



AMERICAN ACADEMY FOR GIRLS



Kuwait, Salwa, Block 5, Street 1, Building 288 Tel.: 2563-9612/4/5– 2563-9648

EARLY CHILDHOOD EDUCATION (ECE)



PARENT/STUDENT HANDBOOK

2022-2023

Contents

ECE STAFF	3
WELCOME LETTER.....	4
MISSION STATEMENT, CORE VALUES, & PROFILE OF A GRADUATE	5
ECE PROGRAM OVERVIEW	6
1. SCHOOL START DATES AND HOURS.....	7
2. REPORT CARDS	7
3. HOMEWORK POLICY.....	7
4. TRANSPORTATION.....	8
5. IS YOUR CHILD READY FOR SCHOOL.....	8
6. SETTLING IN SUGGESTIONS.....	8
7. CLASSROOM PLACEMENT.....	9
8. PARENT/TEACHER RELATIONSHIPS.....	9
9. PARENT NEWSLETTERS.....	9
10. CLASSROOM ENVIRONMENT	9
11. POSITIVE BEHAVIOR POLICY	10
11A. POSITIVE BEHAVIOR POLICY	10
11B. LOGICAL CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS	11
11C. ACTIONS TAKEN WHEN UNACCEPTABLE BEHAVIOR OCCURS & 11D. REPEATED	11
12. ATTENDANCE GUIDELINES	12
13. SCHOOL HOURS.....	12
14. ABSENCE FROM SCHOOL/SESSION(S).....	12
15. VACATIONS.....	13
16. TARDINESS/LATE ARRIVALS/EARLY RELEASES.....	13
17. EARLY DISMISSAL.....	13
18. VISITORS.....	13
19. PARENT VISITATION	14
20. FIELDTRIPS.....	14
21. AFTER SCHOOL-CARE.....	14
22. QUARTERLY AWARDS PROGRAM	14
23. FLAG CEREMONY	14
24. GRADING POLICY.....	14
25. PROMOTION POLICY	14
26. UNIFORM POLICY.....	15
27. DRESS-UP/THEME DAYS	15
28. GENERAL POLICIES.....	16
28A. PHYSICAL EDUCATION (P.E.) CLASSES.....	16
28B. BIRTHDAYS	16
28C. MONEY.....	16
28D. SNACKS AND LUNCH.....	17
28E. ILLNESS.....	17
28F. ACCIDENTS & INJURIES.....	17
28G. EMERGENCY PROCEDURES.....	17
29. MISCELLANEOUS INFORMATION.....	18
PARENT ACKNOWLEDGMENT SIGNATURE PAGE.....	19

ECE STAFF

Dr. Katrina Franklin	ECE Principal	kaf@aag.edu.kw
Ms. Fatima Baalbaki	Pre-K Teacher	fab@aag.edu.kw
Ms. Dana Al-Natour	Pre-K Instructional Aide	Dan@aag.edu.kw
Ms. Ana Gomez	KG-1A Teacher	ang@aag.edu.kw
Ms. Julie S. Salmon	KG-1B Teacher	jus@aag.edu.kw
Ms. Fadwa Mubarak	KG-1 Instructional Aide	fam@aag.edu.kw
Ms. Reneva Newman	KG-2A Teacher	ren@aag.edu.kw
Ms. Mariam Mikhail	KG-2A Instructional Aide	mmi@aag.edu.kw
Ms. Meghann Pearce	KG-2B Teacher	mep@aag.edu.kw
Ms. Dana Barri	KG-2B Aide	daa@aag.edu.kw
Ms. May Decani	Arabic & Religion (K-1/KG-2)	mad@aag.edu.kw
Ms. Nadiya Haridy	Arabic & Religion (Pre-K)	nah@aag.edu.kw
Ms. Zuzana Moravcikova	Art Teacher	zum@aag.edu.kw
Ms. Kadene Marshall	PE Teacher	KAM@aag.edu.kw

