



THE UDINE INTERNATIONAL SCHOOL

THE EARLY CHILDHOOD CENTER PROGRAM OF STUDIES

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GENERAL INFORMATION

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THE FOUNDATION

THE UDINE INTERNATIONAL SCHOOL (UIS) is a non-profit Foundation whose main statutory objective is the promotion of international culture and education.

In order to pursue its aims, THE UDINE INTERNATIONAL SCHOOL organizes, conducts and administers educational and training programs as well as cultural activities and refresher courses. These activities pursue the objectives of the Foundation and are subject to the approval without appeal of the Board of Directors.

Within the framework of European Union guidelines, THE UDINE INTERNATIONAL SCHOOL promotes co-operation with other Italian or foreign institutions having similar objectives.

In order to pursue these objectives, the Foundation established a school in Udine (Italy) in 2003 with English as a teaching language, open to students of both sexes and all nationalities, comprising a Nursery School, Kindergarten, Elementary School and Junior High School. In 2006, our founding partner, THE INTERNATIONAL SCHOOL OF TRIESTE, established an International High School in Trieste with a five-year program.

THE UDINE INTERNATIONAL SCHOOL operates in conformity with the Statute of the Foundation and is governed by a Board of Directors to which a parent representative is elected every two years.

The Director of the school is appointed by the Board of Directors of THE INTERNATIONAL SCHOOL OF TRIESTE and is responsible for the educational and disciplinary functions of the school.

The educational programs of THE UDINE INTERNATIONAL SCHOOL must be approved by the Board of Directors of THE INTERNATIONAL SCHOOL OF TRIESTE which is responsible for issuing diplomas.

Diplomas issued by THE UDINE INTERNATIONAL SCHOOL, through its founding partner THE INTERNATIONAL SCHOOL OF TRIESTE, are legally recognized by Italian law (art. 10, comma 3, della Legge 29 gennaio 1986, n. 26).

The legal status of THE UDINE INTERNATIONAL SCHOOL Foundation has been recognized by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11th May 2004.

The Statute of THE UDINE INTERNATIONAL SCHOOL is available to all parents in the Secretariat.

UIS STATEMENT OF PHILOSOPHY

THE UDINE INTERNATIONAL SCHOOL is a school offering education committed to promoting international understanding and values as well as reinforcing traditional values of the national culture.

Our basic aim is that of:

- providing each student with the opportunity to develop intellectually, socially and physically and acquire the skills necessary to further his or her education and to integrate successfully into civil society;
- encouraging the values of fellowship, honesty, co-operation and the understanding of others;
- providing students with ample opportunities to solve problems, investigate the world around them, participate in group activities, assume responsibility and be creative in thought and action;
- inspiring students to set personal goals which reflect the utmost of their capabilities and supporting their effort to meet these goals;
- creating among students a firm sense of international solidarity and an open mind towards other cultures;
- providing each student with a wide variety of experiences by encouraging maximum student participation also in extracurricular activities.

The acquisition of an international outlook and perspective gives our students a sure competitive advantage.

The school offers its students a sound basis for an education of a lifetime.

MISSION STATEMENT

It is our Mission to provide students from the international and local community with a broad, balanced education using English both in the curricular and extra-curricular life of the school.

The learning environment, both academic and social, stresses the values of moral responsibility, equity, scholarship, cooperation, international fellowship, an open mind towards minorities and other cultures.

We endeavour to offer all students the opportunity to develop intellectually, socially and physically thus enabling them to become confident, self-directed, lifelong learners, balanced individuals and responsible citizens. In this we strive to secure the support of the whole school community.

RECOGNITION

Diplomas issued by THE UDINE INTERNATIONAL SCHOOL, through its founding partner THE INTERNATIONAL SCHOOL OF TRIESTE, are formally recognized by the Italian State by means of State Law no. 26 dated 29th January 1986, art. 10, paragraph 3 which states:

“Vengono riconosciuti a tutti gli effetti i titoli rilasciati da THE INTERNATIONAL SCHOOL OF TRIESTE. Il riconoscimento dei titoli é subordinato all’accertamento della conoscenza della lingua italiana da parte dei candidati mediante prova d’esame”

On 20th December 2004, the Italian Ministry of Education, Universities and Research – The Friuli-Venezia Giulia Regional Education Office, formally acknowledged the school’s operation.

