<ul style="list-style-type: none">• Quick first aid given in school, for example a cool pack or plaster/band-aid is applied

Yellow - minor	<ul style="list-style-type: none"> • Minor bump on the head • Cut which results in a little bleeding 	<ul style="list-style-type: none"> • Quick first aid given in school, for example a cool pack or plaster/band-aid is applied. • Student is observed by staff member • Parent is informed of the incident via toddler
Orange - serious	<ul style="list-style-type: none"> • Bigger bump to the head • Minor burn • Deeper cut on the hand 	<ul style="list-style-type: none"> • First aid given, for example applying a simple dressing. • The Parents are called and asked to pick up the child immediately and take them to the accident and emergency department of the hospital. • School leadership are informed. • Incident is recorded on our records.
Red - dangerous	<ul style="list-style-type: none"> • Major injury to any part of the body 	<ul style="list-style-type: none"> • First aid applied to the best of our ability • Ambulance immediately called • Parents immediately called. • School leadership are informed. • Incident is recorded on our records.

Sickness

Children who appear to be sick have to be kept home. Your child has to be fever-free for at least a day before returning to the ELC. Please keep your child home if they have contagious diseases such as pink eye, chicken pox, measles, strep throat, or diarrhoea. 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 Center.

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.

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.

7. 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 PA (Parent Association) will reach out to you and invite you to participate.

Parents Duties

- 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.
- 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.
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Any violations can lead to a cancellation of the contract by the "Association of Anton Bruckner International School".

8. Admission and Placement Guidelines

- ABIS has an admission policy. Please look at the website for more details:
<https://www.abis.school/official-forms/>

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/>

9. Cancellation of the Contract

The " Association of Anton Bruckner International School "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 Center, it is only possible at the beginning of each month, e.g. November 1st . Please **notify** the School Office in written form at least two weeks before you will leave.

10. Mandatory Kindergarten Attendance

The background for the introduction of mandatory kindergarten attendance is the agreement under Article 15a B-VG regarding the introduction of free and compulsory early education in institutional child care facilities.

The objective of the agreement under Article 1, paragraph 1 is to give all children the best exceptional opportunities and start in their future professional life, regardless of their socioeconomic background. The legal basis in upper Austria is the amendment to the Upper Austrian KGB, LGBI No.59/2010.

Mandatory kindergarten attendance

Kindergarten attendance is mandatory for all children

- Who have their main residence in Upper Austria
- Beginning for the individual child on 1st September after reaching the age of 5
- Ending on 31st August after the child reaches the age of 6
- Up to school age

Exceptions

- Children who begin attending elementary Volksschule early in accordance with §7 of Schulpflichtsgesetz act 1985
- Children exempt from school attendance according to §15 of Schulpflichtsgesetz act 1985 (voluntary attendance allowed)

Note there is no obligation to attend kindergarten on school free days and statutory holidays.

Justified absences:

- Illness of the child or the parents (A medical certificate needs to be provided from the third day of absence.)
- For exceptions circumstances (eg. Natural disasters, death in the family)
- Due to holidays (maximum 5 weeks) normal school holiday

Parents /legal guardians have to inform ABIS via Toddle for any absence.

Notice of de-registration:

Children may be exempt from attending mandatory kindergarten (or similar approved facility in accordance with §23 if:

- Attendance cannot be expected on grounds of a serious impairment or medical reasons
- Care according to the guidelines referred to in Article 2, z 6 of the agreement under Article 15 B-VG and applicable current standards is ensured through the home education or supervisor of childminders.

The state government has to prohibit the de-registration within one month if the aforementioned conditions are not met or if these conditions cease retroactively. In these cases, attendance of a kindergarten or approval institution pursuant §23 is required.

Communication with regards to breaches of mandatory kindergarten attendance:

- The state government shall inform the district administrative authority of those children who do not attend childcare facilities despite the legal requirements to do so.
- Legal bodies shall inform the district administrative authorities of those children who do not fulfill the attendance requirements without justified reason.

The task of the kindergarten/approved alternative facility in accordance with §23 Oö. KGB

Institutional childcare facilities have the task of preparing students for entry into primary school through age appropriate education, in particular supporting their physical, mental, spiritual, moral and social development according to proven methods of early childhood education.

Responsibilities of parents:

1. The legal requirement of kindergarten attendance is to be interpreted analogous to compulsory school attendance. Day by day and flexible attendance times are not possible due to the statutory provisions.

2. The requirement to attend kindergarten can only be fulfilled at a single kindergarten or alternative approved childcare provider (in accordance with §23 of Oö.KGB). Like with school education, splitting the kindergarten education between two several facilities is not permitted.
3. Parents and legal guardians must ensure that the child attends the kindergarten in accordance with the facility's rules and regulations at the predetermined times and that they do so regularly and punctually.