



PTF Newcomers Committee



NEWCOMER INFO BROCHURE

Quick Reference Guide to the first weeks of school at the

American International School
Vienna

www.ais.at

Useful Information on School Website

www.ais.at

Look in the **ACADEMICS** section of the AIS website for the **Starting School** page

In the **PARENTS** section you can:

- Find info for **Newcomers** (under **Parent-Teacher Forum**)
- Enter in **Veracross Portal** for **Students Reports and Schedule, Cafeteria Balance, Telephone Directories** of school personnel and AIS families and much more (Login required)
- Consult the **AIS Calendar** for all school events (can be added to your own calendar and/or customized)
- Learn about
 - Food services
 - Bus Services
 - Health Information (list of Physicians and Hospitals)
 - Cultural Activities and Sports for parents
 - **AIS Family Handbook** (please read carefully the AIS rules and policies)

In the **ABOUT** section find about **AIS Governance** and the **AIS Executive Board**, along with many other things.

To Stay Informed!

Read **SCOOPS**, the AIS e-Newsletter, to stay informed with what's happening in school (sent out every Thursday via email)



You can also:

- Attend the **Parent Teacher Forum Breakfast** (every 2nd Tuesday of the month or
- read the minutes in the **Parent Teacher Forum** Section
- Attend the **Directors and Principals Coffees** and **MS Parent Alliance** (announced in SCOOPS)
- Attend the **Open Meetings of the AIS Executive Board** (announced in Scoops) or read the Minutes in the **Veracross Portal** in the Parent page

Follow **AIS** on **Facebook, Instagram, Twitter, YouTube, and LinkedIn**

Workshops/ Activities for Newcomers

To sign up write to PTF_Newcomers@ais.at or print clearly your name below, cut this page and put it in the BOX near the entrance of the theater marked "Newcomers Activities" the day of the newcomers coffee

AIS/Vienna Websites Workshop
(max 10 participants, bring your smartphone/computer if you have!)

Name: _____

Email: _____

Phone: _____

Visit a Mall and learn some basic about shopping and living in Vienna

Name: _____

Email: _____

Phone: _____

District: _____

The workshop and the Visit to the Mall will be organized if there are enough participants. Details and announcements will follow in **SCOOPS**.

Parent Teacher Forum

Every AIS parent, teacher, and staff member is automatically a member of AIS PTF

For general question about the PTF contacts and description of its activities got to the PARENTS section under [Parent-Teacher Forum](#) on the AIS Web or email to PTF@ais.at

PTF Newcomers Committee

Please contact us for any information you need during the first weeks of school. We are committed to helping you with your transition.

Email PTF_Newcomers@ais.at

Find out in the **Parents** section who is your

Country Coordinator

on the [Parent-Teacher Forum](#) page

Room/Grade Level Parent

Contact the coordinator Klementina Ihanec at PTF@ais.at

PTF Board Members

on the [Parent-Teacher Forum](#) page under **Contact the PTF**

Parent Teacher Forum

PTF All School Main Events

August 25th (tentative)

Newcomers Coffee

October 3rd (tentative)

Flea Market

October 16th

UN Day

April 10th (Tentative)

AIS Family Day

May 8th

International Food Festival

PTF Elementary Main School Events

October 30th (tentative)

Halloween and MS activity night

January 30th

Bingo Night

PTF OUT & ABOUT

Monthly half day or day trips for parents to discover our host country.

September

Details to follow in Scoops

Mark Your Calendar

First weeks' events and activities for parents

August 25th 8:30-10:30

PTF Newcomers Coffee – Theater

27 August 17:00-20:00

Elementary School (ES)

Open House

September 3rd 18:00 – 21:00

Middle School (MS) Open House

September 8th 8:30 -10:00

First Parent Teacher Forum breakfast among friends and Q&A session for Newcomers - Faculty Lounge

September 9th 18:00 -21:00

High School (HS) Open House

Date/time TBD

Middle School (MS) Parent Alliance: parents, counselor, and principal discuss MS kids school life and issues

Date: TBD (details in Scoops)

Visit a Mall and

learn some basics about living in Vienna (use the last page of the brochure for signing up if you are interested)

Date: TBD

Workshop for Newcomers:

AIS website and other useful Vienna websites- Faculty Lounge (use the end page of the brochure for signing up if you are interested).

PTF Parent of AIS Vienna



Facebook group only open to parents of students attending AIS, , where parents offer and request support.

Instruction on the Welcome page of the [PARENTS](#) section of AIS Web

Support AIS by Volunteering

to help school please contact the Volunteer Coordinators, Alexandra Zharnikova
Email: pandalgin@gmail.com or print your contact details below, cut this part of the brochure, and put it in the box at the Theater entrance during the PTF newcomers Coffee.

Name: _____

Email: _____

Phone: _____

Volunteer Activities:

- Helping organize PTF or school events
- Being a Room (ES) or Grade Level (MS/HS) Parent for your child's class.
- Joining the Executive Board and working with AIS administration
- Joining the PTF Board to support the AIS community
- Holiday Crafting
- Helping teachers and school personnel with social activities
- Chaperoning field trips
- Helping Athletics (Boosters) and Arts