The legal status of the THE UDINE INTERNATIONAL SCHOOL Foundation has been recognized by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11th May 2004.

ACCREDITATIONS

THE UDINE INTERNATIONAL SCHOOL (UIS), through its founding partner THE INTERNATIONAL SCHOOL OF TRIESTE (IST), is accredited by the Middle States Association of Colleges and Schools.

THE UDINE INTERNATIONAL SCHOOL is a member of MAIS - Mediterranean Association of International Schools.

PROGRAM OF STUDIES

A. INTRODUCTION

THE UDINE INTERNATIONAL SCHOOL EARLY CHILDHOOD CENTER is open to all children ranging from toddlers of age 2 to children of age 6. THE EARLY CHILDHOOD CENTER is divided into four sections: PRE-NURSERY (for 2 to 3 year-olds), NURSERY 3 (for 3 to 4 year-olds), NURSERY 4 (for 4 to 5 year-olds) and KINDERGARTEN (for 5 to 6 year-olds).

The program is carried out entirely in the English language. The early childhood years are among the most formative for a child's education and therefore ideal for easy and enjoyable English language acquisition. As a result, children who attend THE EARLY CHILDHOOD CENTER acquire a solid and secure background in all areas of the Early Childhood programs and are prepared to continue Elementary (Grades 1-5) and Junior High School (Grades 6-8). Admission to the ECC does not require previous knowledge of the English Language.

B. PRINCIPAL AIMS

THE UDINE INTERNATIONAL SCHOOL EARLY CHILDHOOD CENTER strives to provide children in attendance with a "*home away from home*". We want each child to enjoy and benefit from his/her years at our school. Our aim is to create an atmosphere of mutual trust and understanding as well as to be attentive and sensitive to the needs of every child.

A positive and supportive environment helps the child develop a sense of self-esteem and correct social behaviour. Highly qualified teachers (each section has a teacher and teacher's assistant), a pleasant and colourful learning environment and state-of-the-art teaching materials allow each child

to grow and mature as both an individual and as a member of a group.

Limits are set to provide guidelines within which the child can experiment and learn. These limits, which provide the child with a sense of security, are consistent throughout the Early Childhood years and vary according to the child's age.

C. CURRICULUM

THE UDINE INTERNATIONAL SCHOOL curriculum provides distinct programs in the four grades.

Programs are based on the age, maturity and different stages of growth of the students.

PRE-NURSERY (2 to 3 year-olds)

The program is very unstructured and informal and throughout the school year focuses on the introduction and reinforcement of English vocabulary, the development of social (the child's relationship with adults and with other children) as well as cognitive, creative, verbal and motor skills.

The child is introduced to new objects and materials through manipulation, the discovery of self and body co-ordination, the discovery of his/her surroundings. Curriculum areas include Pre-Writing (manipulation and co-ordination), an initial approach to Mathematics (counting, colours, object classification), Art (free expression through drawing, painting and collage) and Music (sounds and singing).

NURSERY 3 (3 to 4 year-olds)

The program concentrates on the development of the child's physical, social, cognitive, verbal and

motor skills. It also stresses basic skills such as the gradual acquisition of independence, settling-in and interaction with classmates through play and sharing, group cooperation and participation, personal hygiene (washing, dressing, etc.) and following basic instructions.

The weekly timetable includes Language and Listening skills as well as an introduction to books, Pre-Writing (co-ordination, manipulation and copying), Mathematics (basic shapes and sizes, weight and volume, numbers and counting), Science (the development of explorative and observation skills, the concept of time and weather conditions, the seasons), Health (the parts of the body, personal hygiene, the five senses), Social Studies (the awareness of self and the family), Art (painting and collage, manipulation of materials, textures and colours), Music (the development of the ability of listening to sounds and understanding rhythm, singing of songs), Motor Skills (gross and small motor skills through individual and group activities and games). In Science and Social Studies topics may change from year to year.

