



ΕΚΠΑΙΔΕΥΤΗΡΙΑ
ΘΕΟΔΩΡΟΠΟΥΛΟΥ

A GUIDELINE FOR PARENTS

2009-2010

THEODOROPOULOS SCHOOLS S.A.

KORAKIES, CHANIA 73100 – TEL: +30 28210 66999 – Email: kostas@zita.gr – www.zita.gr

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Introduction

The aim of our school is to create a secure and happy environment in which the children may develop their individual capabilities as fully as possible. Particular attention is paid to the steady growth of intellectual skills, aesthetic awareness, physical dexterity and moral and social attitudes. We believe that under these circumstances offer our pupils an excellent opportunity to grow up with a full understanding of the need to work hard to develop their own potential at the same time as learning how to adapt to the diversity of the world around them by engendering and developing an understanding and love for Greece and Greek ideals.

Mission

Although the world has changed radically since then, our purpose is to provide a first-class education, fostering abilities both in the field of academic and general education, and in sporting activities and the performing arts. It is the school's intention to educate the whole person in the hope of developing responsible citizens of the world of good character.

Philosophy

Our school possesses a challenging academic curriculum through which children are inspired to develop open and enquiring minds, and a rich extra-curricular program in which every child is encouraged to participate. Each pupil is treated as an individual and cared for within a supportive environment where both teachers and fellow pupils feel the responsibility for each other's general welfare, and where service to the community at large is considered essential.

Discipline

We aim to establish an orderly and purposeful atmosphere in which children and teachers develop, quite naturally, friendly and mutually respectful relationships. School rules are designed to maintain the welfare of the children and are kept to a minimum. They are, however, insisted upon and serious or persistent breaches of them will be reported to parents. Elementary rules are explained to all students at the beginning of the year, both in a school-wide assembly and in individual classes. Periodic reminders of the rules are made both in monthly assemblies and in individual classes, as needed.

Rules for the elementary students are:

1. Do not throw anything anywhere around school – stones, sticks, sand, etc.
2. Put your trash in the garbage cans.
3. Use proper language at all times.
4. Respect the property of others.
5. Stay within the playground limits.
6. Always flush the toilet after use and wash your hands.
7. Students are required to play outside the building if it is not raining.

Staff

A majority of staff has been educated in English-language colleges and universities and demonstrates a good understanding of American-style curriculum and instructional practices. Staff members and administrators possess the qualifications of education, experience, and commitment that contribute to effective learning.

Curriculum

Language: English is fundamental to our school's curriculum since it is the medium of instruction for the majority of the subjects taught. Since every pupil's full participation and achievement depends upon good oral and written skills some aspects of English are taught daily, including reading, handwriting, spelling, grammar, comprehension and creative writing. Reading skills are actively taught. From the very start we try to develop their appreciation of reading for pleasure as well as for the acquisition of knowledge.

Mathematics: From the beginning the children follow a structured program which covers all important areas of mathematics: computation, shape, length, weight and money. We introduce practical work at all stages to ensure that understanding accompanies mechanical written work. Mental work is considered important. Tables are expected to be thoroughly learned. Throughout the school pupils are allowed to work at their own level of competence.

Music: All students in Grades 1 – 6 have an integrated Music program designed to encourage the active participation of all students in singing, rhythmic exercises, and the playing of musical instruments as well as an awareness of various types of music from around the world.

Modern Greek: Students in Grades 1 -6 study Modern Greek each week. As much as possible, students are grouped according to ability levels. The program introduces students to the Modern Greek language through a variety of methods and local resources. The general aim of the program is to generate an enthusiasm for the Greek language and Greek culture and to help students develop the Greek language skills they need in order to function better in the life of the host community.

Physical Education: All students in Pre-Kindergarten – Grade 6 have Physical Education classes on an average of two or three times per week. Emphasis is placed on development of physical skills appropriate to each level and on sportsmanship and teamwork and the full participation of all students in all sports activities including swimming.

Computers: All students in Grades 1-6 are given regular instruction in computers at an appropriate level of difficulty once a week by the school's Computer teacher using the full resources of the school's up-to-date Computer Lab.

Arts: Younger students will be taught skills such as, painting, drawing, model making and collage.