Welcome Letter

Dear Parents,

Welcome to the American Academy for Girls, Early Childhood Education (ECE) Department. It is our pleasure to have your daughter(s) in our school. We appreciate your patience and flexibility during this upcoming school year. **The school uniform for Pre-K thru KG-2 will be free (1 school and 1 PE uniform).**

The KG-1 and KG-2 will be start on Monday, September 5th it will be totally traditional with the ECE students coming daily. **The Pre-K students will start, Tuesday, September 6th, however they will come for two hours a day on September 6th – 8th, so they can get adjusted. Their times will be 8:00 – 10:00 am on the three day.**

AAG offers an instructional program based on an American-style curriculum combined with an Arabic and Islamic studies curriculum provided by the Kuwait Ministry of Education. The Early Childhood Education Department consists of three divisions: Pre-KG, KG-1, and KG-2. English Language Arts, Math, Social Studies, Science are subjects taught in English and Arabic and Islamic Religion are taught in Arabic. Specialty teachers instruct the students in the Library, Physical Education (PE), and Art. **We will focus on all content subjects and specials: ELA, Math, Science, Arabic, Religion, Art, and PE during the traditional learning schedule.**

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 your daughters. 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 start to their education. Through various developmentally age appropriate activities, we will help to ensure that your daughter enjoys her learning environment and continues to flourish during her school years in the ECE Department and beyond.

We encourage a strong, cooperative relationship between teachers, students, and parents. This positive partnership guarantees a willingness and open mindset, so we can create a solid foundation for learning. We welcome your input and encourage the collaboration 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 us via the ECE mobile number: 9661-6081 (Mrs. Hanan Nasser), if you have any questions, compliments, or concerns.**

Regards,

Dr. Katrina Franklin,
ECE Principal

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 age 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, comprehension, vocabulary, reading and writing skills into our daily program. Guided and shared reading and early writing skill development will occur along with using age-appropriate content 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 along with S.T.E.M. activities. Science and Social Studies units of study are taught through investigation and exploration. The Common Core State Standards (CCSS) are used for English and Math. The Next Generation Science Standards (NGSS) are used for Science. In summary, 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 2 1/2 – 3 1/2-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 Music and Movement, Art, and Physical Education (P.E.).

Kindergarten 1 (KG-1)

Our KG-1 program is designed for four and five-year old students. KG-1 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 KG-1 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. KG-1 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 develop of their fine motor skills using 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 (KG-2)

Kindergarten 2 is the equivalent of a Kindergarten program in the United States. KG-2 is designed for five and six-year old students. The KG-2 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 KG-2 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.

In addition, the Pre-K, KG-1, and KG-2 students' tuition will include the following: one free school uniforms for (winter and summer).

ECE START DATES AND SCHOOL HOURS

KG- 1 and KG-2: Monday, September 5.

Pre-K: Tuesday, September 6.

The Pre-K students will come for 2 hours from Sept. 6 – 8th. Their times will be from 7:25 – 9:25. Starting, Sunday, Sept. 11 the Pre-K hours will be from 7:25 – 12:40

Periods	Times	
1	7:25 - 8:05	Breakfast
2	8:07 – 8:47	
3	8:49 - 9:29	
4	9:31 – 10:11	
	10:13 – 10:28	Lunch
5	10:29 – 10:55	
6	10:55 - 11:35	
7	11:37 - 12:17	
	12:19 – 12:30	Snack
	12:30 - 12:40	Prepare for dismissal
	12:40	Dismissal

After-school clubs/care: 12:40 – 1:40

Teachers' office hours from 1:00 – 2:00. They are available for meetings, conferences, testing, etc.

2. Report Cards

The year is divided into four (4) quarters for the ECE students. At the end of each quarter a report card will e-mailed to the parents. Report cards will display the student's academic progress. Also, students will receive a progress report during the quarter if their levels are extremely low and pose academic concerns.

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 homework but offer our KG-1 and KG-2 student's occasional home projects to complete with their families 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 their 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, KG-2 students will be required to read the pre-decodable and decodable books sent home every week and record their readings in a log.**

In addition, we 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

We will provide transportation starting the first semester.

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 enrollment into the program. This would help the student obtain the maturity and self-confidence needed to be successful. Each situation will be determined on a case by case basis.