NURSERY 4 (4 to 5 year-olds)

The program aims at helping each child to experience intellectual growth, educational stimulation, to become emotionally sound, to acquire physical well-being, and to become socially well-adjusted. The Nursery 4 program consists of activities relating to Language development (the ability to follow and tell a story and to ask questions), Pre-Reading (books and reading corner), Pre-Writing (co-ordination, pencil holding, copying, writing of letters), Mathematics (object classification, shapes, size and volume, numbers, the concept of time), Science (plants and animals and their habitats, the five senses used to identify objects, weather conditions, the seasons), Health (health and the importance of eating correctly, personal hygiene, safety), Social Studies (more awareness of self, the body and its functions, the concept of growth, feelings, the members of the family, the home and the community), Art (painting, drawing, collage and the construction of various forms and objects, colour mixing), Music (singing, rhythm, music listening skills), Computer Studies

(introduction to the use of the computer) and Motor Skills (gross and small motor skills through individual and group activities and games). In Science and Social Studies topics may change from year to year.

KINDERGARTEN (5 to 6 year-olds)

The program is based on the principle that a five-year-old child is enthusiastic, curious and ready for a learning experience within a school setting.

The objective of the curriculum is that of consolidating personal, social and working abilities as well as further development of growth, interaction, cognitive skills and independence.

The subjects include: Language Arts (the development of written and oral language, listening skills as well as the ability to follow instructions, comprehension, reading and listening to different types of stories, the development of the ability to retell episodes and stories clearly and by using complete sentences, the ability to interpret and make comparisons, vocabulary expansion, spelling skills), Handwriting (eye-hand co-ordination, the correct holding of a pencil, the letters of the alphabet, copying correctly), Spelling (learning to spell his/her own name, letter identification, brief dictations), Mathematics (logical thinking, object classification, identification and writing of numbers up to thirty, measurement, size, clock reading, ordinal numbers, introduction to addition and subtraction), Social Studies (the development of one's own body and feelings, the discovery of how one learns, meets challenges and makes mistakes, the appreciation of the uniqueness of each individual, how family members work, the community, basic needs), Science (the identification and use of the five senses, matter, colour classification, animals and plants and their habitats, the environment, the weather and the seasons), Health (basic needs and health, safety, the parts of the body, materials), Art (understanding of shape and size, lines, colour, drawing, the awareness of art and aesthetics and the development of personal interpretation, the use of art materials), Music

(singing, different types of songs, rhythm and tone), Computer Studies (use of the computer during lessons), Motor Skills (gross and small motor skills through individual and group activities and games). In Science and Social Studies topics may change from year to year.

This Program of Studies has been updated in December 2009

We kindly ask parents to consult our web site for future updating



THE UDINE INTERNATIONAL SCHOOL

THE EARLY CHILDHOOD CENTER

PARENT-STUDENT HANDBOOK

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1 - SCHOOL HOURS

FROM MONDAY TO FRIDAY:

SCHOOL DOORS OPEN	7:50
CLASSROOMS OPEN	8:15
BEGINNING OF LESSONS P-N, N3, N4	9:00
KINDERGARTEN	8:30
LUNCH BREAK:	
PRE-NURSERY & NURSERY 3	11:10/11:15
NURSERY 4 & KINDERGARTEN	11:20/11:30
END OF LESSONS	15:50

2 - STUDENT DROP OFF & PICK-UP

Parents or guardians must be rigorously punctual in dropping off students at school in the morning and picking them up in the afternoon. For security and organizational reasons, parents or guardians must not enter the school buildings to accompany or pick up students, unless permission to do so is granted by teachers. If a child is going to be picked up by someone other than the parents or guardians, the school must be informed in advance. The school will under no circumstance allow a child to leave THE EARLY CHILDHOOD CENTER with persons not authorized to do so. *When in the parking lot dropping off or picking up students, parents must always hold children by the hand and never lose sight of them. UIS will in no way be held responsible for accidents which occur outside school buildings or fenced areas and once children have been picked up by parents or guardians.*

After school supervision is provided by the school for a fee from 16:00 to 17:00. If students are to be picked up before the end of the school day, parents must inform the Secretariat 24 hours before or, in exceptional circumstances, the same morning.

