



DALTONSCHOOL GENT
De Kleine Icarus

Information brochure 2022-2023

K.L. Ledeganckstraat 4
9000 Gent

Tel: 09-2433099

E-mail: dir.dekleineicarus@scholengroep.gent

Website: www.dekleineicarus.be

DALTONSCHOOL De Kleine Icarus
K.L.Ledeganckstraat 4, B-9000 GENT
Tel. 09 243 30 98
dir.dekleineicarus@scholengroep.gent
www.dekleineicarus.be

Dear Parents and caretakers,

We, at Dalton school De Kleine Icarus, are delighted to provide you with our information brochure for 2022/2023.

This document details the routines and policies in place at our school. To ensure everyone is on the same page, we kindly request you check out all sections thoroughly. This will help things run more smoothly throughout the school year for everybody involved.

The school board, administrators, or any staff member of your choice are always happy to address any further queries you may have.

We hope you enjoy getting to know the workings of our school!

Best regards,
The team at DKI

Please note: **Yellow highlights** throughout this document indicate recent updates or additions



Contents

School hours	4
Holidays and Important Dates	4
The School Team	6
Come on time to school!	7
Child absences	7
Sick	8
Medication	8
Care outside school hours	9
Going home	10
Food and drink at school	10
Costs	11
Communication	13
Change of address	15
Accessibility	16
Extra working time/homework	16
Rules of life	17
Healthy mind in a healthy body	18
Birthdays/Thank-you gifts	19
Physical education - swimming	20
Philosophy of life	21
After school activities	21
Lice	21
What if there is an accident at school?	22
Fire	22
Smoking ban	22
Lost and Found	23
Mobile/cell phone use	23
Participation at school	23
Equal education opportunities	26



School hours

	Morning	Playtime	Lunch	Afternoon
Monday	0835	1015-1040	1220- 1335	1530
Tuesday	0835	1015-1040	1220- 1335	1530
Wednesday	0835	1015-1040	1220	
Thursday	0835	1015-1040	1220- 1335	1530
Friday	0835	1015-1040	1220- 1335	1500



Holidays and Important Dates

1. Days on which the school is closed:

Wednesday 12 th October 2022	Teacher training Day 1
Saturday 29 th October until Sunday 6 th November 2022	Autumn holiday
Friday 11 th November 2022	Remembrance
Friday 23 rd December 2022 until Sunday 8 th January 2023	Christmas holiday
Friday 3 rd February 2023	Faculty holiday
Saturday 18 th until Sunday 26 th February 2023	Spring holiday
Friday 3 rd March 2023	Teacher training Day 2
Saturday 1 st until Sunday 16 th April 2023	Easter holiday
Thursday 18 th until Sunday 21 st May 2023	Ascension weekend
Saturday 27 th until Monday 30 th May 2023	Pentecost weekend
Tuesday 31 st May 2023	Faculty holiday

During the holidays, training days and faculty holidays, your child can go to various initiatives for Out-of-School Care (STIBO). Consult the website (in Dutch):

<https://stad.gent/onderwijskinderopvang/kinderopvang/buitenschoolse-opvang>.

Some parents choose to take turns looking after each other's children.

2. Important activity dates:

Tuesday 30 th August 2022	DIY/small jobs at the school day 1
Thursday 8 th September 2022	Information evening
Friday 23 rd September 2022	DKI on Wheels picnic
Wednesday 28 th September 2022	Open day (for parents)
Friday 30 th September 2022	Photo shoot for DKI calendar
Tuesday 4 th October 2022	School photograph
Wednesday 5 th October 2022	Teacher's Day
Sunday 9 th October 2022	'Pierkes' run (fun run for children from all Gent schools – parents too!)
Saturday 15 th October 2022	DIY/small jobs at the school day 2
Friday 25 th November 2022	Cheese and wine evening
Friday 16 th December 2022	Winter market
Saturday 31 st January 2023	Head Teacher's Day
Saturday 11 th February 2023	DKI-Quiz
Friday 17 th February 2023	Children's Carnival Day
Wednesday 15 th March 2023	Grandparents' day (infants and L1)
Sunday 26 th March 2023	Small jobs at the school day 3
Thursday 20 th April 2023	Day of the Employees
Saturday 13 th May 2023	School party
Thursday 22 nd June 2023	Move up day (to the next year)
Friday 23 rd June 2022	DKI on Wheels picnic in the park

3. Parents evening and reports:

Monday 14 th , Tuesday 15 th and Thursday 17 th November 2022	First school reports Parents evening both infant and junior
Monday 23 rd , Tuesday 24 th and Thursday 26 th January 2023	Second school reports Parents evening; junior on request
Monday 27 th , Tuesday 28 th and Thursday 30 th March 2023	Third school reports Parents evening; infant and junior on request
Monday 26 th , Tuesday 27 th and Thursday 29 th June 2023	Third reports Parents evening both infant and junior
Thursday 29 th June 2023	Graduation 6 th Year

4. Wake-up Wednesday shows

1st September, 28th September, 26th October, 30th November, 21st December, 25th January, 15th February, 29th March, 24th May and 28th June.



The School Team

Our school consists of **three self-managing teams**: the lower, middle and upper classes. By the lower years we mean the reception class and the first infant class. The middle school consists of the second and third infant and the first and second grade. The upper classes are third through to sixth grade.

According to the Dalton principles, these entities work closely together on an independent basis.

