



# KG PARENT HANDBOOK 2018-2019

American Bacculaureate School

**American  
Bacculaureate  
School**

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## **The Kindergarten Program**

At the American Baccalaureate School, we offer three levels of instruction in the Kindergarten Department; Pre-K, KG1, and KG2. Our aim is to provide the foundation for social and academic learning for children between the ages of three and six. Our nurturing Kindergarten staff provides an atmosphere in which life-long learners develop in a safe and secure environment. Students are encouraged to take risks and to share their ideas, thoughts, and use problem-solving strategies during class lessons, small group activities, and individual projects.

The ABS Kindergarten department is committed to providing a variety of learning opportunities and experiences that are based on the interests, strengths, and needs of the children, and in laying the foundation for success in learning. The Kindergarten years are an important time in a child's development. The American Baccalaureate School helps the whole child grow and develop physically, socially, emotionally, cognitively, and linguistically. In order to address the full range of each child's developmental needs, the Kindergarten program provides opportunities for learning in a variety of areas.

### **Pre-Kindergarten:**

A positive first year is important to establish a life-long love of learning. Here at ABS, our goal is to continually stimulate social growth, while also preparing students academically for the rigors of Kindergarten. The focuses of the Pre-K program are social, self-help, language, and fine and gross motor skills.

In Literacy, students will be introduced to a curriculum called Starfall which will reinforce academic skills such as pre-reading instruction, letter identification, phonics and emergent writing. During our daily Circle Time, learning to sit patiently, saying good morning, and talking about the day's events is a key part of our everyday routine. In addition, emphasis is placed on increasing the child's attention span, understanding rules, and following directions. Unstructured imaginative play is encouraged throughout the various centers to aid in their developing language skills.

In Math, skills are introduced that allow the children to recognize and put numbers into everyday use. They will begin to recognize written numerals "0" through "9." When counting items in a collection, they will learn how to label each object with just one number word to determine the total ("one to one correspondence").

They will develop their logical reasoning skills as they play with and put together simple puzzles. They will begin to understand that a whole object can be separated into parts. They will be able to classify and sort objects, and identify and describe objects that are the "same" or "different."

In Science, children will learn about their body (healthy eating, body parts), movement (gravity, air and water movement), light, sound, and nature. We will help them to explore the world around them.

In Social Studies, the children will learn about spaces and geography, people and how they live, people and the environment, and people from the past.

In Art, children will master their fine motor skills and hand-eye coordination through use of crayons, markers, safety scissors, glue, and paintbrushes. They will be able to explore the materials and enjoy the process.

In Computer, skills will be introduced at the beginning of Semester Two. Children will be able to use a mouse and keyboard, identify and name different components of the computer, along with using various programs to explore and be creative.

PE is offered twice a week, beginning with Swimming in our KG Swimming Pool. Once the weather becomes cooler we will continue with normal PE activities in our Small Gym. As the months begin to warm up in the spring time, Swim classes will resume.

A regular nap time is built into the daily schedule. Cots are provided, however a lightweight blanket/stuffed animal/small pillow is recommended to be brought in. These items will be sent home on a weekly basis to be cleaned. Cots will be sanitized on a daily basis. Please familiarize yourself with our Pre-K Naptime Policy below.

### **Pre-K Naptime Policy**

**ABS Pre-K Classes offer a daily scheduled nap/quiet time for the children. At this time the children will have individual cots set out. Parents, will provide a special blanket or some form of security for quiet time. Shoes are usually kept on during rest time due to the possibility of an emergency occurring that require the children to leave the building in an expeditious manner. This is a valuable time for children's bodies to rest and grow so there is no playing during quiet time to encourage resting. In the event that a child does not sleep, they will have the choice to look at books or participate in a quiet activity while the other children are resting. Most children do fall asleep. Cots are disinfected on a daily basis and blankets/stuffed animals are stored in the child's cubby. They are sent home at the end of each week and before any holiday that will take place. Parents are responsible for bringing the blanket/stuffed animal back once school resumes.**

## Kindergarten 1:

In KG1, children are exposed to math and reading readiness activities building on the skills they learned in Pre-K. They will continue to work on many of the same developmental tasks as the Pre Schoolers. They will also receive instruction in Arabic language.

