



# ECE Student Handbook

## 2017-2018

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## School Song

“The Girls from A.A.G.”

Girls from A.A.G. hold their heads up high.

Girls from A.A.G. strive to reach the sky.

We are strong, We are smart,

And we have lots of heart.

We're the girls from A.A.G.

And we are a family.

(Sung to the tune of “It’s A Small, Small World”)

## National Anthem

Watani Al Kuwait Salemtalilmajdi

Waalajabinekatalia A saade

Watani Al Kuwait

Watani Al Kuwait

Watani Al Kuwait Salemtalilmajdi

## ECE Administration, Teachers and Assistants

Shaima' a Bader	ECE Asst. Principal
Fatma Ba'ahbaki	Pre-KG Teacher
Anwar Al Fadly	Pre-KG Assistant
Diana Omar	KG1 A Teacher
Farah Al Amari	KG1 A Assistant
Khadijah Sarhan	KG1 B Teacher
Sally Awada	KG1 B Assistant
Jackie Constantin	KG2 A Teacher
Sara Al Ostaz	KG2 A Assistant
Kathy Bryant	KG2 B Teacher
Hawra' a Ayyash	KG2 B Assistant
Jammie Holt	KG2 C Teacher
Fadwa Mubarak	KG2 C Assistant
Rasha Madhawi	Arabic Teacher (KG1 and KG2)
Reham Farajanei	Arabic Teacher (KG1 and Pre-KG)
Zuzana Moravcikova	Art Instructor
Reema Miqdadi	PE Teacher
Laila Malallah	Music Teacher
Camillia Al-Moussau	Computer Teacher
Christen Jordan	Librarian
Cheryl Kraft	Librarian Assistant

Dear Parents,

Welcome to the American Academy for Girls, Early Childhood Education (ECE) Department.

It is our pleasure to have your daughter in our school.

Since the American Academy for Girls opened in 1996, the school has built a rich legacy of academics and achievement. Today AAG fosters and teaches a spirit of success, sets high expectations **and encourages not just a "can do attitude" but also the desire to do it well.**

AAG offers an instructional program based on an American-style curriculum combined with Arabic and Islamic studies, whose curriculum the Kuwait Ministry of Education requires.

The Early Childhood Education Department consists of three divisions: Pre-KG, KG1, and KG2. English Language Arts, Math, Health Education, Social Studies, Science, Arabic and Islamic Religion are all the subjects taught in the department. Specialty teachers instruct the students in Library, Music, Computer, Physical Education (PE), and Art.

**AAG's high quality and integrated early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.** It is designed to foster our young students a lifelong love of learning. We strongly believe that all children should be given the opportunity to experience the very best possible start to their education. Through various developmentally appropriate activities we will help to ensure that your daughter enjoys her learning environment and continues to flourish during her school years in the future and beyond.

We encourage a strong, cooperative relationship between teachers, students and parents. The maintenance of this important partnership guarantees that a positive and supportive environment is created and a solid foundation for learning is established. We welcome your input and encourage the constructive exchange of ideas.

This handbook is an essential resource for you throughout the year. Please refer to it for answers to any questions you may have regarding policies, procedures and rules.

**Please do not hesitate to contact your child's teacher at 25639612 ext. 129, if you have any questions or concerns.**

Very sincerely,

Ms. Shaima'a Bader  
ECE Asst. Principal, AAG

## MISSION STATEMENT

The American Academy for Girls is a private, single gender school, which provides an American style education crafted to meet Kuwait educational requirements and encourages students in their pursuit of academic excellence.

## CORE VALUES

We believe that the community will strive to:

- Provide learning experiences that cultivate self-respect, resilience, and integrity
- Create opportunities for personal, social, and academic excellence through the advancement of analytical skills, independence, and responsibility
- Maintain open lines of communication and work together with the school community for the success of students
- Develop citizenship, worldwide awareness, and an understanding for diversity
- **Continuously assess and modify the school's curriculum to provide an optimal learning environment**

## PROFILE OF AN AAG GRADUATE

The American Academy for Girls believes in fostering an environment of high academic achievement by empowering girls and young women to be:

- Critical thinkers and problem solvers
- Effective communicators
- Academic achievers in a collaborative environment
- Global citizens

We guide students to experience that learning is best achieved through reflection, parental involvement, and community collaboration.