3 - TARDIES AND ABSENCE

It is very important that when a child starts at THE EARLY CHILDHOOD CENTER, parents make every effort to have consistent arrival and departure times in accordance with school hours. This provides a sense of security for the child. Punctuality is a must at THE UDINE INTERNATIONAL SCHOOL and it is essential for the development of the child's sense of discipline and responsibility. If a child is late for school, the parents should notify the Secretariat motivating the tardy. Kindergarten students who accumulate **five** tardies during one quarter must, for the following tardy, provide a written justification. Parents will receive a written notification of the tardies from the school. The child's absence must always be reported to the Secretariat by the parents. When the child returns to school, parents must provide the Secretariat with a written motivation for the absence.

4 - HEALTH

It is very important for children to rest when they are ill. Therefore, we ask parents to please keep their children at home if they are not up to a full day of activities. If a child should become ill at school parents will be contacted immediately. Parents must inform the school if a child is ill with a contagious disease. This allows us to be alert for other children in the class who may be infected but are not yet showing signs of the disease. Upon the child's return to school, parents must provide the Secretariat with a medical certificate or self-certification stating that the child may be readmitted to school after a contagious disease. A self-certification must also be provided upon the child's return from an absence due to illness. Parents are also asked to notify the classroom teacher

if their child has a medical problem (i.e. fainting spells, allergies to food or other, diabetes) or is on special medication.

5 - MEDICATION

From time to time a child may need to be on medication. Medication may be administered only if the school is provided with written authorization from the child's parents stating: 1) what the medication is for, 2) frequency of administration, 3) instructions on administration of the medicine.

6 - ACCIDENTS

Unfortunately accidents and/or injuries do happen at school. If an accident or injury should occur, proper and prompt treatment will be administered to the child. If the accident is more than a slight one, an accident report will be filled out by the school and the parents of the child will be immediately informed. If need be, he/she will be taken to a local hospital.

All children are covered by an insurance policy for accidents which occur at school, during field trips and during activities outside school grounds.

7 - OUTDOOR RECREATION

THE UDINE INTERNATIONAL SCHOOL is located on the grounds of the Istituto "Monsignor F. Tomadini" amidst green and spacious surroundings. THE EARLY CHILDHOOD CENTER is housed in a separate building with a specially equipped surrounding garden area for outdoor recreation. Outdoor recreation is dependent upon weather conditions; however, since fresh air is an important factor for a child's development and growth, children are accompanied outdoors for recess in all seasons (children are kept indoors in case of rain or very cold temperatures). We therefore ask parents to ensure that children are adequately dressed for the season.

8 - ASSESSMENT

In all Early Childhood classes the children are informally assessed throughout the school year. In order to monitor the child's intellectual and physical development and capabilities, parent interviews are organized to discuss each child's progress and development. Parent/School co-operation is highly recommended. Pre-Nursery students receive one assessment report at the end of the school year, Nursery 3 and Nursery 4 students receive assessment reports twice a year. Children enrolled in Kindergarten receive four report cards a year as do those enrolled in Elementary School.

9 - PARENT/TEACHER COMMUNICATION

The staff will discuss the development of each child on a regular basis. All teachers have a weekly conference time which must be scheduled through the Secretariat. If parents have any specific questions or concerns, they should feel free to discuss them with their child's teacher, after having arranged an appointment through the school office. This procedure permits the teacher to give parents his/her complete attention and does not interfere with teaching obligations. At the beginning of the school year, each class teacher will organize a class meeting in order to present a brief profile of the year's program and activities to parents. Parent-Teacher evening conferences are organized three times a year and appointments must be reserved through the Secretariat.

10 - SCHOOL SUPPLIES

Parents will be responsible for providing consumables such as pens, pencils, crayons, diapers, tissues, etc. The list of supplies needed will be compiled and given to parents at the beginning of the school year.

11 - STUDENT UNIFORMS

THE UDINE INTERNATIONAL SCHOOL requires that students wear a UIS uniform to be ordered at school at parents' expense (we kindly ask parents to respect order deadlines which are announced in our weekly Newsletter). A limited number of uniforms will be available in stock in case of need during the school year. Parents will be required to buy items of clothing which include the Autumn/Winter and Spring/Summer collections. Parents of students who for **five** times during any one quarter do not wear the full UIS uniform will be asked by the class teacher to provide an explanation.

