

PARENT HANDBOOK

2026/2027



Welcome Message

Welcome to the Nordic School!

The Nordic School is a parent-run institution that requires and expects active involvement and commitment from both parents and teachers. It is vital that we communicate and cooperate well with one another to ensure that all children thrive and develop.

At the Nordic School, we strive to create a healthy and safe learning environment, where the values of equality, mutual respect, equity, and diversity are paramount. We believe that childhood has intrinsic value, and we take a holistic and appreciative approach to each child to meet their individual and collective needs for security, care, belonging, and respect.

With this handbook, we aim to share relevant information about the school. The focus here is on practical matters, while our curriculum outlines the school's pedagogical approach and practices. Together, the Parent Handbook and the Nordic School Curriculum are intended to equip you with the knowledge you need about the school and daily life here.

We kindly ask you to read the Parent Handbook carefully. Please don't hesitate to contact us with any questions, concerns, or comments. Our goal is to update the handbook at the beginning of each new school year to ensure the information remains current.

Sincerely,
The Nordic School



General school information

CONTACT DETAILS

Address: Msasani Ruvu Street (off Chole Road)
P.O. Box 23142
Oysterbay
Dar es Salaam,
Tanzania

Email: mail@nordicschool.net
Phone number: 0777 007 160
Website: www.nordicschool.net

CLASSROOMS

Kidogo: 0777 000 028
Kubwa: 0779 297 733

SCHOOL OFFICE

The school office is open every day from 8:00-16:00.

Your main points of contact in the school are your child's classroom teachers. For other information, questions or concerns, please contact the office.



Line Bickmann

Acting Director & Head of Education

Available on 0777 007 160 or
mail@nordicschool.net



Emmanuel Richard Kadege

Administration Officer

Available on 0777 007 160 or
administration@nordicschool.net

Opening hours

KIDOGO & KUBWA: Monday - Friday 7:00-16:30

Groups

KIDOGO: Ages 1-3 years

KUBWA: Ages 3-6 years

Security pass

Children may only enter the school with an authorized person, as documented in the child's registration. Please send passport-style photos of all authorized individuals who will be collecting your child to the office electronically. If you expect additional people to regularly collect your child, please complete an authorization form at the office. Children must be dropped off and picked up in the classroom. If you are running late, please notify the teachers as soon as possible.

Sickness

If your child is sick, please message or call the respective classroom directly. If your child becomes ill while at school, we will contact you using the phone number provided during registration. In the case of emergencies involving individual students, we will first attempt to contact the parents. In the event of a medical emergency, we will call IST Clinic at 0754 783 393 or 0782 783 393. Please note that the school's insurance does not cover this service. You can find more information about sickness and related procedures at the end of this handbook.

Timetable

This is an overview of what a typical day for a full time preschool student might look like.

7:00 - 8:30	Drop off and outdoor playing
8:30 - 9:00	Morning gathering and singing
9:00 - 9:30	Fruit and buns
9:30 - 11:00	Scheduled activities
11:00 - 11:30	Outdoor play or reading time
11:30 - 12:00	Lunch
12:00 - 12:30	Quiet time / Nap
12:30 - 14:00	Outdoor play and activities
14:00 - 14:30	Afternoon snack
14:30-16:30	Schedule activities, free play and pick up

What to bring

KIDOGO & KUBWA

- One piece of fruit for sharing during morning snack
- Swimming costume
- Towel
- Inflatable armbands (if needed)
- Sun lotion
- Mosquito repellent
- Spare clothes
- For Kidogo: Diapers and wipes

Please label all clothes and items with your child's name

Food

The children are offered food three times a day. In the morning, all children receive buns and share the fruit they have brought from home. For lunch, our kitchen prepares a hot meal based on a rotating 4-week menu. We take pride in offering nutritious and tasty meals and snacks that reflect both Tanzanian and Nordic/Western cuisines. If you would like your child to receive vegetarian meals, please let us know. In the afternoon, the children are served a snack, usually consisting of pastries and fruit. Drinking water is available to the children throughout the day.



Arrival, drop off and pick up

Drop off: From **7:00 - 8:30**

Pick up: Before **12:00 (Kidogo only), 14:30 or 16:30**

To help your preschool child get the most out of their experience at Nordic School, please ensure they arrive in their classroom before 8:30, when our daily program begins. The teachers carefully plan the day's flow, and late arrivals can cause your child to miss important learning opportunities.