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 ECE Principal. **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, will be emailed on a regular basis. Report cards will tell you about your daughter's academic progress. Quarterly virtual parent/teacher conferences will give you great opportunities to meet your child's teachers. We will have a virtual Open House in September and parent meetings by appointments via Zoom.

We will be utilizing AAG e-mails and Class Dojo as the primary methods of contacting parents regarding all school related matters such as events, activities, and holidays. A school e-mail will be provided to you. Note this should be an account that is checked daily as we may be sending time-sensitive information. We highly recommend you check the school's website (aag.edu.kw) on a weekly basis for parent information, announcements, newsletter, and photos of special events.

You may call the ECE mobile (9661-6081- Mrs. Hanan Nasser) or email your child's teacher to schedule a virtual meeting at the end of the school day or 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

Combined monthly newsletters will be sent home and posted on the school's website. Be sure to read them carefully as they contain important and helpful information.

10. Classroom Environment

Every child has the right to feel safe and secure during the sessions, free from cyber bullying and emotional harm. In addition, it is important that each child is capable of learning to develop self-discipline, positive work habits, resolve conflicts peacefully, and to think independently.

For these reasons the behavior plan has several components which are the following:

Classroom structure

- Students will be assigned to a classroom.
- The designated classroom will be their classroom for the semester.
- Students will not move about and change classes, the teachers will move and go to the students' designated classes to teach.

- We ask that the student stay in class all day and only leave class when she absolutely needs to use the restroom or is feeling unwell. We do this for the safety of the students and staff as per the Ministry of Health.

11. Positive Behavior Policy

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

- A safe, caring, nurturing, well-planned positive virtual learning environment using 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 and respect 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, simple, and will be developmentally appropriate.

11a. Positive Behavior Policy

- 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 rulemaking, the children and the teacher will compose a list of virtual 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 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.

11b. 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 advice from the 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 the time.
- Behavior improves more when handled in a positive way.
- Children feel angry, frustrated, and may need help to express those feelings appropriately.
- Staff and parents need to share responsibility, being consistent all the time 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
Being co-operative	Spitting/biting
Polite	Pinching/pushing
Participating in activities	Swearing
Being friendly	Throwing objects
Listening	Bullying: verbal, social, or physically
Helping	Disturbing others at circle/instructional time

11c. 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.

11d. Actions taken if the unacceptable behaviors are repeated

The teaching staff team including the 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 **7:30 a.m.** starting with breakfast. The time between **7:30-8:00 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.

13. School Hours

7:25 – 12:40 with breakfast being from **7:25– 8:05**. Students who arrive to school after **7:45 am** without a doctor, dentist, or embassy appointment will not be allowed to enter the school.

14. Absence from school/session(s)

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.

15. 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**.

16. 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 7:25 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 required. Note that any student arriving at school **after 7:45 am** 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 (12:40) p.m. a note or a phone call from the parent must be sent to the teacher or administration.

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 "Acknowledgement Signature Page (page 19).** Please note that students will not be allowed to leave school with any unauthorized person(s).

17. Early Dismissal

Taking students out of school before (12:40) 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 (12:40) 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.

18. Visitors

All visitors should note that entrance guards are instructed to stop each person entering the campus to ascertain the nature of their business. Guards will ask all visitors to register, show the civil ID, and a visitors badge before being escorted to one of the offices. All visitors are expected to abide by the school's rules and regulations. If any disturbance is caused by the visitor to the school environment or any staff member feels threatened by the visitor (parents, guardians, or family members). The school reserves the right to ask the visitor to exit the building and if the request is not met, to call the security, principal, executive assistant, superintendent, and if needed the authorities (police).

19. Parent Visitation

Parents who need to visit the school may do so by appointment only. At no time should parents or non-parents visit the high school floor without permission by the administration.

20. Field Trips

There will be scheduled field trips each quarter. All parents will be informed about when and where the field trip will be.

