



**THE CHILDREN'S GARDEN**  
**TEACHER APPLICATION**  
**INFORMATION**

**Jumeirah Centre**  
**Jumeirah Beach Road**  
**P.O. Box 76691**  
**Dubai, UAE**  
**Tel: +971 (0)4 349 8806**  
**Fax: +971 (0)4 349 8807**  
**director@childrensgarden.ae**

Dear Teacher,

Welcome to The Children's Garden.

Our school, opening in September 2005, will offer a truly bilingual education for students aged 3-5 years old. The languages on offer will be English/German or English/French with Arabic offered as an additional language. Our curriculum is international with emphasis on both language and creative arts in a multicultural environment, which we will deliver through imaginative programmes in all areas of child development. At The Children's Garden we believe that Childhood should be a journey not a race.

We believe in high standards for our students and staff. We pride ourselves on employing professional faculty who have compassion for and dedication to children. Because our student body will be so diverse, and because we are in such a fascinating setting, you will have numerous opportunities for personal and professional growth.

The Children's Garden will provide a warm, lively and safe environment where parents, teachers, staff, and students work together to create a family-style atmosphere that we feel is an integral part of our philosophy.

The Children's Garden is part of a family of schools run by Beacon Education. Conceived to raise the standard of education in the Middle East, Beacon is spearheading a fundamental shift in how schooling is viewed by all. A large part of its mission is to champion excellence in all aspects of education and personal growth – focusing as much on staff as students.

I personally look forward to meeting you and having you join our dynamic staff. If there's anything I can do to assist you, please do not hesitate to ask.

Sincerely,

Birgit A. Ertl  
Director

# Expectations & Responsibilities:

The following list is not exhaustive; there may be other appropriate responsibilities as deemed necessary by the administration.

- The school week is Saturday - Wednesday
- Teachers are expected to arrive at 7:45 am; school begins at 8:30 am. The end of the students' school day is 2:30pm. Teachers are expected to remain after school until 3:00pm unless they are providing extra help
- There will be a mandatory staff meeting once a week after school from 3:00 - 3:45pm
- Teachers will be expected to provide the director with their weekly lesson plans in advance
- Teamwork is essential; teachers will be required to work and plan together in a team-teaching environment
- Teachers will be expected to teach **all** subject areas. For art and music there will be extra help offered

# Teacher Dress Code:

Staff should at all times dress professionally. These guidelines are consistent with the culture of our host country.

- Proper footwear must be worn at all times (flip-flops, slippers, Birkenstocks are not acceptable)
- Avoid wearing low necklines or tight-fitting tops or outfits that may call undue attention to the individual is discouraged (e.g. sleeveless clothing, stretch pants, leggings)
- Dresses and skirts must not be shorter than knee-length. Slits in skirts should not be higher than knee-length. Slacks should not be tight-fitting
- Denim slacks are not acceptable

# Student Information

## Student Admission:

### **Policy:**

- Open to all students who aspire to an international bilingual early childhood education
- Students are encouraged to demonstrate the ability and willingness to contribute to, and learn from the school community

### **Procedure:**

- Students must provide all previous school records
- Students and parents will meet with the school principal

# ASSESSMENT & REPORTING

Parents and students will receive information regarding class assessment policy from individual teachers at the start of the academic year. The school year is divided into four quarters, two per semester. Each quarter is 10-13 weeks long. Recognizing the importance of parental involvement in their children's education, teachers will communicate and conference with parents a number of times throughout the school year. In addition, parents will receive Reports Cards at the end of each school year for the KG1 and KG2 classes. For nursery classes there will be a written progress report by the end of the school year.

## THE CHILDREN'S GARDEN

### Tentative 2005 – 2006 Academic Year

|                                  |   |
|----------------------------------|---|
|                                  |   |
| <b>Sept 1 / 2</b>                | Overseas staff arrive                           |
| <b>Sept 1 (Thurs)</b>            | Lailat al-Mi'raj (Prophet's Ascension Holiday)  |
| <b>Sept. 14 (Wed)</b>            | Student orientation                             |
| <b>Sept 17 (Sat)</b>             | <b>First day of the Term One</b>                |
| <b>Oct 5 (Wed)*</b>              | Ramadan Begins                                  |
| <b>Nov 16 (Wed)</b>              | End of 1 <sup>st</sup> Term (43 days)           |
| <b>Nov 4* (Fri)</b>              | Eid al-Fitr (Ramadan ends); three-day holiday*  |
| <b>Nov 16 (Wed)</b>              | End of Term One                                 |
| <b>Nov 19 (Sat)</b>              | <b>First day of Term Two</b>                    |
| <b>Dec 2 (Fri) , 3 (Sat)</b>     | UAE National Days                               |
| <b>Dec 21 (Wed)</b>              | Winter break begins                             |
| <b>2006</b>                      |   |
| <b>Jan 9 (Mon), 10* (Tue)</b>    | Arafat Day, Eid al-Adha (Festival of Sacrifice) |
| <b>Jan 14 (Sat)</b>              | <b>First day after winter break</b>             |
| <b>Jan 31 (Tues)</b>             | Hijra – Islamic New Year (Holiday)              |
| <b>Feb 1 (Wed)</b>               | Teacher Professional Day – End of Term Two      |
| <b>Feb 4 (Sat)</b>               | First day of Term 3                             |
| <b>April 11* (Tue)</b>           | Mawlid-al-Nabi (Prophet Muhammad's Birthday)    |
| <b>April 11</b>                  | <b>End of Term Three</b>                        |
| <b>April 14 (Fri) – 16 (Sun)</b> | <b>Good Friday – Easter Sunday</b>              |
| <b>April 17 (Mon)</b>            | <b>Start of Term Four</b>                       |
| <b>May 24 (Wed)</b>              | <b>Beacon Professional Day (Pupil free)</b>     |
| <b>June 26 (Mon) 2006</b>        | <b>End of Term Four</b>                         |
|                                  |   |

\*Based on lunar observations; thus dates may vary by one or two days