SEPTEMBER 2022 – JUNE 2023	
LOWER	
K0: De Kevers (the Beetles) Els Van Haute and Emily Vercruysse	K1: De Vlinders (the Butterflies) Karolien De Keyser
Child Supervisor: Karoline Goemaere (Monday, Wednesday and (every 2 weeks) Thursday) Pedagogical support 'Reggio Emilia' - Dalton: Els Van Haute Care: Emily and Mien Van Laethem	
MIDDLE	
K2: De Bijtjes (the Bees) Hilde Van Hedent	K3: De Libellen (the Dragonflies) Sara Aelterman and Emily Vercruysse
L1: De Pinguins (the Penguins) Lorenzo D'Haese	L2: De Zwaluwen (the Swallows) Dorien Van den Steen
Care: Anja Notteboom, Astrid Meskens, Emily Vercruysse and Mien Van Laethem Pedagogical support: Els van Haute and Eva De Muynck (Dalton/CSF-coordinator) *	
UPPER	
L3: De Paradijsvogels (the Birds of Paradise) Hélène Vanscheeuwyck / Laurence Peeters (Weds)	L4: De Flamingo's (the Flamingo's) Nele Van Riet
L5: De Kraanvogels (the Cranes) Lisse D'Hoker (until 1st April 23) / Sharon Blanchaert	L6: De Torenavalken (the Kestrels) Lisa Neyt
Care: Emiliy, Mien, Eva, Astrid and Tami Samson (trainee orthopedagogy) Support: Astrid Meskens Pedagogical support: Eva De Muynck (Dalton/CSF-coordinator) *	

Care coordinator	Anja Notteboom
Infants' gym Teacher	Laurence Peeters and Emily Vercruysse
Gym Teacher	Laurence Peeters
ICT coordinator	Frans De Neve
Ethics Teacher	Hanne Verbeelen
Catholic teacher	Claudine De Baere / Griet Boelens / Annemie Carpentier
Islam teacher	Ayse Demircioglu / Zeliha Kahrman from January '23
Handyman	Patrick Vanhouttegem
Maintenance Personnel	Kasun Pathiramage, Christine Sciffer, Hanan Aanaji, Jean-Luc Bodson
Supervisors	Christine Sciffer, Patrick Vanhouttegem, Jean-Luc Bodson, Greet Aelterman, Monia Namouschi, Katrien Eloy
Secretaries	Astrid Meskens, Ingrid Bosman
Head Teacher / Principal	Julie Snauwaert

*CSF is the abbreviation for cognitively highly functioning children



Come on time to school!

The bell sounds at 8:35 am. Please be there five minutes before the bell rings. If your child is late, the class teacher will write an L in the attendance register. If your child (from the age of five) is **at school later than 09:15** without a valid reason, they will be registered as unlawfully/problematically absent in the morning. From five half days of unlawful absence, the school calls in the centre for pupil guidance (CLB) for guidance.

At the request of parents, since this school year, there has been an open reception for the infants of K0 and K1 in their own class from 8:20 am. There is an infant teacher/child supervisor present and parents are also welcome. All **primary school children** are allowed to go to their classroom at 8:20am, provided that clear agreements are made. A supervisor walks around in the corridors.



Child absences

From the first day of absence, please notify the school by **telephone** before 9am (**09-2433099**). In this way you reassure us about the absence of your child.

The absence of children of school age (from the age of five) can be justified in various ways:

- A sick note from the parents with a maximum of three consecutive days and a maximum of four times a year; (**See pre-printed slips in your child's planner**)
- A doctor's note (absent for more than three days) - hand in the absence note to the **class teacher** on the day your child resumes classes. If no valid note has been submitted within the following week, the class teacher will contact a parent a maximum of twice. Without a note, your child will be considered **unlawfully absent**. This also applies if the legal validity of your child's medical certificate is in doubt.

From five half days of unlawful absence, the school calls in the Centre for Pupil Guidance (CLB) for direction. For infants who are not of school age under five years), the absence does not need to be justified.

Pre-school children of the third infant class must be present for 290 half days in order to retain the right to a school allowance and to be allowed to start the first year (see school regulations).

Pre-schoolers who attend the first year of primary education early **or one year of extended pre-primary education** fall under the regulations that apply to those of compulsory school age. The [online school regulations](#) state in more detail when children may be absent and what you must do as a parent if your child is absent.



Sick

The general rule applies: sick students **stay at home**, and you **inform the school immediately** (09-2433099). If your child is not feeling well or shows symptoms of COVID-19 (fever, dry cough, fatigue, sore throat, diarrhoea, headache, impaired sense of taste or smell, shortness of breath, etc.), we also ask that you keep the child at home. Contact your GP, do a self-test or have the child tested at a triage centre. If the test is positive, your child must remain in quarantine.

If a child becomes ill at school and shows symptoms of COVID-19, they will be quarantined. One of the parents will be contacted immediately so that you can pick up your child. If it is probably not COVID-19, we will rest your child near the secretaries.

A **medical certificate** is required if your child is sick at home for more than three consecutive days and also if a note has already been submitted by the parents four times in the same school year.

If your child has an **infectious disease**, please inform the care coordinator Anja (a.notteboom@telenet.be) as soon as possible. By infectious diseases we mean; chicken pox, impetigo, meningitis, hepatitis A/B, whooping cough, mumps, COVID-19, ... (Consult the full list in the school regulations). Your child will stay at home until the risk of infection has passed (e.g., the blisters from chickenpox have become scabs).

We let the children play outside as much as possible during the breaks. When it rains or when it is very cold, the children can go inside.



Medication

In recent years, teachers/schools have increasingly been asked to administer medication at school. The following agreements apply:

- Please avoid taking medication at school if possible
- If medication must still be administered at school, have the general practitioner fill in the '*Administration of medication*' form or provide the school with a doctor's certificate stating the; name of the medication, dose, method of administration, time, period of administration and storage method
- The teacher/school cannot be held responsible at any time for side effects that occur in the child as a result of administering this medication. In case of doubts or questions from the school, the CLB doctor may contact your general practitioner.

In case of doubts or questions from the school, the CLB doctor may contact your general practitioner.