If you are running late, or if your child is sick or unable to attend school for any reason, please inform us by phone call or text message sent directly to the classroom. Please also respect the designated pick-up times. If you expect to be late, kindly call ahead to let us know. We encourage you to arrive at least a few minutes before closing time to allow for a brief conversation with the teacher about your child's day. If someone else (such as another parent) is picking up your child, please inform the teachers in advance. A permission form must be completed and shown at the gate in order for the child to be released.

We kindly ask that you leave your child's personal belongings, such as toys, at home or in the car before drop-off. This helps avoid distractions, conflicts, and the risk of items getting lost. Similarly, food or drink items brought from home should only be those intended for sharing with the whole class. Individual snacks should not be brought into the classroom.

Settling in

Every child is unique and so are their settling in and attachment periods. The most important part is that everyone feels comfortable and safe in the process and that the home and school work together to ensure a positive transition. The following will be a description of how a settling in period would typically look like at the Nordic School.

New in preschool

Before your child's first day at school, we encourage you to visit the school together a few times if possible. This gives your child the opportunity to become familiar with the environment, playground, and some of the teachers before starting. Even a short visit can help make the first days feel more predictable and less overwhelming.

During the first few days, a parent or nanny should remain at school with the child—ideally the same person each day to provide consistency. Your child will be assigned a primary teacher, who will spend most of the initial time with them and will usually be the one to welcome them each morning.

The length of time a parent stays during the few first days depends on the child's age, previous experiences, and individual needs. Some children are ready for short separations after a day or two, while others need a little more time. The plan will be agreed upon together with your child's primary teacher and adjusted as needed.

Our goal is for children to gradually become comfortable saying goodbye to their parent and spending part of the day independently within approximately two weeks. While some children—particularly our youngest ones or those staying the entire day—may continue extending the length of their day after this, they should generally feel secure with the morning goodbye and be able to participate confidently in the daily routines.

After the first few days of visiting the school with your child, you will begin leaving the school for gradually longer periods. Always tell your child when you are leaving rather than slipping away, as this helps build trust and predictability. It is completely natural for children to show some emotion when a parent leaves. If you would like an update during the day, we are happy to send you a message.

One of the most important factors in a successful settling-in process is a trusting relationship between home and school. Children naturally mirror the emotions of the adults around them, so open communication and a calm, confident goodbye help create a sense of security. We encourage you to share any questions or concerns with us throughout the process.

We recommend that parents remain within reasonable distance of the school during the settling-in period—typically for around two weeks—so that you can return if needed. The exact timeline may vary slightly depending on your child's individual needs.

You may notice some emotional responses after school, which are a normal part of the adjustment process. Your child may be more tired, emotional, or quieter than usual and may need extra comfort and closeness at home. Some children react during the first few days, while others show their emotions only after several weeks, once they begin to feel fully settled and safe.



Parent-teacher cooperation

Good cooperation and communication between parents and teachers are essential to fostering a strong sense of community for the children, who navigate between home and school environments. Parents and teachers both play key roles in supporting children's well-being and development, making effective communication and collaboration vital.

We strive to maintain an open and honest relationship with all parents and encourage you to contact us anytime you have questions, comments, or concerns. It is also important to inform teachers if something significant is happening in your child's life - such as a parent being away for an extended period - as this can help us better understand and support any changes in your child's behavior or emotions.

We hold Parents' Meetings twice a year, and we warmly encourage all parents to participate. These meetings provide updates on daily life at the school, group-specific progress, and other relevant topics.

Additionally, we organize Parent/Teacher Conferences twice a year for all Preschool children, offering an opportunity to discuss your child's well-being, development, and share experiences.

Every month, you will receive a newsletter from the school, detailing what the children in Kidogo and Kubwa have been doing over the past month and what activities and plans are coming up. You are also welcome to follow the school on Facebook ([Nordic School Tanzania](#)) and Instagram ([nordicschooltz](#)), where we provide small updates from the daily life at the school.

Teacher to child ratio

The teacher/child ratio is 1 teacher per maximum 3 children in Kidogo and 1 teacher per maximum 5 children in Kubwa. There will always be minimum two preschool teachers available during opening hours.