Geography: Students will use both written course material and conduct field work. The local environment offers a rich variety of geographical phenomena, flora and fauna and it is intended that students should experience ecological principles first hand in order to gain a clearer understanding of material learned in class.

Cultural Events

Students are encouraged to attend a variety of art exhibitions, theatrical performances and not only throughout the academic year. In addition, the proximity of the school to the center of Chania provides many opportunities for cultural appreciation. A visit to the classical ruins and museums of the city are part of the curriculum. Educational trips will also be enjoyed in order to enhance any material learned in class.

Homework

A great deal of consideration is given to the question of homework. Having spent more than six hours at school, reading, writing and concentrating, we believe that our children should not have to spend too much time on further study once they get home.

A little homework is good training, the beginnings of self-discipline necessary for the hours of study which will come later in the Senior School. Sometimes there is work to finish off; other times homework will reinforce a lesson covered during the day. Best of all, there is always reading! You have to read to them, they read to you – books should always be a pleasure.

Homework should be done in an area without distractions – no background noise like television or family conversations. Some parents prefer to supervise this time, but we ask that they allow the children to make their own mistakes as the teacher needs to know exactly how much of the lesson has been understood.

Student Attendance

Due to the rigorous, 'hands-on' nature of our program, students need to be at school every day. Gathering homework and getting students back up to speed upon their return is time-consuming for the teachers with whom your child works. Please be sensitive to this when requesting homework. Of course we understand that children will often be unable to get to school on time or attend school at all, in which case we ask you to call the office immediately.

Tardies: We expect students to arrive on time to all their classes, most importantly the morning homeroom. Chronic tardiness sends a message to children. Show the importance of punctuality by making sure your child arrives on time. If your child is late, please make sure he/she or you let the Main Office know before going to class.

Daily Absences: If a student is absent for the day, call the Main Office and state the reason for the absence. We will coordinate homework on an individual basis. Please schedule meeting/appointments after school. We strongly discourage students being taken out of the

classroom before the school day is over. It would be appreciated if absences due to excursions or other activities could be kept to a minimum.

Uniform

All pupils are required to wear the school uniform.

Consultant's Office

This department is a novelty to Theodoropoulos Schools. It is aimed not only to help students but also to give any advice required by the parents. It helps students with learning difficulties and cooperation or behavioral problems. It offers its consultancy in solving any problem that arises with the close cooperation of the school staff and parents.

Channel of Communication

In the event a parent has a concern about some aspect of the school, the following procedures should be followed:

- a. If the matter concerns a specific class or individual teacher, the parent should contact the teacher directly to try to find a solution. If no solution can be found by this route, the parent and teacher should meet with the director to see if a solution can be found at that level.
- b. If the matter concerns a more general aspect of the school, parents should contact the director to try to find a solution. Failing this, the director may recommend that the matter be referred to the board.

Food and Beverages

In our premises there is a canteen which is open during the breaks and a restaurant which offers lunch at noon.

The daily menu varies is tended by a nutritionist and prepared by the well trained staff in keeping with the regulations of hygiene according to the ISO 22000:2005 (HACCP).

Visitors

We make every effort to keep the classroom sacred so that maximum teaching and learning can take place. Serious work is being done in the classroom and teachers appreciate professional space and respect. For that reason, visitors are not allowed into any classroom unless they have a Visitors Pass or have made prior arrangements with the teacher and principal.

Transportation

The school is making a concerted effort to have as many families as possible opt to use our school bus service. In line with this effort our school has kept the annual school bus fee as low as possible. If bus use is not possible we kindly request that parents who drop off their children do so at least 10 minutes before classes begin.

Private Vehicles

Parents who choose to bring their children to school by private vehicles will be asked by the entrance security to drive very slowly and carefully while on school grounds and to observe the various no-parking signs. Please do not park anywhere in the school driveway or where there is a no parking sign.

Emergency Procedures

1. Accidents / Illness

In all cases of accidents or illnesses, parents will be informed by telephone immediately. For this reason, it is important that parents must provide the school with emergency phone numbers. Depending on the seriousness of the situation, parents may be asked to come to school to pick up their child. If a situation requires immediate medical attention, the student may have to be taken to the local public hospital, a 20 minute drive away. In such cases, parents will be expected to cover all medical expenses.