Care outside school hours

We try to make supervision as active as possible. Both in the multipurpose room and outside (in the adventure garden), there is the possibility of free play. The children can draw, read and play (board games) in the reception area. There is a play area for infants. The infants and pre-schoolers of K0 and K1 are taken care of from 1600 to 1700 in their own classroom by Miss Christine and a few older children. There is extra attention for potty training. We also offer various after-school activities (see *After-school activities*).

For the safety of our children, please **always close the gate** when you enter and leave.

0700 - 0730	Central entrance	Before School Care Paid supervision This 15-minute morning supervision is available on request. Notify the school secretary by telephone (09-2433099) at the latest on the working day before.
0730 - 0805	Central entrance	Paid supervision
0805 - 0835	Playground / Hall	Free
0820 - 0835	In the classroom	Free Children from K0/K1 and from Lower are allowed to go to class. A teacher is present in the classroom/corridors.
After School Care		
1530 - 1600	Playground Central entrance Multipurpose room	Free (1500-1530 on Friday) Only indoors in rainy weather
1600 - 1800	Infant class Playground Central entrance Multipurpose room	Paid supervision (1530 – 1800 on Friday)
Wednesday Afternoon Care		
1220 - 1300	Playground Central entrance Multipurpose room	Free Children must bring their own packed lunch if they stay in the afternoon care
1300 - 1800	Playground Central entrance Multipurpose room Excursion	Paid supervision We request that you pick up your child(ren) before 1400 or after 1600 because we sometimes go on excursions between 1400 and 1600

Prices

Before School Care	0715 – 0805	€1,60
	0730 – 0805	€0,80
After School Care	Per started half hour	€0,80
	Monday, Tuesday and Thursday from 1600 Friday from 1530	
After School on Wednesday	Per started half hour from 1300	€0,80
	From 1600	€8,00/whole afternoon

To clarify: if your child stays **after 1600 on a Wednesday afternoon**, the amount will be **charged until 1800**.

When you pick up your child on Monday, Tuesday or Thursday after 1600 (or after 1530 on Friday), **you must ALWAYS report to the supervisor**. They will clearly ask you for your **child's name** and **class** so that they registers the correct time of departure using a scanner. If you do not register the departure time, childcare will be charged until **1800**.

For Parents Evening, please report to the supervisor upon arrival at school, so that the duration of the Parents Evening is not charged.

If the child is picked up after 1800, an extra €3 per child will be charged.

If you are in a financially vulnerable situation, please contact care coordinator Anja (a.notteboom@telenet.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). We will then see whether your child(ren) can enjoy childcare at a reduced rate.



Going home

Each morning

Once at school, your child can NOT leave the school grounds, not even to get food. Children who do not have a packed lunch can join the hot meal. These will be charged on the next invoice.

Each lunchtime

Children who go home in the afternoon may not return to school **until 1315**. **If they come earlier, the payment (for afternoon care) of €0.80 will be charged.**

Each evening

Please notify the secretariat (09-2433099) if you cannot collect your child on time. Any child that is not picked up by 1600, will join the paid evening care. Children who go home alone in the evening - **with parental permission** (from L4) - do **NOT** hang around the school. If this does happen, the rate for evening care will be charged. If someone else picks up your child, please always report this to the secretariat.



Food and drink at school

The children can drink tap water all day long.

Due to hygienic measures, there are no class cups available. In class and for lunch, your child must bring a refillable, labelled drinking bottle with water. **PET bottles are not allowed.**

During the lunch break, the children can have a **hot meal and/or (vegetarian) soup** at school. For logistical reasons, we cannot offer meat/fish and vegetarian meals at the same time. We want to meet the increasing demand from parents and children. That is why we **offer vegetarian meals on Tuesdays and Thursdays**. The soup is always completely vegetarian. The school does not offer pork as standard.

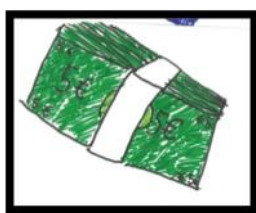
From school year 2021-2022, the infants joined the 2-year **LEOS** (Tasty Food at School) project from the city of Ghent. They strive for equal opportunities from the start of education and are investigating how they can offer as many **pre-schoolers** as possible an affordable, healthy and sustainable meal at school. With this project, the city is mapping out the positive effects of meals on the well-being and development opportunities of Ghent's infants and what a school needs to organize these meals. The city actively and financially supports our school in offering a healthy and sustainable hot meal and is investigating possible discount systems. The research project runs from September 2021 until June 2023 and is a collaboration between KULeuven, HOGENT, Local Social Policy Service and Education Centre Ghent. **If you are in a financially vulnerable situation, we as a school can also contribute to the costs of primary school children.**

Hot meals are requested at the end of the school year (or the beginning for new students). You must **notify changes before the 10th of the month** to astrid.meskens@scholengroep.gent. The meals are registered using a scanner. Make sure your child knows on which days they eat a hot meal at school.

Prices

Cost of lunch care	€ 0.80 per time
Warm meal – infant	€ 4.00
Warm meal – junior	€ 4.50
Soup	€ 0.60

A sandwich meal/lunch can be brought from home (in a sandwich box). **Infants eat their lunch in the dining room, together with those having a warm meal.** The children of primary school eat in the classroom, reception room or on the playground (weather permitting). When the weather is nice, we collect drinking bottles in containers and take them to the playground so that the children can drink enough in between.



Costs

- Costs for the school**

A list brings clarity about the costs related to attainment targets. This list can be found on www.schoolkosten.be (in Dutch). The Primary Education Decree (2001) stipulates that schools are not allowed to charge registration fees and contributions for the costs they incur in order to achieve the attainment targets and developmental objectives. An official list of materials that must be available to the children free of charge can be found in the school regulations. Examples include textbooks, notebooks and writing utensils.