Transitioning within the Nordic School

KIDOGO TO KUBWA

Within the preschool, children transition from Kidogo to Kubwa around the age of three. However, the timing of this move is determined by an evaluation of the child's overall readiness - a process carried out by the teachers in collaboration with the parents. This evaluation considers several factors, including the child's ability to participate in daily routines, engage in social interactions, follow instructions, and express themselves. It also takes into account the child's self-reliance in tasks such as dressing and undressing, as well as their initiative to use the toilet independently. Since Kubwa does not have changing facilities, children should preferably no longer require diapers before moving to this group. In addition to the individual assessment, we also consider the dynamics of both the Kidogo and Kubwa groups, including the number of children and available teachers in each.

Before the transition, there will be a transition meeting between the teachers from both groups to ensure the process is as smooth and safe as possible for the child.

About one month before the transition, the child will visit Kubwa twice a week to participate in the morning gathering and fruit time, and gradually begin joining activities and free play. This helps the child become familiar with the routines, teachers, and environment in Kubwa, making the transition smoother and more secure.

Transitions typically take place twice a year, in January and August.





Transitioning between the Nordic School and Primary School:

Darasa, the Swahili word for “class,” is our preparatory program for children aged 5–6 and serves as their bridge between preschool and primary school. Rooted in Nordic pedagogical principles, Darasa combines structured, teacher-led learning with hands-on exploration, creativity, and play, ensuring children develop both the academic and personal skills needed for a successful start in Grade 1.

In small groups, we tailor learning to each child's strengths, interests, pace, and individual needs. Alongside literacy, numeracy, science, and early problem-solving, children strengthen their concentration, fine motor skills, independence, confidence, perseverance, creativity, and ability to work collaboratively with others. Our aim is not only to prepare children academically but also to nurture curious, resilient learners who enjoy discovering and exploring the world around them.

We work closely with both parents and local international primary schools to ensure our children are well prepared for the expectations of their next learning environment. When needed, we adapt activities to provide additional support or challenge, helping each child build the skills, motivation, and self-confidence required for a smooth transition to primary school.

By the end of the year, our Darasa children leave with a strong academic foundation, confidence in their own abilities, and excitement for the next chapter of their educational journey. We celebrate this important milestone together with our annual graduation ceremony with all the children in Kubwa.

The Darasa program is generally offered two to three times per week, depending on the time of year and the needs of the group. In cooperation with the parents, the teachers will make an individual assessment of when a child is ready to join the group, though this is usually around the age of five.

The School Board and Trustees

The Nordic School is a parent-run organization governed by a General Assembly of parents and overseen by an elected Board of Parents. The school is financially self-sustained.

The ordinary General Assembly is held annually in October, where all parents are invited and encouraged to participate. During this meeting, members of the Board are elected.

The Board consists of seven parents in total - five members and two alternates. Board members are elected for two-year terms and may be re-elected up to two times. All parents of the Nordic School are eligible to stand for election to the Board.

In addition, the Nordic School has four trustees, who are elected by the Board. Trustees serve five-year terms and may be re-elected. To be eligible, a trustee must be a resident of Tanzania and comply with the rules governing the Board of Trustees.

If you are interested in joining the Board, please feel free to contact the Administration or any current Board member for more information.

The Nordic House

Adjacent to the school premises is The Nordic House, which offers rooms for rent to teachers or others in need of housing in Dar es Salaam, for both short- and long-term stays.

For availability and more information, please contact the Administration.

Nordic School Library

The Nordic School Library is located within Afterschool. Our collection includes books in English as well as all Nordic languages, catering to both younger and older children. The children visit the library once a week, where they have the opportunity to borrow a book to take home.

At the start of each school year, a sign-up sheet is posted on the doors of Kidogo and Kubwa, inviting parents to volunteer for reading sessions in a language of their choice. The children love having visitors other than their teachers come in to tell stories or read aloud, so we greatly appreciate any parents who sign up to participate.

Donations

If you have any children's books or toys at home that you no longer need, we would be very happy to receive them. We especially appreciate donations of items that can engage multiple children at once, such as books, puzzles, toy animals, or cars. We also gladly accept materials for our many arts and crafts projects, such as empty toilet rolls, glass jars, or cardboard boxes. Thank you for helping us enrich the children's learning environment!