In Literacy, KG1 will be introduced to the Frog Street curriculum which is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. Literacy English activities include: phonological awareness, alphabet knowledge, written expression, listening comprehension, and vocabulary development. They will learn new skills and be able to practice their vocabulary and language skills that they have acquired through centers, songs, rhymes, fingerplays, and read alouds.

In Math, skills are introduced through hands-on activities/worksheets/centers and play. They will learn that numbers represent amounts of objects and that numbers are expressed as spoken words, written words, and written symbols. They will use words to count forward and backward from one to twenty and to count objects from one to twenty. They will begin to understand the concepts of add and take away using objects along with learning the concepts of none, more, less, most, smaller, smallest, bigger, biggest. They will be able to name the common shapes such as circle, square, triangle, and rectangle and how to recognize those shapes in their environment, such as shapes of doors, signs, and toys. They will sort objects by size, shape, and color and be able to follow simple directions such as, "show me a red square, or "take away one blue crayon."

In Arabic, the children will be instructed in the Arabic language. They will learn the alphabet, numbers, colors, and songs in order to prepare them for the elementary grades. In addition, concentration will be on instilling Islamic principles of good morals and values and the students will be able to learn some short Suras from the Holy Quran.

In Science, the children will experiment with simple scientific investigations in order to make observations, gather information, compare data, identify patterns, describe and discuss observations and form explanations and generalizations. We will help them to explore the world around them.

In Social Studies, the children will learn about spaces and geography, people and how they live, people and the environment, and people from the past. They will participate in special events such as International and National day.

In Art, the children will paint, draw, make collages, model and sculpture with clay and other materials. Through art they will be able to express what they know and how they feel.

In Computer, the children will be able to use a mouse and keyboard, identify and name different components of the computer, along with using various programs to explore and be creative.

PE is offered once a week, beginning with Swimming in our KG Swimming Pool. Once the weather becomes cooler we will continue with normal PE activities in our Small Gym. As the months begin to warm up in spring time, swim classes will resume.

### Kindergarten 2:

In KG2, children will attend a full day English program in which they will continue to build their reading, writing, and math skills in a more structured way in preparation for grade one. Children are encouraged to be self-reliant and more independent in the classroom. Science and Social Studies skills are introduced at this level, as well as, a **Home Reading Program**. Parents play an important role in this fun experience. Children and parents read to each other at home. After reading, the book is recorded by the parent in the child's reading log.

In Literacy, KG2 uses The Reading Street curriculum to further develop phonological skills that they acquired in KG1. They will learn new skills and be able to practice their vocabulary and language skills that they have acquired through centers, songs, rhymes, fingerplays, and read alouds.

In Arabic, the children will be instructed in the Arabic language. They will learn the alphabet, numbers, colors, and songs in order to prepare them for the elementary grades. In addition, concentration will be on instilling Islamic principles of good morals and values and the students will be able to learn some short Suras from the Holy Quran.

In Math, the key components that they will be developing are: number concepts, patterns and relationships, geometry and spatial sense, measurement, data collection,

In Science, the children will experiment with simple scientific investigations, increase their abilities to make observations, gather information, compare data, identify patterns, describe and discuss observations and form explanations and generalizations. We will help them to explore the world around them.

In Social Studies, the children will learn about spaces and geography, people and how they live, people and the environment, and people from the past. They will participate in special events such as International and National day.

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PE is offered once a week, beginning with Swimming in our KG Swimming Pool. Once the weather becomes cooler, we will continue with normal PE activities in our Small Gym. As the months begin to warm up in spring time, swim classes will resume.

