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Dear Parents,

Welcome to Genius Aulad™

This handbook serves as a general reference needed by parents to understand Genius Aulad™ procedures and teaching-learning process.

You will find in the manual, contents on:

1. Contact Information
2. Program Mission and Vision
3. Admission and Enrollment
4. Learning System
5. Operating Procedures
6. Policies
7. Conflict Resolution
8. Parents Involvement
9. Final Thought



**1. CONTACT INFORMATION**

- Thank you for your support in us and together, let us realize our mission and vision.
- We are always willing to answer your questions and help to resolve your concerns. Should you need additional assistance, please call the respective centre nearest to you or through our websites at [www.geniusaulad.com.my](http://www.geniusaulad.com.my)

**2. PROGRAM MISSION AND VISION**

**a) Mission**

- The provision of an Islamic foundation through English language-based Islamic religious studies and conventional preschool education.

**b) Vision**

- Towards the creation of adaptable and educated Muslims, confident to meet the challenges of an ever-shifting global environment and thus able to contribute to the positive growth of the Ummah.

**3. ADMISSION AND ENROLLMENT**

- Genius Aulad™ programs are open for children age 3 to 6 years old.
- **Priority Registration** is given to the existing students upon confirmation with non-refundable and non-transferrable payment for booking.

**a) Registration**

- Parents may register online at [www.geniusaulad.com.my](http://www.geniusaulad.com.my)
- Children entering preschool must be the proper age by 31<sup>st</sup> December of the year.
- A copy of child's birth certificate is required at time of registration as well as parents details eg : address, contact number, email address.
- Kindly update any changes of details as and when necessary.

**b) Schedule of Genius Aulad program**

**i. Preschool Program**

- Preschool class runs for two sessions, morning and afternoon.

Day	Morning session	Afternoon session
Monday – Thursday	8.30 am – 11.30 am	1.30 pm – 4.30 pm
Friday	8.30 am – 11.00 am	1.30m – 4.00 pm

- Every Friday, student will leave the school **30 minutes early** as the Break Time is lessened to 10 minutes and there will be no Circle Time Dismissal for the day.



ii. **Full Day Preschool Program**

- This program starts at 8.30 am to 5.00 pm.
- This program includes the Preschool Program, homework guide and extra reading sessions.
- This program is only for participating centres.

iii. **Play School Program**

- This program is only for participating centers.
- The program has two (2) sessions. Daily and Weekly sessions where both classes will only take up 2 hours.

<b>Daily Basis</b> ( 5 days a week )	9.00 am – 11.00 am
<b>Weekly Basis</b> ( once a week )	

iv. **Little Qari**

- This program starts at 2.30 – 4.30 pm.
- This 2 hour program is only for participating centres.

**c) Classroom Placement**

- Student’s class placement shall be done base on the availability and suitability of the class. Upon the discretion of the Principal/Centre Manager, suitability class placement is based on first come first serve basis.
- Classes will normally be made up of children from the same year group. Most classes have between 15-20 students.

**d) Withdrawal and Transfer of School**

- One month written notice is to be given for any withdrawal for the teachers and management to make necessary arrangement for the child.
- No withdrawal notice can be made for the month of October and November as it will disrupt the overall prior preparation for the academic year-end.
- Transfer of students to another centre can be made **after the 30<sup>th</sup> of the month** with 1(one) month written notice.
- All outstanding fees must be settled before any withdrawal or transfer.

**e) Payment & General Procedures**

- All fees paid are non-refundable and non-transferable.
- Booking payment of RM 100 for the following year registration must be made to secure a seat at Genius Aulad™centre.
- Balance payment of registration need to be made before 15<sup>th</sup> December as in the school Fee structure.
- Monthly payment shall be on the 5<sup>th</sup> of every month.
- Overdue of 2 consecutive months shall result in loss of placement for your child.



- REFUNDS are not granted for absence or days missed due to illness. Vacation or any personal related matters such as mother's confinement leave.
  
- Payment can be made by :
  - i. \*Cash terms at the school office ( For merchandise item only )
    - The school will not be held responsible for any loss of money if cash transaction is NOT done at the school office.
  
  - ii. Online Banking / Interbank Transfer
    - Kindly call respective centres for company Account Number.
    - A copy of bank in slip to be attached in your child's Message Book.
  
  - iii. By Banker'sCheque
    - Refer to respective centres for payee name.
    - Child's name and class to be written at the back of the cheque.
    - RM 25 service fee also applies for cheque that is dishonored by the bank.
  
  - iv. Personal Cheque
    - We will NOT accept personal cheque for any payment.
    - RM 25 service fee also applies for cheque that is dishonored by the bank.