The American Academy for Girls welcomes all nationalities and teaches appreciation of different cultures and respect for diversity within the international community.

## ECE Program Overview

The Kindergarten Program is a developmentally appropriate program that continues the process of hand-on, kinesthetic and inquiry learning through play, with an emphasis on early literacy and numeracy skills. We encourage children to become responsible class members, risk-takers and cooperative learners. Our department nurtures the social and emotional needs of the children, as they learn to work and play together.

AAG incorporates language development vocabulary and early reading and writing skills into our daily program. Guided and shared reading experiences occur, and early writing skills develop through the use of age-appropriate print and books. The math program is inquiry-based and covers number sense, problem-solving, measurement and involves the use of a variety of manipulative and games. Science and Social Studies units of study are taught through investigation and exploration. The Common Core States Standards (CCSS) are used for English and Math. The American Educators Reach out (AERO) standards are used for Science and Social Studies. In sum, we actively encourage children to establish positive attitudes towards a healthy, active and safe way of learning.

### Pre-Kindergarten

Our Pre-KG program is designed for three and four-year old students. Pre-KG is usually a child's first school experience, so a positive first year sets the stage for future dispositions towards learning. The focus in Pre-KG is on social skills development, self-help, sensory learning and language development. Academic skills such as the concepts of counting, recognition of colors and shapes are also introduced. Children are exposed to a variety of pre-reading activities in fun, age and developmentally appropriate ways. Fine and gross motor skills are developed in special subjects such as Art, Music and Physical Education (P.E.).

### Kindergarten 1

Our KG1 program is designed for four and five-year old students. KG1 is still a transition year from home to school, and is the first school experience as well for children who have not attended Pre-KG. In KG1 children are exposed to a great variety of hands-on, kinesthetic, fun, and age-appropriate concepts and skills that will be built-upon in the Kindergarten 2 program in a more structured way. Our expectation is that your child has developed some English-language and is able to communicate simple needs. KG1 continues to focus on the development of social skills, self-help, sensory learning, and further English and Arabic language development. Pre-reading and pre-writing concepts include recognition of numbers, letters, shapes, and colors, as well as the correct use of classroom tools such as the pencil, scissors, and glue stick. Name recognition and handwriting are introduced. Students learn to love and take care of books, and they are introduced to the nature of the Library. Notions of science are presented through hands-on and kinesthetic activities involving the exploratory use of the five senses. Social studies activities include the concept of community and

family, and the country we live in, that is Kuwait. Fine and gross motor skills are developed in special subjects such as Art, Music and Physical Education (P.E.).

## Kindergarten 2

Kindergarten 2 is the equivalent of a Kindergarten program in the United States. KG2 is designed for five and six-year old students. The KG2 curriculum continues to focus on oral language, listening, and social skills, while offering more structured approaches to academic concepts, in preparation for Grade One. Children learn to recognize all upper and lower-case letters, initial consonants, and long and short vowel sounds. Handwriting is continued and expanded upon. Children at this age are encouraged to be self-reliant and independent in the classroom. The expectation of the students attending the KG2 program is a reasonably developed level of American English-language proficiency, including oral, read and written skills of fairly comfortable communication. Fine and gross motor skills are developed in special subjects such as Art, Music and Physical Education (P.E.) taught by special teachers.

### 1. School Hours and Lesson Times

#### KG1 and KG2

7:10 – 7:15	Flag Ceremony / ECE Morning Assembly
7:15 – 7:30	Free Play
7:30 – 8:10	Period 1
8:10 – 8:50	Period 2
8:50 – 9:30	KG1 – Bathroom and Breakfast; KG2 – Period 3
9:30 – 10:10	KG1 – Period 3; KG2 – Bathroom and Breakfast
10:10 – 10:50	Period 4
10:50 – 11:30	Period 5 / Recess (KG1)
11:30 – 12:10	Period 6 / Recess (KG2)
12:10 – 12:50	Period 7
1:00 p.m.	Dismissal
1:30 – 2:30	After School Care (sign-up and extra fee are required)