Sports Club

As a parent at the Nordic School, you receive a family membership to the Nordic Sports Club. This membership allows you to use the school's sports facilities outside of school hours, including the playground.

- **Swimming Pool:** On school days, the pool is available for use before 9:00 and after 16:00. On weekends, public holidays, and school holidays, the pool is open all day.
- **Tennis Court:** The tennis court is open all day but must be booked in advance through an online booking system. You can request access to this system via the Administration.

Additionally, parents can rent the school's facilities for events such as birthday parties. Available spaces include the playground, swimming pool, tennis court, and Aula. Please contact the Administration for information on availability and pricing.



Admission

According to the Agreement between Sweden and Tanzania, Sweden has permission to establish and operate schools in Tanzania for Swedish personnel, either directly or through an agent. Sweden is also permitted to admit other expatriates to these schools. This means that the Nordic School can enrol children if at least one parent is an expatriate.

The Director is authorized to make admission decisions and may consult with the Board if necessary. When deciding on admission, the Director considers factors such as the current number of enrolled children, available staff resources, and whether the family supports the Nordic principles and pedagogy, including our child-centered and play-based educational approach. Additionally, families must be able to communicate in English.

Preschool Admissions:

- **Kidogo:** For children aged 1 to app. 3 years. Before starting Kidogo, children are expected to be able to eat mainly independently, using a spoon or their hands. It is okay, if it is messy!
- **Kubwa:** For children aged app. 3 to 6 years. Children should preferably be free of diapers.

Class Size Limits:

- **Kidogo:** Maximum 12 children
- **Kubwa:** Maximum 18 children

The Nordic School Calendar 2026-2027



August 2026

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5, 6, 7 Planning days
(no school for
children)
8 Nane Nane Day
10 First day of school
25 or 26 Maulid
(tentative)

February 2027

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

11 Fastelavn Event
22 Professional
Development Day
(no school for
children)

September 2026

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 Professional
Development Day
(no school for
children)
24 Parent Meeting

March 2027

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8-12 School break
(Optional camp)
9, 10 Eid (tentative)
26 Good Friday
29 Easter Monday

October 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9 Tanzania Event
12-16 School break
(Optional camp)
14 Nyerere Day
22 Annual General
Meeting

April 2027

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Karume Day
26 Union Day
19-30 Parent/Teacher
conferences

November 2026

Mo	Tu	We	Th	Fr	Sa	Su
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Father's Day Event
9 Professional
Development Day
(no school for
children)
10-27 Parent/Teacher
conferences

May 2027

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Workers Day
3-7 Parent/Teacher
conferences
7 Mothers Day Event
17 Eid (tentative)
28 Fairytale Event

December 2026

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 Independence Day
10 Lucia Event
18 Last day of school
21-23 Optional
Christmas Camp
19-11 Christmas Break
25 Christmas Day
26 Boxing Day

June 2027

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Last day of school
14-25 Optional
Summer Camp

January 2027

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Years Day
8, 11 Planning days
(no school for
children)
12 Zanzibar
Revolution Day
13 School reopens
28 Parent meeting

July 2027

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-31 School closed

Days in Term 1: 91 Days in Term 2: 101 Total school days invoiced: 192. Additional charges will apply for optional camps.

Calendar

The school calendar may change slightly during the year. If any changes occur, we will always inform parents promptly. An updated version of the calendar is always available on the school website.

Fee structure

The school reserves the right to adjust fees and exchange rates in response to market conditions.

ANNUAL FEE

An annual fee is charged for each child enrolled at the school. The amount varies depending on the number of hours the child attends and the specific program they are enrolled in. This fee covers all operating costs, including educational materials, extra-curricular activities, daily snacks, and a warm lunch. If a child begins attending after the school year has started, the fee will be invoiced on a pro rata basis. However, once enrolled, the fee is invoiced in full for each term, regardless of how many days the child actually attends during that term.

REGISTRATION FEE & CAPITAL FEE

The registration fee is a one-time, non-refundable, and non-transferable payment made upon acceptance to the school. It must be paid in addition to the annual program fee. In addition to this, an annual capital fee is required each year for children in the preschool. This fee is a contribution from parents to support the school's capital expenditures, such as major renovations, infrastructure upgrades, or future extensions. Both the registration and capital fees are kept separate from the operational budget and are earmarked specifically for capital investment.

