



parent Guide

Versailles International Kindergarten

2026-2025



www.versailles-kindergarten.com



Admin@versailles-kindergarten.com



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About Versailles Kindergarten

Versailles International Kindergarten adopts the British curriculum based on the EYFS (Early Years Foundation Stage) framework, which focuses on the holistic development of the child through play and constructive interaction with the environment.

We enhance English language learning while supporting Arabic, Islamic Education, and French, all within a safe and stimulating environment that fosters growth.

The kindergarten welcomes children aged 3 to 5 years in the following stages:

- Reception 1 - KG-1
- Reception 2 - KG-2

We strive to prepare today's children to become tomorrow's leaders—equipped with confidence, curiosity, and essential life skills to face the future with resilience and success.

Our Vision

Our vision is to prepare today's children to become tomorrow's leaders, capable of creativity, innovation, and confidence in their abilities and aspirations — a child who grows, plays, and thinks.

Our Mission

We aim to be a key contributor to achieving Qatar National Vision 2030 by providing a modern and innovative learning environment, based on national standards for early childhood education. This environment prepares future leaders to analyze and solve problems, think creatively, and actively contribute to the development of our society.

Our Task

Our mission is to inspire a love of learning in every child, to accompany them on their developmental journey, and to guide them through different learning processes.

We work to achieve the following goals:

- Develop children's ability to learn independently and encourage creativity and innovation.
- Discover, shape, and nurture children's talents.

- Integrate play into the teaching and learning process.
- Prepare the child to become an active participant in society.

Core Values

- My Values, My Identity
- Citizenship
- Cultural Diversity
- Belonging
- Respect
- Giving
- Honesty
- Responsibility
- Appreciating and nurturing students

Versailles Kindergarten Program – British Curriculum (EYFS)

Our curriculum is designed to achieve our educational goals in line with the British curriculum, tailored to the developmental stage of each child. We remain committed to fulfilling our vision and mission through the seven EYFS areas of learning:

Communication and Language	Creating an environment that offers children a wide range of activities that encourage speaking, listening, and understanding. This helps them build confidence and develop the ability to express themselves, follow instructions, and participate in activities.
Physical Development	Providing opportunities for children to engage in physical activities that enhance coordination, control, and movement. Children also learn about body functions, healthy choices regarding food, and personal hygiene.
Personal, Social, and Emotional Development	Helping children build self-confidence by exploring their skills and abilities, developing independence, recognizing and expressing emotions, and building positive relationships with peers and adults.
Literacy Development	Encouraging children to form and spell simple words (CVC words – consonant, vowel, consonant) after learning the 24 basic English phonemes (out of 26 letters) and the 28 Arabic

	<p>letters with vowels. This enables children to combine sounds and letters to form words.</p>
<p>Mathematics</p>	<p>Providing children with opportunities to practice skills such as counting, understanding the value of numbers, recognizing shapes and sizes, and learning basic concepts of addition and subtraction.</p>
<p>Understanding the World</p>	<p>Introducing children to the world around them by exploring natural and man-made environments. This area also emphasizes community belonging, strengthening Qatari identity, and learning about people's roles in society, as well as technology and its benefits.</p>
<p>Expressive Arts and Design</p>	<p>Nurturing imagination and creativity by providing children with tools and resources for exploration and artistic expression. They engage in role play and have opportunities to use technology.</p>

Learning Support

In line with our vision, we support all children in their learning. When a child requires additional assistance, our specialized Learning Support Team provides tailored educational interventions. Support plans are designed collaboratively with the class teacher and parents, and an Individual Education Plan (IEP) is agreed upon before implementation.

General Educational Goals

- Develop oral and written language skills.
- Enhance cooperation and social interaction.
- Enable children to observe, discuss, think, and explore.
- Build children's ability to differentiate, imagine, and recognize shapes and colors.
- Foster critical thinking and problem-solving skills.
- Promote independence and self-reliance.
- Instill ethical and moral values and the principles of tolerance in children.
- Strengthen language acquisition and raise awareness of multilingualism (English, Arabic, French).
- Encourage children's emotional and social growth.

- Support creativity and independence.

Useful Information – How to Contact Us

Job Title	CONTACT
Reception / Pastoral	Phone: 40-390-622 Email: Admin@versailleskindergarten.com
Management	Phone : 50895037 Email : f.beddar@versailles-kindergarten.com
Nurse	Phone: 40-390-622 Email: infirmerie@versailles-kindergarten.com
Admissions	Phone : 50895037 Email : Admin@versailles-kindergarten.com
Accounting Department	Phone: 50895037 Email: Accounting@versailles-kindergarten.com

Communication at Versailles International Kindergarten

We encourage parents to meet with the Principal, class teachers, or any other staff member by booking an appointment or by visiting the kindergarten directly.