\*May subject to change upon instruction from respective bank/merchant service provider.

\*Not applicable to HQ centres.

#### **4. LEARNING SYSTEM**

- Genius Aulad™ program has been designed to provide the best preschool experience possible. It includes Interactive Islamic and Science oriented themes and English creative works and play. You shall be briefed on the curriculum and syllabus on the day when you made enquiry at the centre nearest to your neighborhood.
- Other than group and class activities, our program is also equipped with individual learning approaches.

##### **a) Daily Individual Reading : Reader Readiness**

- Main reading material : Starter Words series
- You will be notified on the reading level of your child. Kindly make necessary arrangement/purchase of the book for your child according to their reading level.
- Please ensure that :
  - i. The book is in the child's bag each time he/she comes to school.
  - ii. Parents shall be given reminders if the book is not in the child' bag.
  - iii. Parents are deemed as not interested in the child's reading progress after no action is taken after the 2<sup>nd</sup> reminder is given, unless with valid reason.



### b) Reading at Home

- Please ensure that :
  - i. The child has done his/her reading practice everyday at the page marked by the teacher.
  - ii. Parents sign at the bottom of the page after the reading practice at home.
  - iii. Kindly refer to the Reading tips at the back page of the Starter Words Series.  
**Note : Parental involvement is crucial in the Reading progress of the child.**
  
- You can also employ other approach such as : (suggestions)
  - i. Trace the words with your finger in flour, salt or sugar. ( 5 times to emphasize )
  - ii. Use your favorite snack to shape your words and then eat them.
  - iii. Paint your words using water colors or finger paint and so forth.

### c) Daily Individual Reading : Little Qari

- Reading material :Little Qari Book ( GA version )
- Reading Material will be provided by Genius Aulad centre.

### d) Kaedah Mengajar Membaca Suku Kata

- Bahan Bacaan utama ialah Buku Bijak Bahasa Bijak Membaca.
- Jangan gunakan kaedah mengeja setiap suku kata sebaliknya gunakan kaedah fonetik dimana setiap suku kata terus dibunyika ndengan menggabungkan bunyi konsonan dan vokal.
- Pastikan jari anak anda menunjuk pada setiap suku kata yang dibaca.
- Menunjuk dengan jari dari arah kiri ke kanan penting untuk melatih koordinasi mata sewaktu membaca. Berikan masa untuk mereka berfikir.
- “Berikan semangat bagi setiap kesusahan. Berikan pujian bagi setiap pencapaian”.

## 5. OPERATING PROCEDURES

### a) Arrival :

- School gate is open at 8.00 in the morning for morning session and 1.00 in the afternoon for afternoon session.
- Your child must be accompanied to the gate until he/she is welcomed by the teacher on duty.
- Parents should not leave unattended vehicle in a non-parking parking lots. If child is dropped off at the school entrance, this will be for the shortest time possible as this affects the traffic movement.
- Learning Time : please refer to page 3, 3 (b)
- It is crucial for the child to be punctual during their arrival time as the first half an hour is filled with important activities such as Circle Time ( Hafazan, recitation of Solat, etc ).
- Frequent lateness will affect the child's performance in learning.



**b) Early Arrival**

- Centre's own arrangement. Kindly refer to the principal of your centre.

**c) Dismissal**

- Please be prompt when picking up your child from school, as it can be upsetting for the child to wait for you. School gate is close at 12.00 for morning session and at 5.00 for afternoon session.

**d) Late pick-up**

- **Every late pick up will be charged :**

5.30 PM – 6.00 PM – RM 10.00

6.00 PM – 7.00 PM – RM 10.00

**e) Clothing and Personal Items**

- All children must wear Genius Aulad preschool uniform. Please ensure that your child's uniform, shoes, bags and tumbler are clearly labelled with the child's name.
- Tudung is COMPULSORY for girls of 6 years old. Kindly provide any white tudung for your child.
- Items to bring to school daily in the school bag :
  - i. Message Book
  - ii. Extra Clothing
  - iii. Tumbler
  - iv. Starter Words Reading Series
  - v. Buku Bijak Bahasa Bijak Membaca
  - vi. Little Qari Book
  - vii. Maths & Mind Personal Chart
- In order not to confuse the children with a child's personal property, children are not allowed to bring playthings, personal items or stationery from home.
- The centre is not responsible for any lost of personal items.

**f) Snacks**

- A morning /afternoon snack will be served to children in the preschool.
- Lunch will be provided upon request for parents.
- Snacks will be served during month of Ramadhan. However, parents need to notify the centre if their child is fasting.

