



## Settling in Policy

### AI Madina International Kindergarten

On arrival parent and child are welcomed by the Manager or an appointed staff and then shown round the kindergarten. Your child will be given his or her own peg in the hall area and subsequently you and your child will be directed into the respective classroom to be introduced to the staff and the rest of children.

Parent and child will be together in the playroom for the first visit, with for example two hour being the length of visit on day 1, progressing to 3.5 hours by day 5. The appointed key person and the parent will decide the appropriate time for the parent to withdraw from the classroom to the office/staffroom. (Parents will be expected to remain in the building at all times when induction visits are taking place).

When the parent is able to withdraw from the classroom this is the time when the Admin Officer will discuss all relevant information required for our files (e.g. medical requirements, name of family doctor etc.). All this information will be kept in the strictest of confidence and is necessary to ensure your child's health and well-being while in our care.

#### Our Vision

**To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.**

رؤيتنا  
أن نصبح مدرسة رائدة مختارة في قطر، تنتج أفراداً مسؤولين ومنتجين من أجل صالح المجتمع ككل.