## School Hours and Lesson Times for Pre-KG

- 8:00 – 8:30 Period 1
- 8:30 – 9:15 Bathroom and Breakfast
- 9:15 – 9:45 Period 2
- 9:45 – 10:15 Period 3
- 10:15 – 11:00 Bathroom and Recess
- 11:00 – 11:30 Period 4 – Snack Time
- 11:30 – 12:00 Period 5
- 12:00 – 12:30 Period 6 – Outdoor Exploration Time
- 12:30 – 1:00 Closure of the Day
- 1:00 p.m. Dismissal
- 1:30 – 2:30 After School Care (sign-up and extra fee are required)

## 2. Report Cards

The year is divided into two semesters for ECE students. At the end of each semester a report card will be issued and sent home to the parents.

**Report cards will display the student's academic progress and the student's effort. They will also contain specific comments regarding the student's strengths, her areas of weakness and the next steps that will be taken to assist her learning.**

Students will also receive one interim progress report which indicates early successes or concerns in a checklist form.

## 3. Homework Policy

At AAG, we align ourselves with the research that states that, at least in the early years, there is no correlation between homework and achievement. Children work hard enough in school and should have the opportunity to relax, engage in activities of their choice and have quality family time after school. Of course, parents are constantly asking us for homework, especially for vacation times. Although we believe in review, we do not believe in keeping the kids busy with loads of worksheets. We prefer more fun and hands-on learning experiences. We do not give out

homework, but offer our KG1 and KG2 students occasional home projects to complete with their families so as to enhance our thematic units and build on the home-school connection. We believe that these types of projects provide an opportunity for parents to talk to their children about what they are learning in school while simultaneously spending much needed quality time together.

However, if a parent would like homework for her child, a request must be sent to the teacher. Once received, we can provide ideas and support on how to help your child at home. Additionally, KG2 students will also be required to read the pre-decodable and decodable books sent home every week and record their reading in a log.

We also believe that a love for reading and books is one of the most precious gifts parents can give their children. While knowing how to read is essential for day-to-day survival, loving to read opens new worlds for children. Therefore, daily story time and/or bedtime stories are highly recommended and encouraged in every grade level including Pre-KG.

#### 4. Transportation

Transportation of students to and from school is the responsibility of parents. Bus services are available from a private bus company, which has a representative at school. Arrangements can be made for this service by contacting the Registrar.

#### 5. Is Your Child Ready For School?

At AAG, we recognize that each child grows and develops at her own rate. A child, who meets the admission requirements, may not possess the skills and maturity necessary for a happy and productive year. Such a child might benefit from the delay of enrolment into the program. This would help the student obtain the maturity and self-confidence needed to be successful.

#### 6. Settling In Suggestions

Teachers and assistants will work closely with parents to help all children adjust to the school environment. Parents can assist with this effort at home.

Before school begins, get your child accustomed to the following:

- Early bedtime (preferably the same time each night and not later than 8:00 p.m.) and early waking time
- Feed your child a nutritious breakfast to ensure she has enough energy to concentrate in school (any food containing too much sugar and/or chocolate is highly discouraged)
- Encourage independence in your child by allowing her to feed and dress herself, tidy up after herself, carry her belongings independently and attempt to use the toilet unaided

- Ensure that your child is able to recognize her belongings (make sure they all are labeled)
- Become familiar with the school facilities in order to better aide your child in feeling safe and secure in the school environment
- Familiarize yourself with the rules and procedures of the department so that you may talk **about these points with your child** (use this book as a resource or refer to your child's teacher)

## 7. Classroom Placement

Classroom placement is the sole responsibility of the AAG administration. In order to be consistent and fair to all students and parents, requests for specific teachers will not be considered.

## 8. Parent Teacher Relationships

At AAG, we believe that a good parent/teacher relationship is necessary for the maximum school success. Throughout the year, you will be provided with all the essential information that is needed to **keep you updated about your child's life at school**. Newsletters, emails, letters, notes will be sent home on a regular basis and report cards will tell you about your daughter's **academic and social progress**. Parent/teacher conferences will give you great opportunities to meet your child's teachers.