### **Daily Schedule**

Activities vary from level to level and classroom to classroom. In Pre-K and KG1, half the day is spent with an English teacher and the other half is spent with an Arabic teacher. Our KG2 program is a full day English program which includes a 1 hour session of Arabic/Islamic 5 times weekly. The following are activities that all children participate in during the school day:

#### **Morning Assembly:**

Every Sunday and Thursday, beginning at 7:30, the KG Department begins the day with a morning assembly in the KG Courtyard. We begin by reciting the Quran, followed by the Kuwait National Anthem. Also, songs are sung in both English and Arabic and events for the week are discussed. Sunday is dedicated to our students celebrating their Birthdays and Thursday is our day to honor our "Superstars." Please ensure that your child arrives by 7:25 to attend the morning assembly.

#### **Calendar/Circle Time:**

Each morning begins with attendance, calendar and circle time. It cannot be stressed enough that students should arrive to school promptly each and every day as the "morning circle" is a very special and important time that sets the stage for the rest of the school day. It is a time for sharing personal stories, for notification of upcoming events, to go over the day's schedule, for bonding with classmates and for reviewing and introducing new concepts.

#### **Lesson Time:**

Lessons are interactive and allow for maximum participation of all children. To teach important concepts related to the curriculum, teachers use various techniques to capture student attention and differentiate learning, which include but is not limited to stories, whole group and small group discussions, games, music, role-play, hands-on activities, and visual applications through the use of the Interactive White Board.

#### **Structured Activity Time:**

Planned activities, designed to implement the curriculum, take place within the numerous learning centers where small groups of children work individually, together, or with the teacher or assistant.



### **Center Time:**

Children are able to make guided choices about their activities in the classroom. The teacher provides areas that focus on a particular skill that the children will need to develop successfully. Center Time provides the children with opportunities to develop social skills, creativity, independence, math and science, along with furthering their oral language skills.

### **Snack/Lunch Time:**

Children have a snack and lunch in their classroom. The classroom teacher and assistant stay with them and reinforce important life skills that are an integral part of the curriculum. Table manners, eating politely, washing hands before and after eating, as well as, tidying up after eating are all part of the snack and lunch routines. Teachers sit with the students and discuss daily activities, encourage conversation, and reinforce proper eating habits. Healthy eating is encouraged. Some lunchbox ideas might include a sandwich, fruit, vegetables, cheese, yogurt, milk or juice. Carbonated drinks, chips, chocolate, and sweets are not allowed at school.

### **Outdoor Play:**

Outdoor play is just as important to a child's learning as the time they spend in their classrooms, so it is built into the student's schedule twice daily. Children will be allowed to use the play structure, sand tables, tricycles, basketball court and partake in a variety of activities to help develop their gross motor skills. Teachers and assistants supervise and circulate among the students during this time, ensuring safety on the playground at all times. Should an incident/accident occur on the playground the child will be taken to the Nurses' Office and the parent will be informed. On days when the weather is not cooperating (dust, extreme cold/heat, rain), children will utilize either the KG Gym, Aftercare area, or KG Library.

### **Field Trips:**

Field trips are scheduled throughout the school year for each grade level and notification of these plans will be made to the parents by way of the monthly 'What's On' Calendar, emails, letters and SMS notifications. In addition, approximately two weeks before the scheduled trip, a parent letter will be sent via email which will state when and where the field trip will take place along with the departure and arrival time back to school. If a child is not attending a field trip, they must be kept at home on that day. It is recommended that you notify your child's teacher and our KG Administrative Secretary if your child is **not** attending.

### **Islamic Education:**

During the time they spend with their Arabic teacher, the children will also be receiving Islamic education.

### **“Specials” Classes:**

Children will visit our own KG Library, Computer Lab, and Art Room on a weekly basis. Music and Movement is incorporated into the daily class lessons. PE is offered twice a week, beginning with swimming in our KG Swimming Pool. Once the weather becomes cooler we will continue with normal PE activities in our Small Gym. As the months begin to warm up in spring time, swim classes will resume.