- **Costs for the parents**

We are a school that strongly encourages an open view of the world and therefore regularly go out outside the school to; theatre performances, museum visits, exhibitions, workshops, excursions and other cultural activities along with sports activities during teaching time and swimming.

Per school year, parents may be asked for a contribution to the maximum of €50 for pre-school children and €95 for all primary school children for this type of activity and the material required for this. (These are basic amounts that have been adjusted in accordance with the health index (a Belgian inflationary measure) The swimming sessions also belong to this category (except for the one-year obligatory free-swimming instruction). At our school, the first-grade swims for free.

These costs are charged monthly:

Maximum charge infants	€5,0/month
Maximum charge junior	€9,5/month

All expenses are settled with a monthly invoice. This must be paid within the month. **Outstanding amounts are listed at the bottom of the invoice as a reminder.** We urge you to arrange payments by **direct debit**. You can send an order for direct debit to astrid.meskens@scholengroep.gent.

In the event of non-payment or late payment, we will address you about this and take measures if necessary. If you have payment difficulties at that time, you can always contact care coordinator Anja (a.notteboom@telenet.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). Together we can look for a solution.

- **GWP costs**

The cost price of the GWP (Integrated Work Period: this is an often a multi-day excursion/camp on a; forest-, sea-, farm-, city- or STEM location) **is not subject to the maximum costs** as described above. This is the contribution that may be requested for all forms of multi-day trips within the teaching period. Parents are not allowed to be asked for a contribution for these types of activities for children in the nursery (so €0), but in the primary school, up to **€480** may be requested for the entire duration of primary education.

We adhere to these rules for both pre-school and primary school. This means that no GWPs are organized in the nursery department and GWPs are only every two years for primary school students. The year that there is no GWP, the class may go on a one-day or two-day trip, provided that the class sets up a savings plan for this. If you **have payment difficulties**, you can always contact care coordinator Anja (a.notteboom@telenet.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). Together we can look for a solution and if necessary, the *Circle of Friends* will add an amount.

For multi-day trips (e.g., forest, sea or countryside classes) there is a maximum budget that is requested once per grade per child:

Maximum requested about 1 st grade	€140 every 2 years
Maximum requested about 2 nd grade	€170 every 2 years
Maximum requested about 3 rd grade	€170 every 2 years

We provide a **payment plan** for the payments of these multi-day trip.

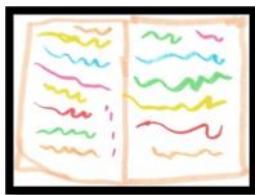
Overview of the past GWPs:

	L1	L2	L3	L4	L5	L6
2016-2017	NO GWP		NO GWP		NO GWP	Durbuy
2017-2018	Sea class in De Panne		Forest class in Peer		STEM class in Dikkele	
2018-2019	NO GWP		NO GWP		NO GWP	
2019-2020	NO GWP		NO GWP		STEM class in Dikkele	
2020-2021	NO GWP	Sea class in De Panne		Farm class in Peer		NO GWP
2021-2022	Sea class in De Panne		Nature class in Puyenbroeck		Nature adventure class in Doomkerke	
2022-2023	NO GWP		NO GWP		NO GWP	

When your child goes on a multi-day trip in primary school, you can apply for an **allowance through the health insurance fund**. Consult your health insurance company for this. Hand this document (fill in what you already know) to the secretaries after the GWP.

- **School and study allowances for nursery and primary education**

Depending on the family income and other factors, one can apply for an allowance. The allowances were replaced by the **school allowance** from the 2019-2020 school year and will be integrated into the Growth Package (*Groeipakket*), the former child benefit fund. From the 2019-2020 school year, you no longer need to apply to the Study Allowances Department. The calculation and payment of the school allowance will be done via whomever pays your *Groeipakket*. You can ask all your questions about the school allowance via info@groeipakket.be.



Communication

Our school has an **open and familial character**. We think the involvement of the children and their parents is very important. Good communication is of the utmost importance here. There is a communication working group with communication manager Eva De Muynck (gimmedki@gmail.com).

We offer all kinds of communication channels such as GIMME, the infant's mailbox, the student's agenda, personal address, e-mail traffic, telephone, parent contacts, information evenings, reports, Facebook, the website, (without obligation) a WhatsApp group at pre-schoolers, Google Classroom in primary education (**for distance learning**).

1. The "GIMME" platform.

To save paper and reach parents faster, we use the electronic system GIMME at DKI. GIMME is our main means of communication. Since the 2020-2021 school year, we have been paying subscription costs, so that the tool is ad-free

What information can you receive via GIMME?

- The calendar (general and per channel)
- The trips/activities/workshops/class activities/pedagogical news
- An invitation to a parent meeting or information evening
- To report of any infectious disease/lice etc

- Reports from the student council, the parent committee, etc
- ...

Parents sign up at www.gimme.eu and tick the channels they want to follow this year. As a school, we tick the **standard class, general school info and the information letter** for the parents. The other channels are optional, and you can indicate yourself.

- Parents Committee and School Council
- Future parents
- Former pupils
- The classroom channels
- Monthly information letter
- General school info
- Hot meals: info and menu
- The Nest: the coaching room and the extra care that is provided
- External info: camps, workshops, pedagogical info, surveys, ...
- After school care

During the general part of the information evening in September, the use and possibilities of GIMME are briefly explained. Parents who want more information can join a separate information session before or after the class information.

Forgot your password to log in? Click on 'Forgotten password' and enter your email address. You can have the messages delivered to your mailbox or download the GIMME app on your smartphone.

Don't have a GIMME account yet or has your email address changed? Send an email to the secretaries on: astrid.meskens@scholengroep.gentor by telephone on 09-2433099 or come in and say hello!

2. Information letter:

The Information Letter is written by the management and is published monthly. The letter contains (practical) information about the past and the coming month. You can easily find these afterwards via the GIMME channel 'info letter'.