**g) Birthdays**

- Any celebration on children's birthday are advisable to be done on Monday.
- Please do not include candles along with your cakes.
- If you would like to bring a snack for the Birthday Bash, do follow our healthy snack ideas as below :
  - i. Cheese and crackers
  - ii. Fresh fruits



- iii. Raisins
- iv. Mini buns or sandwiches
- v. Yogurt
- vi. Little pizzas
- vii. No junk food are allowed
- viii. Birthday cake – to bring paper plate

**PROHIBITED :**

- i. Candy, chocolate and anything too sweet
- ii. Chips
- iii. Nuts

**Note : The school reserves the right to return the food with uncertainty of it's HALAL certification.**

**h) Homework**

- Depending on the age group and subjects, homework will be given periodically.
- If child is unable to complete work given in class, he/she will take it home as homework once it is completed.
- Kindly :
  - i. Check your child's bag for the homework.
  - ii. Sign and write the dates on the page marked as homework once it is completed.

**i) Evaluation Format**

- There shall be no formal exams for the children as there will be a detailed on-going assessment :
  - i. Individually Daily Reading Record
  - ii. Individual Daily Little Qari Record
  - iii. Detailed Report Sheet of every Subjects (2 terms)
  - iv. Personal and General Progress Report of the child (2 terms)

**j) Field Trips and School Activities**

- Genius Aulad centres shall plan a variety of outdoor programs including trips throughout the school year.
- The event may cost an additional fee that shall be attached with a permission slip.
- As part of the learning program , ALL activities which are deemed compulsory is to be participated by the child accordingly and shall be charged if required.
- Exemption of payment is not granted for absence due to illness, vacation or any personal related matters. This is to ensure that the activities could run smoothly for the benefit of all children.





**k) Messages for Teacher**

- Communication with teacher can be made through the Message Book.
  1. Communication
    - The message book serves as a medium of communication between the centre and the parents.
    - Messages should be acknowledged by initial by the parents.
  2. Content of Book
    - From time to time, parents shall be informed on updates on Genius Aulad, Parents can also put their messages intended for teachers or the principal.
    - Kindly inform the school's office if your messages has not been noted by the following day.

**l) Lost of Book**

- Any lost book needs to be purchased at the centre.
- Verbal message can also be left for teacher at the respective centre's office.

**m) Health and Personal Care**

- For the safety of all children, any child should be kept at home if they show any illness or ailment symptoms.
- Illness and ailments include :
  - i. Fever of 39 degrees celcius or higher and IF they also have one or more of the following:
    - a. Diarrhea
    - b. Ear ache
    - c. Shows sign of irritability or confusion
    - d. Sore throat
    - e. Rashes
    - f. Any contagious diseases such as chicken pox, measles, HFMD, etc.
  - ii. Vomiting on two or more occasions within the past 24 hours.
  - iii. Diarrhea –three or more watery stools in a 24-hour period.
  - iv. Draining rash or undiagnosed rash lasting over a 24-hour period.
  - v. Eye conjunctivitis.
  - vi. Fatigue that prevents participation in regular activities.
  - vii. Head lice. Parents will be notified in case of head lice and doctor's letter is required to informthat the child may return to class.
  - viii. The centre also reserves the right to call the parents if he or she is deemed unfit for the day.

**n) Personal Care**

- Kindly ensure that the child is always in a neat school uniform with neatly combed hair and short clean fingernails.



**o) Emergencies**

- In case of serious illness, accident or injury of a child while in the centre, parents will be notified immediately. If all means of locating parents have been unsuccessful, the staff will take necessary action.
- In minor illness or accidents, if parents cannot be contacted, the child will be kept in a safe and supervised area until the parents can be reached.
- In case of family emergencies, please contact the respective centre managers.  
IMPORTANT :The school shall not be responsible if your home, office and mobile telephone numbers are not updated.

**6. POLICIES**

**a) Behavior Management Policy**

- Positive statements and redirection of behavior are used to help children learn self-control, problem solving, negotiation, and assume responsibility for their actions.
- When more discipline is needed, removal from the group may also help children regain control. Children will only be removed from the group for short period of time.
- Parents will be informed of problems involving their children. If behavior persists, a meeting with the centre manager, teacher and parents will be held.

**b) Religious Policy Statement**

- In view of the full implementation of Islamic Education values in the process of learning at all Genius Aulad™ centres, our preschool programs offers religious experiences to the children at their level of understanding. An age appropriate lessons including solat, doas and Islamic song based on Al-Quran and hadith will be taught.
- Parents will also be updated on the main content of the Islamic Education through MESSAGE BOOK and are to practice with their children at home to make the children understand them as a Muslim daily practice.