## **Kindergarten Information, Policies and Procedures**

**School rules, schedules and policies are important and remain consistent for everyone. It is important to support and follow these procedures and policies as a means of providing a positive example for the children.**

### **KG Hours:**

#### **Pre-K, KG 1 and KG 2**

School starts each morning at 7:30 AM and ends at 1:00 PM for all KG Students to include Pre-K. The Kindergarten Gate 7 opens at 7:10 AM and closes at 8:00. Please do not bring the children before this time as teachers are not available for supervision. It is very important that children are picked up on time. Any child who is picked up later than 1:15 will be taken to our Aftercare program and a late-fee collection of 6KD is applied to the parent's account.

### **Aftercare:**

The KG Department offers an Aftercare program solely for our KG students that are registered at ABS. Our program consists of fun theme-based activities, and includes story time, arts and crafts, outdoor play, and a snack time which is designed to keep your child engaged, active and learning. The Aftercare program starts at 1:15 p.m. and ends at 2:30 p.m. Any child picked up after 2:40, will have a late-fee collection of 6KD applied to the parent's account. Please be prompt in picking up your child. If you are interested in putting your child in Aftercare, please contact the Cashier at the main reception who will guide you through the process of enrolling your child in this program. Spaces are limited.

### **ID Cards for Pick-Up and Drop-Off:**

During the first month of school, IT will make available online an ID application form which can be filled out and returned to the main reception. In addition, the KG Department will also send home the form which can be filled out and sent in with your child. Any parent/guardian/nanny/driver responsible for the child will need an ID card in order to gain access to our school. When parents, maids, or drivers drop off and pick up a child, they will be asked to present their ID card in order to pass through the security gates. It is very important that the parents be consistent in sending the same person to drop off and pick up the child each day. For the child's safety and protection, no child will be released to anyone without an ABS ID card. Parents will be asked to provide a list of names they

give permission to pick their child up from school. If someone arrives at school to pick up the child and he/she is not on the permission list, the child will not be released to leave. If a child will be picked up early by someone not on the permission list, the parent must notify the teacher to alert her of the early dismissal and to give the school permission to release the child to an adult that is not on the permission list.

If a child needs to be released early from school, the KG Administrative Secretary will bring the child to the KG reception area and an early dismissal form will be given to the parent/guardian/nanny and they will in turn hand the form over to our security personnel.

### **Attendance:**

All children must be in school no later than 7:30 a.m. Children arriving after this time will be marked as tardy. Parents should notify the school before 8:00 a.m. if the child is going to be absent and include the reason for the absence. If a child misses three consecutive days due to illness, they must provide a doctor's note. Should a child travel when school is in session, the parent must put in writing the amount of days that the child will be absent and in turn receive written permission from the Principal excusing the absences. Please remember that success in school depends on regular attendance and punctuality. Students who arrive late or who are often absent miss important information and contact time. Tardiness and absences may interfere with your child acquiring the skills and concepts necessary to succeed at the next grade level.

### **Illness/Medications:**

Children who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat, head lice or conjunctivitis **MUST** remain at home. Your child must be fever-free without medication for 24 hours before returning back to school.

Teachers do not administer medications to students. The school nurse will administer any medication that a student must take during school hours. Any medicine sent to school must be accompanied by a note with the name of the student, the name of the medicine, the dosage and the time the medicine is to be administered. The medicine will remain in the Nurse's Office and must be picked up there.

### **Toilet Training:**

The American Baccalaureate School **requires** that **ALL** Kindergarten children attending the school **MUST** be toilet trained. ABS reserves the right to suspend or terminate enrollment if a student is not toilet trained. Please familiarize yourself with our ABS Pre-K Potty Policy below.