3. Infant mailbox (on the book/bag cabinet of **all infant students**)

Here you will find information for your child. **Check** the mailbox every evening. Could parents who have separated please let the infant teacher know at the beginning of the school year whether you want to receive the letters twice (or not)?

4. Agenda lower:

In primary school, your child will take their **agenda** home every day. This gives you an overview of your child's tasks. Additional information and dates will be communicated herein. Space is provided for parents and teachers to write down questions or comments. **Please check and sign the agenda daily.** This will let the teacher know that you have read the information.

5. Information board: located at both entrance gates

Here you will find a short announcement of important (general) activities.

6. You can also contact the **class teacher** with questions

Teachers can always be reached by; email, via the agenda, on the playground in the morning and at the end of a school day. Teachers cannot be disturbed during class. In any case, you will see

them during the parent-teacher meeting (in September), the official parent-teacher contacts (2 obligatory and 2 at the request of the teacher or parent). At these times your child's report (primary education) will also be explained.

Could parents who have separated please let the teacher know at the beginning of the school year whether you want to receive the reports twice (or not)?

7. **Principal Julie** (dir.dekleineicarus@scholengroep.gent or julie.snauwaert@scholengroep.gent)
- during school hours
 - outside school hours and in case of absence, an appointment can always be made via the secretaries (09-2433099)

8. **The care coordinator Anja** (a.notteboom@telenet.be)
- You can always contact Anja with all your concerns. At the same time, she forms a bridge between the parents and the school. She can assist you with difficult files and papers.

9. **Secretaries**
- During the school hours 09-2433099
 - astrid.meskens@scholengroep.gent and ingrid.bosman@scholengroep.gent

10. **Coffee moment and Wake-up Wednesday show**
- Every last Wednesday of the month we hold the Wake-up Wednesday (*Wakkere Woensdag*) between 0835 and 0900. Children, parents and carers get to see and hear what is going on in the classes and at school that month. A class provides a performance and birthdays are celebrated. Before and after the show, the parents and team members are invited for an informal chat over coffee, tea and cakes (by parents). Can't be there? No problem, you can enjoy afterwards via the image report on GIMME and Facebook.

11. **Website** <http://www.dekleineicarus.be>

12. **Facebook:** De Kleine Icarus (public page) <https://www.facebook.com/dekleineicarus>

13. **Instagram:** <https://ap.lc/z0JPw>

14. **The Chair of the Parent Committee** (Stefaan Mortier (father of Felix L1 and Elise K1) Oudercomitedekleineicarus@gmail.com), the **Circle of Friends** (Jan Weymeis (father of Jakob K3 and Amarylis K2) vkdeklic@gmail.com) and the School Council (Liselotte Mortier (mother of Nora L3 and Matteo L1) lmortier@hotmail.com) are also available to answer your questions.

15. The **CLB:** The psycho-pedagogical worker, Geert Seps, is available by telephone on 09-2437982. (more info see school regulations)



Change of address

Please pass on any change (address details, telephone number, changes in family composition, family situation, etc) in a timely manner via email to astrid.meskens@scholengroep.gent and care coordinator Anja Notteboom (a.notteboom@telenet.be).



Accessibility

The K. L. Ledeganckstraat is barely 100 meters from the Heuvelpoort, one of the important intersections on the Ring, near the beautiful Citadel Park and the Museum of Fine Arts. We go for the following principles:

1. **WALK**
2. **BIKE:** we try to be a 'green school' and strongly encourage the use of bicycles and scooters. There are bicycle racks and a cargo bike zone in the car park (for parents), the entrance along Hofbouwlaan and the playground. The children of L5 and L6 lock their bicycles in the parking lot of the Hofbouwlaan. The school cannot be held responsible for theft.
3. **PUBLIC TRANSPORT:** Bus stop: Hofbouwlaan-Zwijnaardsesteenweg
4. **PARKING:** The car park at our school is reserved for staff cars between 0745 and 1630. The car park is also the access point for cyclists and pedestrians. Especially in times of Corona, where we must respect the 'student and parent flows', we ask parents to **park their bicycles in the bicycle racks or the cargo bike zone** and not all mixed up in the parking lot. To drop off the children by car, you can use the parking spaces in Ledeganckstraat or Hofbouwlaan (entrance at the back with 15 minutes for free), parking space next to the MSK (Museum of Fine Arts) or the Strop swimming pool.



Extra working time/homework

The children do all their tasks within the Dalton hours. However, some lessons will have to be repeated or practiced extra after school. The students **do not get traditional homework sheets** to take home.

1st grade: every day your child reads at home (out loud) for 10 minutes. The teacher can also ask for other skills to be repeated daily.

2nd grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home

3rd grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home.

4th grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home. After each WO (World Orientation) theme there is a repeat test. Your child will practice for this at home and during extra working hours.

5th and 6th grade: every week your child has a French test and a dictation. It is important that these are practiced at home. After each WO (World Orientation) theme there is a repeat test. For this purpose, your child studies at home and during extra working hours.

For Dalton tasks that are not completed, your child is responsible for completing them at home or at school during extra working hours (Tuesday and Thursday).

Details about the Extra Working Time (EWT):

Class	When	Tuesday	Thursday
L1 and L2	1530-1600	Mr. Lorenzo in Class L1 Ms. Dorien in Class L2	Mr. Lorenzo in Class L1 Ms. Dorien in Class L2
L3 and L4	1530-1615	Ms. Nele in Class L3 and L4	Ms. H�el�ene in Class L3 and L4
L5 and L6	1530-1615	Ms. Lisa in Class L5 and L6	Ms. Lisse in Class L5 and L6

The students are not required to participate in this every week. The responsibility, in view of our Dalton principles, lies with them. However, in consultation with the parents, the pupil and the teacher, it can be decided that the pupil participates in the extra working time for several weeks or consistently. Then the EWT will be mandatory! Completed tasks and rehearsed lessons are stamped in the diary so parents can see that the child was in EWT and what they did. We expect a parent to read and sign off the agenda every day. The teacher can write down extra tasks, lessons, comments, etc. on a daily basis.