**c) Insurance Policy**

- All Genius Aulad™ centre will have necessary arrangement for child's insurance coverage. Kindly check with the respective centre.

**d) Transportation Policy**

- Arrangement
  - a) The centre will only make arrangement with appointed transporters and shall not be held answerable for any consequences.
  - b) Monthly transportation fee is a private arrangement between parents and the transporter.
  - c) Please understand that:
    - i. Transport departure may sometimes take more than 15 minutes after dismissal time
    - ii. Time of departure is NOT time of arrival. We should be concerned and considerate of the routes of all children.



- iii. Children must be reminded that the transport is an extension of the classroom. Any reported misbehavior may result in withdrawal of transport privileges.
- d) **Contact**
  - i. The transporters can be contacted in case of emergency. However, please be reminded that too many calls could disrupt the transporter driving concentration (despite using hands-free phone kit)
- e) **Confidentially**
  - Genius Aulad™ preschool is an organization which works as a family with the staff, parents and children working together closely. It is imperative that we respect each other's privacy.
  - Please direct any concern, comments and questions to the centre manager. Sensitive information about children need to be kept private and confidential and should never be part of any casual conversations.
  - We appreciate your sensitivity and professionalism with regards to this matter of confidentiality.
- f) **Children with special needs**
  - Some children may have learning difficulties which requires extra support. This may be learning difficulties in general or one area of the curriculum.
  - Parents will be informed and a close supervision on the child will be needed at home. Teachers shall also make adjustments in the provision for the child.
  - However, parents will be required to get medical assistance for the child if the child is observed to have the need for :
    - i. The provision of special or modified curriculum.
    - ii. The child has disabilities with the social and emotional climate in which the child's education is taking place.
    - iii. Physical disabilities that requires special provision.
  - The school reserves the right not to accept or reject the admission in occurrence of the above.
  - If registration was paid and made without prior written notification on the child's condition by the parents, the school reserves the right not to refund the payment made.
  - In the event when a medical practitioner's written advise is given where parents can send the child to a normal preschool, the school may accept the child based on trial basis registration and may reject the placement if observed and deemed as unfit by the school. This is done for the concern and consideration of learning conditions of all children.
  - However, if the child's registration is accepted, parents must provide full details of the child's medical/therapist contacts and reports. This is to ensure that the school could work together with the practitioner for the benefit of the child.

## **7. CONFLICT RESOLUTION**

- At Genius Aulad™ centres, staff and teachers are putting their best effort to bring knowledge, skills and experience into their relationship with the children.
- This relationship is built through communication, sharing and knowledge that arrive at a common understanding as a Muslim.



- Parents are welcomed to speak with the school at any time during the office hours without any constraints and not limited to the scheduled Parents-Teacher Meeting only ; particularly if they have any worries or concerns.
- When complaints arise and a staff member or parent wants to file grievances, the following chain of command procedure should be followed :
  - The complaint should be forwarded to the Centre Management Executive (CME).
  - CME will take the complaint to the relevant department.

## **8. PARENTS INVOLVEMENT**

- Parent's involvement enriches a child's school experience. The parents, teacher and Genius Aulad™ team member share the responsibilities and the rewards of the school.
- Parents play an important role in making Genius Aulad™ program successful. Parental participation is required in the following areas :
  - **EVENTS AND OUTDOOR ACTIVITIES** :Parents are required to attend OR ensure the child's attendance in all functions and activities organized by Genius Aulad™ centre.
  - **ON-GOING HOME – ASSESSMENT REPORT** :Each family is required to practice and guide the children at home with the ISLAMIC EDUCATION practice and content every day.
  - **MESSAGE BOOK** : Each parent is responsible to check and read the MESSAGE BOOK from the school and to be aware of all the information contained.(daily)
  - **PARENT-TEACHER MEETING** : A parent must attend parents-teachers meeting session as organized.(as known as RCPD)

## **9. FINAL THOUGHT**

Dear Parent / Caregiver,

- Please plan the beginning of the day so that I don't have to be rushed to get to school, or I will get worried, confused and irritable.
- Don't push me inside the door and walk away. Please don't slip away without saying "GOOD BYE! and Assalamualaikum" and hugging me or I will be afraid that you may have left me for good. When you leave, tell me when you'll be back and try hard to be on time or I will worry.
- Sometimes I spend a lot of time making something and I am proud of it. If you show that you value it too, it makes me feel happy and successful and ready to tackle more difficult things.

Love,  
your child.