21. After-school Care

After-school Care will be from 12:40 – 1:40. The cost will be 20KD for each month and it is due at the beginning of the month. Please put the money in an envelope and write your daughter first and last name and grade: (i.e. Sarah Al-bader – KG-2B)

22. Quarterly Awards Program

Assemblies will be held on a quarterly 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 a certificate throughout the year. The certificates will be displayed on a bulletin board in the ECE corridor, teacher's classroom, etc.

23. Flag Ceremony

Our flag ceremony for the ECE will be on Mondays. All students must head directly into their assigned class as soon as they arrive at school at **7:25** am.

24. Grading Policy

- 25% - Attendance
- 25% - Participation
- 25% - Homework (1 assignment per week)
- 25% - Projects

25. 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.

26. Uniform Policy

School uniforms must be worn by all students, please ensure the fit and length are 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. **(Sundays and Mondays).**
- **Athletic footwear should be 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.

NOTE: Please write your daughter's name and group (i.e. Hessah Al-Serraf – KG-2B) on the label in her clothing, especially jackets. We have many jackets put in the lost and found because we do not know who it belongs to.

27. Dress-Up/Theme 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:" We will announce when students can wear coordinated theme 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.

28. General School Policies

28a. Physical Education (P.E.) classes

Students will have PE 2 times a week in ECE gym.

28b. 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 (and sisters from other grade levels) will not be allowed to attend celebrations.**

NOTE: Do not ask teachers, aides, or me to do something that shows favoritism toward your daughter (only) and not all students.

28c. Money

Occasionally, it will be necessary for your child to bring money to school for 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.

28d. Snacks and lunch

According to the class schedule, students will have breakfast (7:25 – 8:05 provided by school) in the morning, lunch from home (10:13 – 10:28), and a snack (12:19 – 12:30). 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. **Please do not send anything with peanut butter in it, due to someone may be allergic to it!**

28e. 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 (37.5 or higher temperature), sniffles, 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 observation room 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.

**** Please note that medical forms given to the students in September must be completed and returned to the nurse by the end of September. This is a Ministry requirement****

28f. 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.

28g. Emergency Procedures

Fire Drill/Evacuation drills are conducted each quarter for students and staff. The signal is the ringing of fire alarm bell. QUICKLY, QUIETLY, and in an ORDERLY MANNER, students will leave by assigned routes. Silence will be observed so that instructions may be heard. Evacuation maps are posted in every classroom and administrative office in the school.

In case of fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible. Students should assemble outside in an orderly fashion in designated locations. Evacuation routes are posted in each classroom and should be reviewed on a regular basis. Teachers will review evacuation procedures with students.

Student/Parent Reunification Students will be released during a disaster only if their parent, legal guardian, or previously designated adult comes to the school personally to pick them up. The only exception is an emergency until they are released to a parent. The following will be accomplished upon reunification:

- Teachers will walk their students to the reunification area.
- Teachers will bring their class rosters, Absence Report and Emergency Release forms.
- Office workers will bring emergency card information, school roster, and “First Name Alpha Roster”.
- Counselor(s) and the high school secretary will forward the absence list to a search and locate/ find the missing student(s).

29. Miscellaneous Information

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

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, KG-1, 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.

Parents are invited to visit the school's website at **aag.edu.kw** on a regular basis where they can find the newsletters, announcements, information about important events, and activities taking place in ECE.

PARENT HANDBOOK ACKNOWLEDGMENT SIGNATURE PAGE

Student's Name (as per passport): _____

Grade: _____ Date of Birth: _____

This Parent/Student Handbook is the primary reference point when you have a question regarding policy or procedures for the ECE Department. Please refer to this handbook before contacting your child's teacher or the ECE Principal if you have a question. If you have any questions regarding the content of this handbook, please contact the ECE Principal.

Please electronically sign and email this page back to your daughter's homeroom teacher by Thursday, Sept. 22, 2022.

Thank you.

Parent's Name: _____

Parent's email address: _____

Parent's phone number: _____

Permission to take pictures during events/activities, release photos on social media platforms, and/or videos of my child to be used at the discretion of AAG:

☐ Yes ☐ No

Parent's Signature: _____

Date: _____

Student's Name: _____

Group: _____