If your child goes home immediately after the EWT (at 1615), they **do not have to pay for childcare**. They must, however, **sign out with the supervisor**.



Rules of life

We value **respect** in our dealings with each other:

- Mutual respect between the students
- Respect between the students, teachers and supervisors
- Respect between employees
- Material to be treated with respect

The means for this are provided in the classroom through **child contacts, student and class discussions, peer evaluation, class meetings and the student council**. Children learn to express ideas and opinions constructively and to formulate **opportunities for growth**. At the same time, they experience the power of **compliments**. The teacher sets a good example by actively providing **positive reinforcement**.

Through play times, we focus on a fun **playing policy** with:

- Clear playground agreements.
- An adventure playground and garden.
- Numerous toys, game squares and a climbing wall.
- A sandpit with sand toys.

- A game library with loanable game material.
- Class balls.
- Material that children can experiment with.
- Chill and time out zones.
- And much more....

We try to let the children **resolve conflicts independently** as much as possible with the help of '**the recovery poster**', to give me messages ("I don't like it...), acknowledging and listening to each other, to negotiate and certainly not to use violence towards the other.

If necessary, the supervisor enters into a **recovery meeting** with the children involved. Time and space are taken here to listen to the children and to express their feelings. The supervisor identifies the desired behaviour and determines a remedial action in consultation with the children. Depending on the seriousness of the incident, it will be decided in consultation whether or not the parents will be informed. Afterwards, the situation is further monitored by the supervisor involved.

When a problem persists or a child does not feel comfortable, we apply (from the 4th grade) different methodologies and tools. **Ms. Mien, our reconciliation coach at school, guides this.**

If your child is being bullied, inform the class teacher, care coordinator or management in straight away. Together with reconciliation coach, Emily, we go deeper into this and look for solutions. Parents of the children involved will be informed.

If you experience problems with your child and another child at the school, talk to the teacher or the principal first. **NEVER approach the child or parent directly.** This has the opposite effect!

In the school regulations you can read which **disciplinary measures** our school takes.



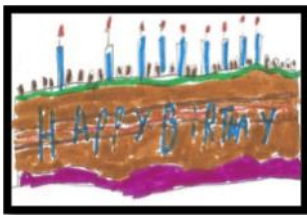
Healthy mind in a healthy body

Together with the students, the team, the Parent Committee and the School Council, we have worked on a solid health policy in recent years. Lesson series and projects are devoted to these themes every year. We try to divide the attention evenly between: healthy food, drinking enough, care for the environment, sustainability, strong attention to hygiene, exercise and feeling good about yourself!

• Snacks

- As a snack, the children eat fruit, nuts or vegetables in the morning
- In the afternoon, the children can eat a healthy snack (a sandwich, corn wafer, rusks, nuts, vegetables, fruit, ...)
- At 1605 we can give a snack (sandwich, corn wafer, rusks, fruit, ...) to the children (for €2 per week). You register your child for this at the beginning or end of the school year or later via the secretaries
- Sweets/Candies are not allowed in 'De Kleine Icarus'
- The children only bring water to school as a drink - in a drinking bottle and not in a PET bottle.

- **The vegetable garden boxes**
 - We have a small vegetable garden at school. Together (with parents) we ensure that this area provides us with goodies at different times during a school year. In class, these vegetables, berries and herbs are used in cooking activities.
- **Waste**
 - All waste is separated in the appropriate waste bins. Sorting is done by the students themselves. They are trained for this.
- **DKI on wheels**
 - Every last Thursday (infants) and Friday (juniors) of the month we organize 'DKI on wheels'. Children bring their bicycle, rollerblades, scooter, skateboard, etc from home and let off steam on wheels during an extra gymnastics lesson. With the children of the primary we practice their cycling skills in the Citadel Park or on the street.
- **Afternoon activities**
 - During the lunch break, the students can participate in afternoon sports led by the (gymnastics) teacher Laurence. Third-grade children are given the responsibility and confidence to organize activities for other primary school children: piano lessons, chess, dance, crafts, drawing, programming, etc. On Friday afternoon, if the weather is nice, there will be a DJ set outside by an accompanying teacher and children.



Birthdays/thank-you gifts

At school we like to celebrate birthdays with the children. Birthdays often come with presents. It is not the intention that parents buy individual gifts for the children in the class. If there is the desire to give a gift, then a **class gift** (a book, game, craft material, etc) is more welcome. **Candy/sweets are not allowed anyway.** Alternatives are a (homemade) cake or pie, fruit, etc.

At the end of the school year, some parents like to give a farewell gift to their child's teacher as a token of appreciation. This is a very nice and heart-warming gesture, but despite the good and appreciative intentions, we want to get rid of the habit of giving purchased gifts. What is more, you really don't have to give anything.

- At the **end of the school year, the management provides a gift** for the entire staff to thank them for their tireless efforts.
- In any case, the Parents' Committee spoils the teachers' team with surprises and a gift on behalf of all parents and children on **'the Day of the Teacher' (October 5th)**.
- The same for the school principal on **'the Day of the Principal' (January 31st)**.
- During the **'Day of the Employee' (April)**, the secretaries, maintenance staff and supervisors are honoured.

If you would like to play an active role in this, please let chairman, Stefaan Mortier, know (father of Felix L1 and Elise K1, via Oudercomitedekleineicarus@gmail.com).