## **Pre-K Potty Policy**

**Our ABS school policy states that all children must be fully potty trained prior to attending our Pre-K program. We do not allow for your child to wear pull-ups or diapers; all children must wear underwear. A supply of clothing is requested on the first day of school; with no**

less than 3 changes of clothing including socks and one pair of shoes which must be kept at school at all times in case of accidents. In the event of an accident, the nanny will rinse out soiled clothes and all soiled items will be returned in a plastic bag at the end of the day. It is expected on the following day for the supply of clothes to be replenished.

Throughout the day your child will be:

- Reminded and taken to the potty numerous times
- Encouraged to let the teacher know when he or she needs to go to the potty
- Accompanied by a nanny or TA if nanny is not available
- Encouraged to sit on the potty seat
- Assisted and rinsed/dried properly
- Wash his or her hands with soap once finished with the potty

We do realize that whenever a new skill is being perfected, there are bound to be some mistakes and setbacks. If your child experiences a lot of accidents (more than one or two per week) and/or your child begins to experience other difficulties with toileting, then we will need to coordinate our efforts to help your child. Parents will be responsible for your child's personal hygiene during the school year.

### **Uniforms:**

All Kindergarten students attending ABS are required to wear the KG school uniform, which can be purchased at the school uniform shop on campus.

### **Jewelry:**

It is not allowed for students to wear jewelry in school. If any student is seen wearing jewelry they will receive consequences.

**Important:** Any student who brings jewelry to school does so at their own risk. ABS does not accept responsibility for any lost/stolen items.

### **Toys:**

Toys should not be brought to school unless the teacher permits it on a special occasion.

### **Money:**

Students should not bring money to school except when it is requested by the school for special excursions or events.

### **Parties/Birthdays:**

Birthday parties may be celebrated with your child's class in their classroom, but only with prior permission. A reservation MUST be made at the KG Reception. Parents should arrange parties a week in advance so they do not interfere with scheduled lessons and activities.

The following guidelines must be adhered to in order for your child's party to run smoothly:

- \* Parties are to be booked a week in advance at the KG reception;
- \* Parties are to be held in the classroom;

- \* Parties are to be held during your child's snack/lunch break only;
- \* We ask that you bring healthy food/snacks and drinks for your child's special day. Birthday cakes or cupcakes are allowed but we ask that you refrain from bringing candies unless part of a goodie bag for classmates to take home. Due to our safety policy, our staff reserves the right to check the contents of the goodie bag before handing out to the children;
- \* Only plastic knives/cake cutter are allowed. NO candles please;
- \* Parents are responsible for all clean up after the party;
- \* Please provide forks/spoons/napkins and paper plates.

### **School Bags:**

Bags must be clearly marked with the child's name and class. A separate lunch bag is required.

It is important to check your child's backpack upon your child's arrival from school each day. There may be important notes/ weekly homework/ Nurse's note that have been sent home by the teacher and may require your attention. Should there be any question regarding these forms/documents please do not hesitate to call our KG Office.

## **Communication Between Home and School**

### **Monthly Newsletters:**

At the beginning of each month, parents will receive the KG Department's newsletter via email which includes information about activities and events of the previous month, as well as, what events and activities to expect for the following month. This newsletter will include theme topics, academic skills being taught, reports on special projects, and events with pictures. Parents are encouraged to check the school website and PowerSchool weekly for weekly overviews, grades from the previous weeks assessment, and specific academic issues raised by teachers.

### **Thursday Folders:**

Every Thursday the children will bring home a plastic "Thursday" folder containing classwork/ homework/ artwork that was done during the week, it may also contain important information/ forms. Please take the work out and praise your child for a job well done! Hang the child's work in his/her room so that they may proudly admire it. Please look over the school forms that may require your attention and signature and send back in the folder when asked to do so.

### **Homework:**

Each Sunday, KG1 and KG2 students will have homework sent home for the week. Please make sure that your child completes their assigned homework each night. The homework sent home will review the lessons that were taught in class. Our daily homework sheets provide an excellent opportunity for your child to review and reinforce concepts and skills taught at school.