Announcements and News

- Website: www.versailles-kindergarten.com
- Facebook Page: facebook.com/versailleskindergarten
- – updated with photos and news
- Instagram Page: instagram.com/versailleskindergatners

Kindergarten Working Hours

Versailles International Kindergarten operates from Sunday to Thursday:

- 6:30 am – Doors open
- 7:30 am – Start of classes
- 1:00 pm – End of classes
- 2:00 pm – End of daycare

 For security reasons, the gate will remain closed from 8:00 am until 1:00 pm. We kindly ask parents to respect this schedule to avoid disturbing the smooth running of the kindergarten.

Children whose parents are late for pickup in the afternoon will be entrusted to the daycare.

School Attendance

At Versailles International Kindergarten, we have high expectations for our students. This means that students should only be absent when absolutely necessary.

Any absence will be considered unauthorized unless a written request from parents has been approved by the kindergarten.

- If your child is sick on a school day, you must inform the kindergarten as soon as possible.
- A medical certificate must be provided upon the child's return to confirm the diagnosis.
- Registration time is between 8:00 am and 8:15 am.
- Any student arriving after 8:15 am will be marked as late.

Authorized Absences

- Medical reasons: justified by a doctor's certificate for an absence of 3 days or more.
- Bereavement: in case of a family loss, the student is entitled to up to 3 days, justified with a written note from parents.

Unauthorized Absences

Any absence not covered by the reasons above will be considered unauthorized.

Admission Documents

The completed registration application form, along with the required documents, must be submitted to the Admissions Office.

Required documents:

- Copy of the child's and parents' QID/Residence Permit.
- Copy of the child's and parents' passport.
- Birth certificate.
- Two recent passport-size photos of the child.
- Student medical file or Health Record created at the Primary Health Care Corporation in Doha.

- Copy of the child's vaccination record.
- Completed and signed registration form (by the parents).
- Completed and signed health form (by the parents).

Documents may be submitted directly to the kindergarten or sent via email.

Re-Registration Process

The re-registration process begins in March of each academic year for all currently enrolled students at Versailles International Kindergarten. Parents will be informed via email before the process starts.

Parents are required to complete the re-registration form (available at the Reception Office) and pay a QR 1,000 deposit to the Accounting Department.

Student Withdrawal Process

Parents must provide the administration with at least one month's written notice prior to the withdrawal date. Families leaving must complete the withdrawal form available at the Reception Office.

Fees

- Tuition Fees: QR 18,000
- Registration Fees (new students only): QR 500
- Books & Uniform Fees: QR 1,400

Registration Fee: QR 500 per child (non-refundable, non-transferable).

Re-Registration Fee: QR 1,000, payable at the time of re-registration to reserve a place for the following academic year (non-refundable, non-transferable). This amount will be deducted from the first term's invoice each year.

Payment Methods

Tuition fees must be paid in three installments using one of the following methods:

- Cash

- Direct bank deposit

For bank deposits or transfers, a copy of the deposit/transfer slip must be submitted to the Accounting Office (by hand or via email) at:
Accounting@versailles-kindergarten.com (with the student's full name).

Bank Details:

- School Name: Versailles International Kindergarten
- Bank: Qatar National Bank (QNB)
- Account Number: 0259-070255-001
- IBAN: QA89 QNBA 000000000259070255001

Payment Schedule:

- 1st Installment: 30 August 2025
- 2nd Installment: 29 December 2025
- 3rd Installment: 30 March 2026

Parents are fully responsible for paying all fees. Payments must be made according to the above schedule.

Returned Cheques

If a cheque is returned, the following measures will apply:

- An administrative fee will be added to the student's account.
- Parents will be contacted via email and SMS to settle the balance.

During the settlement period:

- Parents with outstanding balances will not be authorized to receive the student's school report.
- The kindergarten will not issue authorization letters or enrollment certificates.

Students Sponsored by Companies:

Versailles International Kindergarten does not deal directly with companies. Parents remain responsible for paying all fees on time and seeking reimbursement from their employer (using the school's official receipt).

Behavior Policy

Education at Versailles International Kindergarten follows the British curriculum and is organized accordingly. Parents are considered members of the educational community.

- Children and families must refrain from any behavior, gesture, or words that undermine the dignity of teachers or staff.
- Teachers must refrain from any form of violence, or behavior that reflects indifference or disrespect towards children or families.
- Any violation of school regulations — particularly acts affecting the physical or moral safety of children, teachers, or staff — may result in disciplinary action.
- Any damage caused deliberately or through negligence must be repaired or replaced.


School Uniform

Children must wear the school uniform throughout the week. Parents are expected to comply with this policy.