By giving extra gifts as parents, we unconsciously exclude parents and children for whom it is not possible to buy a gift or add it to a class gift, even if it is not mandatory. Therefore, if you do want to give something, we ask you to be creative with this and let the **gift come from the children** such as:

- A drawing, work of art
- A map, poem, story
- A speech, song, dance, movie etc
- Homemade pastries, breakfast, lunch, etc
- A self-picked wildflower bouquet, a cutting from a plant
- A class yearbook
- ...



Physical education - swimming

The **gymnastics lessons** are part of our educational project in which **all students** participate. Both in the pre-school and primary school, physical education and swimming lessons are given by a special teacher. A student may be exempted from this if there is a valid reason and must be communicated in writing to the teacher. Long-term exemptions must be supported by a doctor's certificate.

Our children go **swimming** in the 'Strop', near the school. Swimming is a basic skill for children to acquire in primary school. That is why it is included in the attainment targets and is **mandatory**. Every pupil in primary education is entitled to one school year of free swimming. With DKI, the first year goes swimming every week at the expense of the school. The other classes swim every two or three weeks. The infants of the third grade start with water habituation after the Christmas holidays.

EQUIPMENT SPORT / SWIMMING

- A dark blue T-shirt (with school logo can be purchased without obligation from the secretariat)
- Gymnastic slippers and socks
- Gymnastic shorts (black)
- A decent gym bag
- Swimming: a swimming bag with swimming trunks or swimsuit and towel (no swimming shorts)

Please label all pieces to avoid loss.

Do you still have a gymnastics T-shirt that your child(ren) grew out of? Return it to the school so we can pass it on to less fortunate families.

More information about physical education lessons, practical appointments, after-school swimming lessons etc can be obtained from the gymnastics teacher, Miss Laurence (laurence_peeters@hotmail.com).



Philosophy of life

At De Kleine Icarus, two hours of philosophical subjects are provided per week from the first year. The philosophical subjects offered are; **the Roman Catholic religion, non-denominational ethics or the Islamic religion.**

The **choice** can only be changed at the express request of the parents **no later than the 30th June** of the current school year, by means of a form from the Education Department (available from Astrid at the secretariat).

As a parent of an infant (from the age of 5) in official education, you can choose to have your child follow philosophical education in the third infant class. Your child will join first grade children.

Philosophy of life education is therefore not offered separately for infant students. If you wish to discuss this, you can contact the management of De Kleine Icarus, julie.snauwaert@scholengroep.gent or 09-2433099.



After school activities

Our school organizes all kinds of after school activities (from 1530-1630) for a fee: infant sports, sports and games, dance, typing lessons, ... On the GIMME app under 'after-school care' you will find more information and also a registration link. As a parent, would you like to organize an **after-school activity** yourself? Please contact the director on julie.snauwaert@scholengroep.gent.

Payments are made to the **account number of VZW Vriendenkring DE KLEINE IC BE42 0018 6907 9054** stating the **name of your child and the name of the course.** In the context of our equal opportunities policy, you can approach the care coordinator or management for a reduced rate. The VZW (non-profit organisation and Vriendenkring = Circle of Friends) and teachers contribute the rest of the amount. You do not pay childcare fees during these after-school activities.



Lice

If you find lice on your child, we urge you to notify the school. Children with live lice infect other children so treat your child immediately!

As soon as lice are detected at school, we start a lice protocol:

- A GIMME is sent to the entire class/school
- The children are checked for lice by the care team/class teacher (the privacy of each child is taken into account)
- The parents of children diagnosed with lice are notified and urged to treat their child(ren) according to the 'Wet-comb method'
- The children in the group in which lice have been detected are checked again after two weeks.



What if there is an accident at school?

- The school informs the parent(s). The parent(s)/school requests medical care
- The school provides an accident form (for the insurance) that is completed by the parents and the attending physician
- The completed form is returned to the school at the secretariat for the attention of Astrid
- The parent receives from the secretariat the assigned file number from the insurance institution (Ethias)
- The parent(s) initially pay all costs themselves; doctor, pharmacy, hospital, etc
- In case of problems, a parent can contact Ethias at schadebeheer@ethias.be or 011-282986 and ensure to state the file number. If you need help with this, please contact the secretaries.

Any accident must be reported to the supervising teacher. Accidents on the way to school and home (via the shortest route) must be reported to the school (09-2433099 or astrid.meskens@scholengroep.gent) as soon as possible. Only the treatment costs are covered. There is no compensation for damage to clothing, bicycles, glasses and the like.



Fire

If the fire alarm goes off, everyone must go to the large playground. There the children, led by their teacher, leave the school through the back (brown) gate on the Hofbouwlaan and gather in the Citadel Park.

If you notice a fire yourself, notify the management or secretaries as soon as possible. Or call 112 (or 100) yourself.

If you notice the smell of gas, let us know immediately or call the helpline yourself.

If you see unsafe situations in the school yourself, you can always report this to the management or the secretaries.



Smoking ban

Based on the idea that *'seeing smoke makes you smoke'*, we joined 'Generation Smoke Free' in the school year 2021-2022. As a result, we declare our school smoke-free and no one is allowed to smoke on the school grounds.



Cleanliness at school

We have several people who clean at our school; Hanan, Kasun, Christine and Jean-Luc. The toilets are cleaned every day. Patrick is our handyman



Lost and Found

Write your child's name on everything: (lunch box/bag/jacket/sweater...). Preferably large and clear! The **Lost and Found objects** are collected in white bins by the central staircase. We hang found hats, scarves and towels on a washing line in the reception room in the autumn and winter. The found objects are regularly displayed and photographed for posting on GIMME. Clothes and items that have been lying around for longer are taken to the thrift store several times a year.

Do not let your child bring valuables to school! If your child does it anyway, it is at their own risk.



Mobile/cell phone use

Your child's mobile/cell phone is on silent and remains in the school bag or in a shared storage container during school hours, unless they are being used during an educational activity under the direction of the teacher (see also school regulations). If your child wrongfully uses their mobile phone during school (or care) hours, the teacher or supervisor will take the mobile/cell phone away and will only get it back when they go home.