We will be utilizing email as a primary method of contacting parents regarding all school related matters such as events, activities, and holidays. Please provide the email address (es) to which you would like the information to be sent. Note this should be an account that is checked on a daily basis as we may be sending time-sensitive information. Please make sure you fill out the email address box in the "Agreement Slip" on page 20.

We highly recommend you to check the school's website ([aag.edu.kw](http://aag.edu.kw)) on a weekly basis for parent information, announcements, newsletters and photos of special events.

You may call, send a note or email, **meet with your child's teacher at the end of the school day**, or set up an appointment for a conference during the school day, if necessary.

**We strongly encourage you to contact your child's teacher first to clarify any questions or concerns** before administration is consulted.

## 9. Parent Newsletters

Newsletters will be sent home on a regular basis. Be sure to read them carefully as they contain important and helpful information, including such points as study guides, homework, field trip and activity dates, and special events. No other reminders will be sent home unless an event/activity is **planned, cancelled or postponed suddenly**. Newsletters are also posted on the school's website.

## 10. Classroom Environment

Every child has the right to feel safe and secure in the class environment, free from all threat of physical or emotional harm. In addition, it is important that each child is capable of learning to develop self-discipline and positive work habits, to resolve conflicts peacefully and to think independently. For these reasons, the behavior plan has several components which are the following.

## 11. Positive Behavior Policy

At AAG, we believe that everyone has the right to feel safe at all times. Our goal is to prepare children for successful participation in our community by providing the following:

- **A safe, caring, nurturing, well-planned positive learning environment** through the use of developmentally appropriate strategies that advance children's social and emotional development and approaches to learning.
- Successful positive behavior guidance is built upon strong relationships that are grounded in trust and respect. Teaching staff and administration develop strategies to build each child's social, emotional, and behavioral skills based on shared understandings with each family. Establishing regular and ongoing two-way communication with families will create strong relationships that allow for effective collaborations.
- Expectations that children's behavior will be expressed clearly and simply and will be developmentally appropriate.

### 11.1. Strategies to promote positive behavior

- Understanding the limits of young children's ability to wait, to share, to appropriately express feelings (e.g. anger, sadness, fear) to cope with tiredness/disappointment.
- Through discussions and rule making, the children and the teacher will compose a list of rules that protect each student's right to safety and respect as well as the responsibility that each child has in maintaining class order.
- Working together with families and others to better understand the factors contributing to a child's behavior. Ask the question: "What is this child trying to communicate when they demonstrate this behavior?" Factors contributing to a child's behavior may include:
  - Programmatic structures or conditions such as the flow of the day/daily schedule, arrangement of the classroom, noise level, etc.
  - The child's feeling of security within the classroom or the condition of their relationships with adults or peers.
  - The child's unique circumstances. For example:
    - The child has not yet learned appropriate behaviors for social interactions and may be grabbing toys instead of asking or hitting when upset.
    - The child is going through a transition at home and experiencing emotional distress as a result (e.g. a new baby in the family) or has experienced trauma.

- By consistently observing and documenting children’s behavior, teaching staff may identify the situations that trigger disruptive or unsafe behaviors and help determine the factors that contribute to such behavior.
- Positive reinforcement and encouragement for appropriate behavior. It is important to let children know that they are making progress toward a desirable new skill to encourage their effort. Positive reinforcement can be done in many ways, and may need to be tailored for individual children. Children demonstrating new and more complicated behaviors may need additional reinforcements.

Examples of developmentally appropriate ways to reinforce positive behaviors include:

- Using social reinforcements such as praise, smiles, encouragement, or even a well-timed high-five or thumbs up.
- Using activity reinforcements as a reward for desired positive behaviors, such as being able to choose a song or activity for the group or during center time.
- Redirection / distraction, early intervention to avoid escalation of conflict and bullying.
- Teaching of communication and problem solving skills that encourage self-awareness and self-discipline.