12 - SCHOOL LUNCH

The school provides each student with a snack at 9:30 and a hot, nutritious and well-balanced school lunch served everyday at 11:10 for Pre-Nursery (lunch served in the classroom), at 11:15 for Nursery 3, at 11:20 for Nursery 4 and at 11:30 for Kindergarten. A snack will also be served in the afternoon. Special attention is given to providing meals especially conceived and elaborated for school-aged children. The menu, prepared with organic produce (60/70%) in our state-of-the-art kitchen, is seasonal (Autumn/Winter and Spring/Summer menu). These menus are available to all families in the Secretariat and are posted on our web site. Parents are kindly asked to inform the school Secretariat if their child has special dietary restrictions or allergies. All allergies must be documented with a medical certificate. A Nutrition Committee made up of several parents has been appointed to work together with us and the kitchen to supervise meal quality and to suggest revisions and improvements to the menu.

13 - FIELD TRIPS & EVENTS

The Nurseries and Kindergarten participate in several field trips and events during the school year. Field trips and events are a very important part of the school curriculum and the school highly

recommends that students participate. A permission form authorizing participation of the student will be given out and must be signed by parents. The school will provide parents with detailed information concerning the trip prior to the departure date. All children are covered by an insurance policy for accidents which occur at school, during field trips and during activities outside school grounds.

14 - BIRTHDAYS

If parents would like to celebrate their child's birthday at school, ECC teachers will be happy to do so. In order to organize a small party for the children, we kindly ask parents to give teachers advanced notice. Parents are welcome to bring finger cakes, pies (please avoid cream) and/or pizza and fruit juice. Parents are also kindly asked to provide paper plates and napkins for the party.

15 - FESTIVITIES

Major festivities are celebrated with a party at school. The children play party games, sing songs and have special treats.

16 - SCHOOL POLICY ON RELIGION

THE UDINE INTERNATIONAL SCHOOL accepts students of all races and creeds. The school policy regarding religion within the school grounds is the following:

- a) While each individual's religious convictions must be respected, no individual may engage in any form of religious proselytism on the school campus involving members of the school community;
- b) The school building may not be used by any member or group of the school community for purposes of a religious nature;

c) The school will respect its host country's legally stipulated holidays even if such holidays are of a religious nature.

17 - NEWSLETTER

THE UDINE INTERNATIONAL SCHOOL publishes a Newsletter every Friday in order to keep parents informed as to school activities and to communicate important information. The Newsletter will be sent to all families via e-mail every Friday afternoon, will also be available in the Secretariat and published weekly on our web site: www.udineis.org. We kindly ask families to read the Newsletter regularly and attentively in that it is an important means of communication between the school and families.

18 - MESSAGES

Children will often have communications concerning the school in their bags or knapsacks. Because of their young age, children often forget to mention this. We recommend that parents check their children's bags and knapsacks everyday in order to make sure that these messages are read.

19 - CHANNELS OF COMMUNICATION

The school communicates with parents through notices sent home, through scheduled conferences between school personnel and parents and through school Newsletters. Parents may sometimes be uncertain about how they make their views known. To assist these parents, we should like to outline below the various channels of communication which are open to them.

1. When the problem concerns the child and his work, the best person for the parent to see is the teacher concerned. Appointments with teachers may be arranged through the school office. The class teacher should always be informed in writing of any changes in daily routine, dietary or health

problems or any other issues which affect the safety and welfare of your child. Teachers will not accept this type of communication given verbally by a student.

2. Problems which cannot be resolved through a conference with the teacher or teachers concerned, or questions of a more general nature concerning the operation of the school and its programs may be discussed with the ECC co-ordinators. Appointments may be arranged by telephoning the school Office.

20 - SUMMER CAMP

UIS organizes a Summer Camp open to UIS students as well as students from outside the school. The educational, linguistic and recreational activities of the Summer Camp are organized and supervised by teachers and/or assistants who are, for the most part, members of the UIS staff. The activities organized by the UNIONE NUOTO FRIULI (swimming lessons and preparatory exercise) will be co-ordinated by FIN (FEDERAZIONE ITALIANA NUOTO) instructors and specialized physical education teachers.