Participation at school

1. Student Council

The children of the Student Council are elected by the students at the beginning of each school year. They choose from candidates from the 4th, 5th and 6th grade. The Student Council meets

approximately once a month under the guidance of two teachers. The pupils can reflect on school-related matters and formulate proposals to improve the functioning of the school. The Student Council president presents these ideas to the team at a team meeting. Their ideas/achievements are presented to the children and parents; at the monthly Wake-up Wednesday morning show, via the Information Board by the central staircase and via the GIMME channel app under 'general school info'.

2. Parental involvement and participation

At De Kleine Icarus we expect parent involvement. This can be done at; information evenings, parent contacts, the Wake-up Wednesday show and coffee moments, the Parents' Day etc. Parents can participate; in the classroom, on a trip, during the 'DIY/small-jobs' weekend and parties. Parents pass on their talent via a helping hand list, so that the team can address them specifically:

<https://docs.google.com/spreadsheets/d/1vWXnrPjbOibPKI4v7v06KY9xnt-btSPcXI4LD9W-F2k/edit?usp=sharing>

Parents are also invited to think critically and provide constructive feedback.

3. Class Parent

Two parents are responsible for each class, which we call Class Parents. They form a bridge between the parents and teachers. They take care of some of the communication, raise questions with the parents' committee, the school team about what is going on with the parents and ensure that parents are engaged in numerous activities:

- Along on a trip
- Organize something in class or at school
- Looking for parents for the 'DIY/small job' days
- Are you interested in this position? Contact the class teacher or the management (julie.snauwaert@scholengroep.gent)

4. Parental Committee

Our school is bustling with fun activities in addition to the regular lessons; school picnic, 'small-job' weekends, winter market, quiz etc. The Parental Committee is indispensable to ensure that all these run smoothly. They also consider the operation of the school to be important. Together with the management and some members of the team, they discuss ideas, tips and concerns of parents. The Class Parents are always questioned about this. This committee meets with the management four times a year (see dates on the school calendar).

In addition, they prepare an activity/party in small workgroups. You can therefore commit yourself for an entire school year or just for one specific activity. Everyone is welcome!

The chairman of the parent committee is Stefaan Mortier, dad of Felix (K3) and Elise (K0) and can be reached by e-mail (oudercomitekleineicarus@gmail.com).

5. Circle of Friends

This association of parents and members of the school team is a non-profit organization that manages the cash with income from school activities in consultation with the management.

The circle of friends offers financial support for many activities.

- Annually recurring activities: support GWP and after-school activities for children (from vulnerable families), 'class greenhouses' (a kind of operating budget per child for the teachers).
- Activities in recent years: the refreshment of the mural on the playground, the purchase of a party tent, refrigerator, wagon, climbing wall and toys, work in the garden, ...

If you would like to know more about the Circle of Friends in general or if you are interested in participating in this, please let the chairman of the circle of friends know, Jan Weymeis, father of Jakob (K2) (vkdeklic@gmail.com).

We are still looking for additional parents.

6. School Council

The school council is a consultative and advisory body. This consists of staff members, parents and representatives from the broader environment of the school (social, economic and cultural environments). Each member must be elected and the term of office is four years. The principal is not a member of the School Council but does participate in the meeting. The current composition of the School Council can be found below:

- 3 members of staff elected by and from the staff:
 - Mien Van Laethem (care teacher)
 - Dorien Van Den Steen (L2)
 - Sharon Blanchaert (L5)
- 3 parents elected by and from the parents:
 - Liselotte Mortier, chairman and mother of Nora (L3) and Matteo (L1) (lmortier@hotmail.com)
 - Lotte Vandermeersch, vice-chairman and mother of Felix (L2) and Rozanne (K3)
 - Arion Flynn, father of Sylvester (L2) and Inti (K2)
- 2 co-opted members from the area:
 - Katrien De Maegd (lecturer/researcher in pre-school teacher training primary education HOGENT)
 - Tom Pieters, father of Ruben (L3) (lawyer and deputy judge in the police court of East Flanders)



Equal education opportunities

In our school policy we **strive** for as many opportunities as possible for every child. We do this by deploying broadly in various areas;

- **Spoken and written communication through various channels;** in-person, Wake-up-Wednesday show (with coffee moment), class parents, the information board at the school gate, WhatsApp group (of the pre-school class), mailbox, agenda, the online platform Gimme (which has a translation option), the parents' committee, and so forth
- **Approachability of the team** namely via the Care Coordinator (Anja), Secretaries (Astrid and Ingrid) and Director (Julie)
- Support Care Coordinator Anja and Secretary Astrid for **all kinds of administrative requests** (Gimme registration, insurance papers, ...)
- **Language-rich context** via a basic vocabulary list, class dictionary, story bags, ...
- (free) **extra working time** (EWT) after school led by a teacher with access to all kinds of learning resources, materials, laptops, iPads, ...
- Encouraging students to pass on their old (outgrown) school gym t-shirts through school
- An individual **Chromebook** from the third grade, which can be taken home
- Facilitation of **(free) care during parent contact**
- Various possibilities for **participation** (participation and/or thinking along)
- Participation in **LEOS** (Tasty Food at School/Lekker Eten Op School)
- Focus on **self-made gifts/niceties from the children** at birthdays, class parties, ...
- As many as possible **free or cheap trips/workshops as possible**
- **Transparent cost estimation and invoicing**
- **Transparent spending** of the competitive maximum invoice and possible reimbursement
- **Financial contribution from the school and the Circle of Friends** (for childcare, afternoon snack, after-school activities, GWP (savings plan), ...) or Achilles Fund, Pelicano Foundation
- Offering (basic) drinks and snacks at accessible prices during (school) parties