#### 11.2. Logical consequences for inappropriate behaviors that reflect the dignity and rights of the child

- Such consequences will never include physical, verbal or emotional punishment.
- Such consequences will not result in the child being isolated (left alone) for any length of time.
- A supervised “positive time out or thinking time” may be applied for dangerous / unacceptable behavior.
- Unacceptable / dangerous behaviors which are repeated or prolonged require careful investigation and may require advice from the Student Counselor.
- Incidences of inappropriate behaviors like bullying and violence will involve the whole staff team in consultation with parents to develop and implement a program to address issues regarding the behavior.

We believe that:

- Everyone has the right to feel safe all of the time.
- Behavior improves more when handled in a positive way.
- Children feel angry, frustrated and upset at times and may need help to express those feelings appropriately.
- Staff and parents need to share responsibility, being consistent at all times, creating a safe secure environment for children, and modeling appropriate behaviors.

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Respecting and caring for others	Hitting/kicking
Sharing and taking turns	Disregarding classroom rules
<b>Being co-operative</b>	Spitting/biting
Polite	Pinching/pushing
Participating in activities	Swearing
Being friendly	Throwing objects
Listening	Bullying/verbal or physical
Helping	Disturbing others at circle/instructional time

11.3. Actions taken when unacceptable behavior occurs

- Talk to the child about the behavior and explain why it is unacceptable behavior
- Redirect the play or the child, reinforcing safe practices
- Withdraw the child from area and offer other choices
- If unacceptable behavior continues a **“positive time out or thinking time”** may be used.

This list is not inclusive since it is impossible to predict all incidents of misbehavior that may occur. The idea is that the consequence be related to the misbehavior.

11.4. Actions taken if the unacceptable behaviors are repeated

The teaching staff team including counselor in consultation with the parents will design and implement strategies to manage the behavior. However, if the behavior continues after the teacher has applied various disciplinary measures and after conferencing with the parents, the following will occur:

- Subsequent violation: Parent conference is called.
- Continued violations: Parent conference is scheduled with the ECE Principal, teacher and counselor.

Violations of a violent or aggressive nature may result in the student being sent home and a recommendation of removal from AAG will be made.

NOTE: Parents will receive feedback from the teacher regarding the success or failure of disciplinary efforts.

## 12. Attendance Guidelines

Your child's regular and prompt attendance at school is essential to her success. School begins promptly at 7:40 a.m. The time between 7:20-7:40 a.m. is vital for social development and settling in. Most instructional activities are group oriented and involve interaction with classmates. Therefore, it is impossible to make up these crucial periods at home. Please view school as a priority and see that your child attends school every day, on time, with the exception of illness or emergency.

### 12.1. School Hours

School hours are 7:20 a.m. until 1:00 p.m. Please be aware that there is no staff supervision before 7:00 a.m. and after 2:30 p.m.

Note: After 1:30 p.m. students that are left at school are required to sign up for the After School Care Program. (See page 12.)

### 12.2. Absence from School

Parents should understand the following procedures in case of absence:

- A written note or phone call by the parent to the teacher must explain every absence.
- An absence of three or more consecutive days requires a note from a medical doctor.
- If the teacher is not called or informed by the parent, the absence will be considered unexcused.
- After 10 unexcused absences, the class teacher will send a reminder note home.
- After 15 absences, the Ministry law requires that a registered letter be sent to the parents.
- After 24 unexcused absences, the principal will review the individual case and it may be referred to the Ministry for further action. The student could be subject to retention in the same grade.

### 12.3. Vacations

Parents are requested not to schedule vacations or extended holidays during the school year. If this is unavoidable, parents are requested to notify the school in writing one week before the absence. Such an absence is considered unexcused.

### 12.4. Tardiness / Late Arrivals / Early Release

The first morning bell rings at 7:20 a.m. Students are expected to be at school by this time. Classes begin at 7:40 a.m. and any student not present in the class will be considered tardy. A record of late

arrivals is kept for each student daily. If a student is **tardy more than 4 times** in one month, parents will be informed by an **official letter** and a **parent conference** is called. Note that any student arriving at school **after 9:00** will be sent home and the absence will be considered **unexcused**. In case of a **family emergency** or a **medical issue** such as a **doctor's appointment** scheduled for the morning, an early phone call to the teacher or administration must be made to explain the tardiness of the child.