PRESCHOOL FEES

A one-off registration fee (non-refundable and non-transferable) of TZS 2,160,000/\$800 is payable per child upon acceptance at the school. This fee is in addition to the annual program fee.

Preschool	Annual Fee (TZS/USD)	Term 1 Aug-Dec (TZS/USD)	Term 2 Jan-Jun (TZS/USD)
07:00 - 12:00 (Available in Kidogo)	21,330,000/7900	9,949,500/3,685	11,380,500/4,215
07:00 - 14:30	30,639,600/11,348	14,288,400/5,292	16,351,200/6,056
14:30 - 16:30 (Additional hours)	8,100,000/3,000	3,771,900/1,397	4,328,100/1,603
Annual Capital Fee	540,000/200		

A 20% discount on the preschool program fee will be applied to all families who do not receive employer subsidies. Parents will be required to provide confirmation from their employer. The preschool fees include a family membership to the Nordic Sports Club.



Illness and Accidents

Infections and bacteria spread quickly in a preschool environment. To help limit the transmission of illness, we kindly ask all parents, caregivers, and children to wash their hands at the designated washing station before entering the school premises.

A child’s general condition should guide when they are ready to return to school after an illness. As a rule, children should be free from symptoms such as fever, vomiting, or diarrhea for at least 24 hours before returning. In addition, the child should be well enough to participate comfortably in all school activities, including outdoor play. Allowing a child an extra day at home after an illness supports a full recovery and helps reduce the risk of relapse or spreading infection to others.

If a child becomes unwell during the school day or shows any signs of illness that affect their general condition, a teacher will contact the parent or guardian to arrange for the child to be picked up. Children should remain at home until fully recovered. Depending on the nature of the illness, medical consultation may be necessary. Please note that the school does not administer any medication to children.

In the event of an injury at school, parents will be contacted immediately. If urgent medical care is required, a teacher will accompany the child to the IST Clinic. However, please be aware that the cost of treatment at IST Clinic is not covered by the school.

While it is not possible to completely eliminate the spread of illness in a group setting, we all share the responsibility to be vigilant. Some infections may be contagious even before symptoms appear, so awareness and open communication between parents and teachers are crucial. Below, we outline some common illnesses and school return guidelines.

DIARRHEA AND/OR VOMITING

Your child should remain at home until they are eating and drinking normally and have not vomited or had watery diarrhea for at least 24 hours.

FEVER

Children's normal body temperature can vary slightly and may be influenced by their activity level. However, a temperature of 38.0°C or above is considered a fever and may be a sign of infection.

If your child has a fever, they should remain at home and be fever-free for at least 24 hours - without the use of fever-reducing medication - before returning to school. Just as importantly, your child's general condition should be good, meaning they are alert, active, and able to participate in regular school activities.

COLDS

The general condition of your child may determine whether the child should be at home or not. To return to the group of children, the child must be able to participate in activities.

SORE THROAT

In case of streptococcal infections, your child should stay at home for at least one day with treatment. The child's general condition determines when he/she can return to school.

INFLUENZA

Your child should stay at home and be fever-free for 24 hours (without fever-reducing medication) before returning to school. It is equally important that your child's general condition is also good before returning to school.

COVID-19

Your child should stay at home until 48 hours without any symptoms.

HEAD LICE

Check your child for head lice regularly. If infected, your child can return to school after receiving treatment. Remember to do follow-up checks to make sure that all the lice are gone and to inform the school, if your child is infected.

CHICKENPOX

If your child gets chickenpox, he/she must stay at home until all sores are dry and scabs have formed, and the general condition is good.

EYE INFECTION

Eye infections are common among children and can have several causes. Your child should stay at home in case of acute inflammation with redness and light sensitivity.

EAR INFECTION

Ear infections are common among children and are usually not contagious. Your child can return to school, whenever the general condition is good.

Emergency contacts

IST CLINIC (24/7 OPEN FOR EMERGENCIES)

0754 783393 / 0782 783393

AMBULANCE SERVICE (AGA KHAN)

0222 115 151

FIRE

114 & DIAL SECURITY BELOW

SECURITY (G4S)

765 555 000

POLICE (OYSTERBAY)

0715 009 961