2. Emergency Evacuation

All teachers are given detailed instructions as to what to do in the event of an earthquake, fire, or any other emergency. At least one earthquake drill and one fire drill are planned each semester. In the event of a fire, the same evacuation routes will be followed as in the case of an earthquake. A third procedure is followed in the rare event on any other threat to the school by outsiders, during which the students are asked to take their personal belongings outside with them. In such cases, the local security authorities are also called in.

School nurse

The school clinic is run by a well-qualified nurse, who will give first-aid and basic medical care to all students and staff. If your child requires any medication please contact the school nurse, otherwise no medication will be administered by the nurse.

In June 2009, our school satisfied the requirements for the Greek Health and safety inspection ISO 9001:2000 and ISO 22000:2005 (HACCP) as set out by the German National Institution DQS GmbH, for the high quality of the services we provide. Theodoropoulos school are one of the first school in Greece to obtain this accreditation.

Summer Youth Camp

After the 15th of June (the end of the academic year) on our premises we offer summer courses aimed at ages 6 - 13. The target of these programs is to give each child the possibility to relax via pedagogic and physical education in a pleasant and creative environment.

The physical curricular offers swimming, football, basketball, volleyball. The pedagogic curriculum offers art, music, computers and English. Once a week the program includes recreational visits.

The summer program is divided into four zones:

Zones:

- A. 08.15 – 14.30 (includes lunch)
- B. 10.00 – 13.20
- Γ. 10.00 – 14.30 (includes lunch)
- Δ. 08.15 – 13.20

Periods:

- 1st 17/06/10 till 30/06/10
- 2nd 01/07/10 till 14/07/10
- 3rd 15/07/10 till 28/07/10

Registration:

- till 11/06/09
- till 25/06/09
- till 9/07/09

In order to register we need:

Application form – Health certificate – 2 photos

Admission and Registration Procedures

Documentation from Previous School

Previous school reports are required. Records for the year immediately before are necessary for Grade 1 to 6. In certain cases, the school may request grades and other documentation directly from the previous school.

Health Records

It is extremely important that the school have accurate health records for all students, particularly with regard to hearing and vision and any special medical conditions and restrictions for each child. The school has developed a basic Certificate of Child's Health, which must be filled out in full by the parents and a physician and submitted, before the child can attend classes.

Accreditation – Tuition fees

Theodoropoulos School (Liberal Studies Center) is a private school authorized by the Greek Ministry of Education. All international students are accredited, are eligible to study anywhere abroad and the transcription from our school will be accredited by colleges and universities in the USA. Our school will be using the American curriculum.

Tuition fees: € 7,800.00 per year (classes with 4 or more students), € 8.630.00 per year (classes with 3 students), € 9,530.00 per year (classes with 2 students).

Transportation fees: € 960.00 per year.

Lunch: € 680.00 per year.

Uniform fees: € 40.00 per uniform.

Contact:

Call: Mrs Chara Tsoupaki Tel: +30 6937 081204,

Monday to Thursday, between 11.00 – 13.00,

or leave a message at the Secretary Office.

Calendar 2009 / 2010

1st Term	September 1 st	Open Day
	September 14 th	Parent-Teacher Meeting (18:30)
	September 16 th	Classes Begin
	October 2 nd & 5 th	No classes – Greek Elections
	October 27 th – 28 th	No classes – OXI Day
	November 11 th	No classes – Veteran’s Day
	November 17 th	No classes – Greek National Holiday
	November 26 th	No classes – Thanksgiving Day
	November 30 th	End of 1 st trimester; Parent – Teacher Conferences
2nd Term	December 23 rd - January 8 th	No classes – Christmas Vacation
	January 18 th	No classes – Martin Luther King Day
	February 15 th	No classes – President’s Day & Ash Monday
	February 26 th	End of 2 nd trimester; Parent – Teacher Conferences
3rd Term	March 24 th – 25 th	No classes – Greek Independence Day
	March 27 th – April 11 th	No classes – Easter Vacation
	May 24 th	No classes – Holy Spirit Day
	May 31 st	No classes – Memorial Day
	June 15 th	Last Day of School – Graduation Day