It is essential that students attend school on time and remain at school for the entire day. No student will be released from class early, with the exception of illness or family emergencies. If a child needs to leave school before 1:00 p.m. a note or a phone call from the parent must be sent to the teacher or administration. (see 12.5.)

Flag ceremony is held on Mondays at 7:10 a.m. Students arriving after the commencement of this ceremony will be held by the gate so that no disruption occurs.

ECE morning assemblies will take place on Sunday, Tuesday, Wednesday and Thursday between 7:10 and 7:20 a.m.

NOTE: Please do not bring your daughter to school before 7:00 a.m. as there is no official supervision available during those early hours.

Students are collected from individual classes every day. **Students must be picked up by authorized persons only (parents, any other family member(s), nanny, driver, etc.) whose names are indicated in the "Agreement Slip" (page 20).** Please note that students will not be allowed to leave school with any unauthorized person(s).

## 12.5. Early Dismissal

Taking students out of school before 1:00 p.m. is strongly discouraged. It not only results in the **student missing class work, it also disrupts the other students' learning and the teachers' lesson flow.** Parents are asked to schedule doctor and dental appointments after school hours or on weekends. If early dismissal of a student is unavoidable the student is required to bring a note to school in the morning. If there is no note, the student will not be allowed to leave until 1:00 p.m. unless it is a family emergency (i.e. an accident, birth of a baby, etc). Students will only be allowed to leave with a parent. The parent will be required to sign a form stating that they are responsible for taking their daughter out of school early. (Form is available at the reception.) The parent is also responsible if their daughter has missed any classes and understands that by continually taking their daughter early, this may result in a drop in her academic and social progress.

### 13. Field Trips

Parents will be informed of field trips through parent letters. A **signed permission** form must be submitted in order for the student to be allowed to accompany the class on the outing. **Verbal approval** from a parent by phone or in person is not acceptable. Students that are not in proper uniform may not be allowed to attend the field trip with their class. Good behavior on field trips is essential. Students with negative behavior will be restricted from attendance on outings until the behavior is modified. Parents are not allowed on field trips. **If the student is out sick 48 hours before the trip they will not be allowed to attend the field trip.**

### 14. After School Care

The school provides After School Care for all students that must stay at school after lesson hours from 1:30 p.m. to 2:30 p.m. for any reason. Parents of these students are required to sign up their daughters for the after school care program and pay the **monthly fee of 20 K.D.** Sign-up sheets will be sent home at the end of each month.

Please note that without registration and paying the fee your child is not allowed to stay at the school after 1:30 p.m.

**Please note that it is a one-hour program and no students will be dismissed before 2:30 unless it is a family emergency. If your child needs to leave after school care before 2:30 a note or a phone call must be sent to the school in the morning so she will be escorted to the reception by the requested time.**

Please note that no after school care for Pre-KG students.

Please note that after 2:30 the school does not provide supervision for students. Any child not picked up by this time will be sent to the reception area.

### 15. Stars of the Month Assemblies

Assemblies will be held on a monthly basis to reward students for their academic achievement, good behavior or any other reason. These assemblies will encourage your daughter to show her best performance and behavior at school. All students will receive two certificates (one in English and one in Arabic) throughout the year. The certificates will be displayed on a bulletin board in the ECE corridor.

## 16. Promotion Policy

Criteria for recommended retention in a grade level:

Any student whose age fits the admission guidelines, but who has not developed the readiness skills and maturity which would insure a successful year in the next grade may be recommended for retention.

Procedure for recommending retention:

1. **Regular contact between school and home will insure that you understand your child's** progression towards developmental and academic goals.
2. A parent conference with the teacher, parent and administration will be held to discuss the seriousness of the matter. This process will begin by mid-year.
3. Continued weakness in the areas of concern will result in a final meeting with parents to discuss recommendations for the following school year.
4. Parents will make the final decision on retention based on the professional recommendations of the school.
5. Any parent choosing to disregard the recommendations made by teacher and/or administration, will be required to sign a RETENTION DOCUMENT stating that the parent bears the responsibility of any negative academic consequences related to the promotion of their child.