### Website:

To assist the parents' involvement in their child's education, the ABS provides access to each individual child's program and progress through the website at [www.abs.edu.kw](http://www.abs.edu.kw).

KG student grades will be posted on PowerSchool. The website provides a copy of the teacher's weekly overviews which is a useful tool for parents to reinforce the skills being taught at school. Parents will be given their own user name and password to ensure privacy.

### Parent-Teacher Conferences:

Two formal parent conferences are scheduled prior to the delivery of both the first and second report cards. The teacher will outline the child's areas of strength and weakness and offer suggestions for possible courses of action. The teacher or the parent may initiate additional meetings at other times. Parents may be called, for example, if a child displays moderate to severe behavior problems, academic difficulty, or if a change in the child's normal behavior occurs. Parents may request an additional conference and must be scheduled in advance through the KG Receptionist via email or phone call.

**Teachers can meet with parents between the hours of 2:30 p.m. until 3:00 p.m., however parents need to make an appointment 24 hours in advance** to give teachers time to properly prepare and to ensure that they have not scheduled other meetings. Most difficulties can be resolved by speaking directly with the classroom teacher. If meetings with the teacher do not resolve the concern, parents are invited to schedule an appointment with the Kindergarten Principal, who will make every effort to resolve any difficulties or concerns. These appointments can be made through the KG Receptionist.

### Report Cards:

The academic year is divided into four quarters. A formal report card will be sent home at the end of each quarter. They indicate student progress in meeting curricular goals, both academically and socially. Parents must remember that each child develops at a different rate and they should be encouraging and supportive as they discuss the report card with their child.

### Superstar Awards:

Each Thursday, Superstar Awards are presented to students who have shown positive performance, whether in academics or behavior. One student from each class is chosen and their photo will be placed on display. Each week, this group of Superstar winners is brought to the KG Library where a member of the KG Admin Team reads them a story. This program is great for building our students' self-esteem and encouraging them to achieve their best!

## Behavior Expectations:

At American Baccalaureate School, we expect children to be able to perform some activities *independently*. Please help your child by encouraging them to get dressed, use the toilet, wash and dry their hands, tidy up after themselves, and put their shoes and socks on independently. Students are also expected to be polite, take turns, listen carefully, be helpful, and follow directions.

## Student Discipline:

In Kindergarten, discipline means helping children practice acceptable behavior. We believe that children learn self-discipline when they are treated with respect. We do not use the same disciplinary techniques in every situation as we recognize that each child and situation is unique. However, all staff follows the same general disciplinary techniques endorsed by the National Association for the Education of Young Children.

- Set clear, consistent and fair guidelines for classroom behavior and remind children of these guidelines when necessary.
- Redirect children to a more acceptable behavior or activity.
- Listen carefully to what children have to say about their feelings.
- Regard mistakes as opportunities for learning.
- Help children to develop the skills to solve their own conflicts.
- Model appropriate and respectful treatment of people and materials.

In cases of inappropriate behavior, the staff member first tries to determine what happened, then uses professional judgment to decide how best to handle the situation. Children are encouraged to use words to talk about what is bothering them. Staff members try to involve children in the resolution of their conflicts. Staff members also try to encourage the children to see each other's points of view, which is a first step in the development of empathy, an important pro-social behavior. Discipline and showing courtesy to others is expected of the students during field trips and other school related activities.

On occasion, the teacher may need to direct a child away from a group or activity, but this redirection is not used as punishment. It is an attempt to change a situation that is leading to inappropriate behavior. 'Time-out' is used if redirecting a child's activities is not effective. Students are brought to the Kindergarten Principal when their behavior is dangerous to themselves or others, or if all other attempts to solve the problem have failed. Parents will be notified in these cases and a parent conference may be scheduled.

At ABS, we believe a consistent and positive approach to discipline is best. Staff members do not, under any circumstance, hit, criticize, or make hurtful comments to the children. Relating positively to the students at all times is the primary goal at ABS.