Cafeteria

Students are encouraged to eat healthy, balanced meals.

- Chocolate, chips, soft drinks, or high-sugar juices are not allowed.
- Breakfast and lunch may be eaten in the cafeteria.
- Any food deemed unhealthy will be confiscated.
- Meals will be checked each morning by teachers/teaching assistants.

 **Nut-Free Policy:** Versailles International Kindergarten is a nut-free environment. Foods containing nuts (including Nutella) are strictly prohibited.

Except for individual meals, no outside food is allowed in the kindergarten.

Early Student Departure

Parents are requested not to pick up their children before the end of the school day. In case of necessity, prior permission must be obtained (verbal or written).

Student Dismissal & Pick-up

If there is any change in a child's pick-up arrangements, parents must inform the kindergarten immediately. A written note given to the teacher in the morning, or a phone call to the Reception Office, is preferred.



No student will be released without prior notification and only to authorized persons. If a driver is responsible for pick-up, the kindergarten must be informed.

Reward System

Verbal Praise & Encouragement

We want our students to feel confident and proud of their achievements. We use praise and encouragement to build mutual respect and reinforce positive behavior.

Class Dojo

Students are rewarded through Class Dojo Points for respect, hard work, kindness, helping others, etc. Parents are informed of each point and the reason it was awarded.

Star of the Week

Every week, during assembly, one child from each class is recognized as Star of the Week and receives a certificate for their positive achievements

School Supplies

Versailles provides notebooks for each student during the school year. A supply list will be sent to parents before the start of the year. At the end of the year, remaining items will be returned to parents.

Annual School Photo

We will organize an annual class photo session. Parents will be informed in advance, and children must wear the full school uniform.

Student Progress

Throughout the year, children's progress is recorded and stored centrally. At the end of each term, results are analyzed, and intervention strategies are applied to support students who are not on track. Goals may be adjusted accordingly, ensuring that all students achieve the best possible outcomes.

School Reports

Parents will receive a report at the end of each term, detailing their child's achievements and efforts across all curriculum areas.

Health

Children admitted to the kindergarten must be in good health.

- Any child who appears ill or feverish will be sent home.
- Parents must inform the kindergarten of any contagious disease (e.g., chickenpox, measles).
- A medical clearance certificate must be provided before the child can return to class.
- Staff are not allowed to administer medication.
- Children must not carry medication in their school bags or pockets.

If medication must be delivered (e.g., to the nurse), it must be handed directly to the nurse.

Parents are required to accurately complete the health form provided at the beginning of the year.

In Case of Emergency:

- Students will be entrusted to medical services (ambulance) if needed. Parents will be notified immediately by the Principal.
- For non-emergency situations, parents will be contacted as soon as possible to pick up their child.

Health & Safety

- Kindergarten facilities are cleaned and ventilated daily.
- Sanitary facilities are kept in excellent condition and disinfected regularly.
- Children must attend school in proper, clean clothing.
- Parents must ensure personal hygiene and a healthy daily routine that supports learning.
- Only toilet-trained children will be admitted.

Head Lice Policy: Parents must inform the teacher if their child has lice or nits. Any affected child must be treated. If the situation persists despite repeated warnings, the child will be excluded until fully treated.

Children must keep a spare set of clothes in their school bag. Borrowed clothes from the kindergarten must be washed and returned promptly.

For independence, children should wear clothes they can manage by themselves (easy to put on and take off).

Safety & Security

- Unauthorized persons are not allowed on campus during school hours.
- The kindergarten gate remains closed at all times, monitored for entry and exit.
- Children must wait for their guardian to enter or leave the kindergarten.
- Running around the school premises is not allowed.
- Aggressive or dangerous play is prohibited.
- Children must respect school property and equipment.
- Personal toys, mobile phones, and valuable jewelry are not allowed.
- Any item that could endanger others or property is strictly forbidden.

Emergency Drills (Fire Drills)

Emergency evacuation drills are practiced regularly to ensure that students can safely exit the building in case of an emergency. Children are expected to follow evacuation procedures calmly and in an orderly manner.

Supervision

Children are supervised continuously from arrival at reception until the end of the school day, including during breaks. Supervision is provided by teachers and assistants.

Please note that the kindergarten is equipped with a camera system that covers all areas of the premises, except for classrooms.

Parents at School

Open-Door Policy

We will always do our best to accommodate unexpected visits, and the kindergarten management is always ready to welcome you. However, we kindly request that parents contact the Reception Office to schedule an appointment if they wish to meet with staff. The meeting will be confirmed and recorded in meeting minutes.

Parent Meetings

There are three scheduled parent-teacher meetings each academic year. These meetings are dedicated to discussing your child's progress.

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