## 17. Uniform Policy

School uniforms should be worn by all students. Fit and length should be appropriate for school. Guidelines for ECE uniforms are as follows:

- Plaid jumper, plain white shirt with AAG patch and plain white socks or stockings
- Dresses must be knee length or longer. If a student outgrows her dress during the year, the parent must purchase a uniform that fits properly.
- Black, flat-soled shoes (no sandals or colorful footwear)
- PE uniforms must be purchased from the school and worn only on scheduled PE days.
- Athletic footwear should be white or black, flat soled, without embellishment or lights.
- Jewelry is not allowed. If earrings are worn, they must be stud-type, not dangle. No valuable jewelry should be worn at any time.
- The uniform policy is strictly enforced. Parents will be notified if a child is consistently in violation of any of the above guidelines.
- From time to time, free dress days are planned by the department. Whenever students are permitted free dress, they must be appropriately attired for school. No see through clothing, short skirts or backless blouses are permitted. Administration reserves the right to determine if a student is improperly attired.

- Please make sure your daughter’s hair is arranged nicely with a decent hair band or clips that match the school uniform. In order to avoid an accident, do not leave your daughter’s hair untied.

## 18. Free Dress Days / Dress-Up Days

From time to time, the classroom teacher, with approval of the ECE Principal, will announce “Free Dress Days” / “Dress-Up Days”.

The following are guidelines for “Free Dress Days”:

- Jeans may be worn, but may not be tight or have holes in them
- Sleeveless blouses, dresses, etc., are not recommended (shoulders must be covered)
- See-through clothing is not permitted
- Short skirts are not permitted. All dresses, skirts, and shorts must be knee length or longer
- Shorts are not permitted (except on days specifically identified)
- Tank tops and halter tops are not permitted
- Tight clothing of any kind is not permitted
- Avoid any make-up as it is strongly discouraged and not supported by the school
- No high heels, flip-flops or slippers are allowed

The following are guidelines for “Dress-Up Days”:

- Follow your daughter’s teacher’s instructions regarding the costumes
- Avoid any make-up as it is strongly discouraged and not supported by the school
- No high heels, flip-flops or slippers are allowed

“Free Dress Days and “Dress-Up Days” are always fun days for the students. However, on these days students must be appropriately dressed for school. The administration reserves the right to determine if a student is properly attired for school. Students not properly attired will be asked to call home and have appropriate clothing brought to them.

## 19. General School Policies

### 19.1. Recess

Students go out for recess daily, weather permitting. We have a variety of play equipment available including climbing apparatus. Please note that the surface of this equipment can become overheated during warmer months, so care must be taken when utilizing them. Also, proper underclothing should be worn under uniform jumpers in order to maintain the modesty of the girls as they climb and play. (Long, shorts-type underwear is recommended.)

## 19.2. Birthdays

Birthdays are unique occasions for children therefore, parties are allowed in the classroom on your **child's special day**. Parents are allowed to send cupcakes, snack, juice, plates and forks. **Gifts or prizes are allowed**. Birthday parties can only take place on Thursdays or on the last day before holiday. **Please contact your child's teacher a week in advance to schedule an appropriate date for your child's birthday celebration.** No last minute or spontaneous arrangements are possible. Relatives, including parents and siblings will not be allowed to attend celebrations, nor will sisters from other grade levels.

NOTE: Please do not send party invitations to school for distribution unless the entire class is being invited. Although it may be convenient to distribute invitations in this way, it is often hurtful for those who have not been invited.

## 19.3. Programs / Shows

Throughout the school year there will be opportunities for parents to attend performances by specific departments or grade levels. Please be sure to arrive on time, place mobile devices on silent and remain seated, speaking in low voices, during these performances. Due to limited seating, we ask that only adult family members attend; no maids, nannies or small children are allowed. It is imperative that respect be shown to students and staff members who work very hard to present a memorable performance for family members. Your kind adherence to these guidelines will make each show a pleasant experience for everyone involved.

## 19.4. Money

Occasionally, it will be necessary for your child to bring money to school for field trips, costumes or supplies. **Always send money in a sealed envelope** with the following information written on the outside:

1. **Your child's name (first and last)**
2. **Amount and purpose of money enclosed**
3. **Teacher's name and class**

Any money sent without an envelope will be rejected and sent back.