21 - CHARITIES

A very important part of the UIS philosophy is solidarity towards the less fortunate. UIS sponsors several charity campaigns and organizes various fund raising events during the school year.

22 - SECRETARIAT

The school office is open Monday to Thursday from 8:00 to 9:30 in the morning and from 15:00 to 16:00 in the afternoon; on Friday from 8:00 to 9:30 during the regular academic calendar. The hours will be changed during summer and school year holidays and be communicated to parents in our Newsletter.

23 - TRAFFIC AND PARKING

Parents should always respect basic traffic laws when transiting within the Monsignor F. Tomadini compound. We ask parents to use common sense in limiting their speed, not parking their vehicles in parking areas reserved for the physically challenged, be constantly on guard when transiting and backing up in the parking lot and never stopping your car in front of the school entrances when dropping off or picking up children. Drivers should be aware of the many children from both the school as well as the other facilities within the compound. Parents and others accompanying children must always avoid blocking entrance areas with their vehicles. ***UIS will in no way be held responsible for accidents which occur outside school buildings or fenced areas and once children have been picked up by parents or guardians.***

24 - ENROLMENT PROCEDURES

Parents wishing to enrol their children at THE UDINE INTERNATIONAL SCHOOL should arrange for an appointment through the school Secretariat for a first orientation contact. School visits can be arranged through the Secretariat at any time.

Enrolment is possible throughout the school year.

Admission Forms must be filled out and handed into the Secretariat. Admission to the school is subordinated to available space, except in the case of foreign students. It is in the tradition of international schools to permit enrolment of international students even if the class they have been

assigned to has reached the maximum number of students.

The school's decision concerning a child's admission will be officially communicated to the parents.

Once families have been notified that their child has been admitted, they must fill out and fully sign a formal Enrolment Form, proceed to payment of the annual and individual Registration Fee as well as 10% of the annual Tuition Fee (both are non refundable). Enrolment will not be valid unless the Registration Fee and 10% of the annual Tuition Fee have been paid for and the enrolment form, duly signed, handed into the Accounting Office at the same time. The Parent-Student Handbook, as well as detailed information concerning our school, are posted on our web site and available in the Secretariat.

25 - SCHOOL FEES

TERMS & CONDITIONS

Tuition Fees and conditions at THE UDINE INTERNATIONAL SCHOOL are set by the Board of Directors. The fees are calculated for the entire school year and include daily lunches, the use of all text books as well as all one day field trips.

An annual and individual Registration Fee must be paid at the time of enrolment; it can be under no circumstance refunded.

10% of the annual Tuition Fee (non refundable) must be paid for along with the Registration Fee and handed in along with the enrolment form, duly signed, at the time of enrolment. The remaining 90% of the Tuition Fee can be paid for in a lump sum by September 30th or in nine instalments from September 5th to May 5th.

Late payments will be subject to delay interest and no reduction or refund of school fees for absence will be granted.

Parents withdrawing their children from UIS must advise the school with an advance of at least three months. Should the parents fail to do so, they will be imposed a penalty set by the Board of Directors. The school will not refund annual fees already paid for.

The Board of Directors reserves the right to adjust the school fees, in exceptional circumstances, during the course of the school year.

The Board of Directors, in exceptional circumstances, can derogate the terms and conditions specified above.

26 - AMENDMENTS AND UPDATING

Amendments and updating of programs, schedules, didactic and administrative organization will be deliberated by the Board of Directors and parents will be promptly advised during the school year through our Newsletter, class letters and/or our web site.

WELCOME!

Welcome to the wonderful world of THE UDINE INTERNATIONAL SCHOOL EARLY CHILDHOOD CENTER. Our staff will do their utmost to make your child's stay with us enjoyable, stimulating and fruitful. For more information, or for an appointment to visit the school, please call the school Secretariat. We look forward to meeting you!

This Parent-Student Handbook has been updated in December 2009

We kindly ask parents to consult our web site for future updating