## 19.5. Snacks

According to the class schedule, students will enjoy a light snack either in the morning or afternoon. Homeroom teachers will inform parents of their preferences for snack items. Suggested individual snack items are cucumbers, carrots, fruits, raisins, or other healthy snacks. In the event that any student in a given class has a severe reaction or allergy to a specific food, restrictions may be placed on that food item.

## 19.6. Lunch

The ECE Department promotes healthy nutrition for students. All children should bring lunch to school each day. We recommend a sandwich, fruit or vegetables, milk or juice. Candy, chocolate, cake, chips, and soft drinks are not permitted. We ask that parents respect these rules. Lunch boxes **should be clearly labeled with your child's name as lunch boxes may** become misplaced or mistaken. Reusable water bottles or flasks should be brought from home daily.

## 19.6. Illness

In order to maintain a healthy environment and limit the spread of any infection (viral or bacterial infections) in the department, please keep your child at home if she is sick or has any of the following symptoms: **Fever, cough, vomiting, diarrhea, skin rash, conjunctivitis (pink eye).** **If your child has any of the aforementioned symptoms, she should not be sent to school.** Please keep her at home and consult a doctor. If your child has been diagnosed with any of the aforementioned symptoms at the school, parents will be contacted by the nurse; the child will be immediately removed from the classroom and kept in the school clinic until she is picked up by her parent(s). Children sent to school with a fever, vomiting or any other severe symptoms will be sent back home immediately. Parents will be informed of any contagious disease, such as chicken pox, **diagnosed in her child's class.** Medicines must be given directly to the nurse, not the class teacher. **Please do not send containers of medicine in your child's lunch box without notifying the nurse. Teachers are not responsible for checking student's lunch boxes for medication.**

Per school policy, students who are absent due to illness, *must* submit a **medical report** deeming them **'fit to return to school'** to the school nurse. The school nurse must clear the students before they can return to the classroom.

## 19.7. Accidents and Injuries

Any injury that occurs at school must be reported to the nurse. Injured students will receive first aid from the nurse. Parents and the Principal will be contacted, and an Accident Report will be placed in **the student's file.**

## 20. Miscellaneous Information

School bags: School bags are NOT required in the ECE Department. However, if parents feel one is needed, it should NOT be the wheel-type as these do not fit on the hooks provided by each class.

Yearly supply fees: A minimal fee – 20KD – is requested each school year so that the school may purchase supplies for each child. If parents would like a list of supplies which are purchased with the fee, one will be provided upon request.

Recycled materials: Collecting recycled materials from students has been a great success in the past. This year we will ask students to bring in recycled items from time to time. Please read the letters/notes from school for more information.

Lost and Found: Lost items can be found in the ECE Department or in the reception area. Please check several times for the item as they may be turned in at a later date.

Extra Clothes: All Pre-KG KG1 and KG2 students are required to have a set of extra clothes in the classroom for unexpected accidents. Clothes should all be labeled and placed in a plastic bag with the **student's name and class written on it.**

Toys and Personal Items: Students are not allowed to bring any toys or unnecessary personal items from home unless a special event, such a show-and-tell is scheduled in a class and items are requested by the teacher. These requests will be made in writing from the teacher in a parent letter.

School Website: Parents are invited to visit the school website at [aag.edu.kw](http://aag.edu.kw) on a regular basis where they can find the newsletters, announcements, and information about important events and activities taking place in ECE.

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21. AGREEMENT SLIP

Student's Name (as per passport): .....

Grade: ..... Date of Birth: .....

This student handbook is the primary reference point when you have a question regarding policy or procedures for the ECE Department. Please refer to the student handbook before contacting your child's teacher or the ECE Principal if you have a question.

Please sign and return this form to indicate that you have read this handbook.

If you have any questions regarding the content of the handbook, please contact the ECE Principal.

Thank you.

Parent's Name: .....

Parent's email address: .....

Parent's phone number: .....

Authorized pick-up person(s):

Name	Relation to Student	Phone Number

Permission to release photos and videos of my child to be used at the discretion of AAG:

Yes       No

Parent's Signature: ..... Date: .....