

# Pre-K & KG Handbook for Parents & Guardians



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## OUR MISSION AND VISION

### OUR MISSION

At Fairgreen International School in Dubai, our mission is to provide an exceptional international education that embraces sustainability in all its forms.

### OUR VISION

Our vision is to be an exemplary learning community that promotes purposeful and innovative solutions for a sustainable world.

### OUR PILLARS

As a member of the Fairgreen International School educational family, you will have the opportunity to experience and bring alive the central pillars that drive our journey to educational excellence.

1. Academic Growth & Achievement
2. Sustainability
3. Character
4. Wellbeing
5. Innovation
6. International Mindedness
7. Social Responsibility



### ACADEMIC GROWTH & ACHIEVEMENT

With individualized learning and inquiry-based teaching methods, Fairgreen students set and achieve their educational goals, guided by dedicated and caring teachers and staff.



### SUSTAINABILITY

Students, teachers, parents and the entire Fairgreen community are committed to living a sustainable lifestyle by treading mindfully on our planet, supporting sustainable businesses, and being ambassadors of sustainable living.



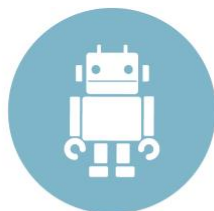
### CHARACTER

Fairgreen students learn how to access the psychological, social, cultural and physical resources required to sustain their wellbeing, developing resilience and ethics, building essential life skills, and responding positively to adversity.



### WELLBEING

The Fairgreen community takes a happy and healthy approach to physical, social, mental and emotional wellbeing by creating an environment where students feel safe and connected, learn good nutrition, and adopt fitness as a lifelong habit.



### INNOVATION

From the early years, curiosity and imaginative thinking are cultivated as the building blocks to innovation, and Fairgreen's project-based approach encourages students to actively pursue creative solutions throughout their learning journey.



### INTERNATIONAL MINDEDNESS

With local and global contexts integrated into learning opportunities, Fairgreen students appreciate their position in a global classroom, learning the values of tolerance, open-mindedness, acceptance and respectful dialogue.



### SOCIAL RESPONSIBILITY

Fairgreen students are driven by their pledge to make the world a better, more peaceful place. Fairgreen offers a broad range of opportunities to make a meaningful impact, both locally and globally.

## WELCOME TO FAIRGREEN

Dear Parents,

In Pre-K, KG1 and KG2, we constantly strive to ensure your child is happy and achieving their full potential across our balanced IB curriculum. The Pre-K & KG experience is a new, exciting and very special time for your child. They will bond with their teachers, form new friendships, explore their new surroundings and carry out many investigations based around our Units of Inquiry: 'Who We Are' and 'Sharing the Planet'.

Your child will be encouraged to develop the attributes of the Learner Profile. The Learner Profile is a set of crucial personal qualities that go beyond academic success. These involve the children striving to become:

- Inquirers
- Communicators
- Caring
- Risk Takers
- Knowledgeable
- Thinkers
- Open-minded
- Balanced
- Principled
- Reflective

The skills of PYP are integrated into all aspects of learning and development. To learn more click [here](#)

We hope this guide will help answer some of the questions you may have about your child starting school. It is important to us that we work together to ensure your child gains the most from their education.

We generally follow similar routines in Pre-K, KG1 and KG2. You will find a few differences between the year groups. This information will be highlighted according to your child's year group in the handbook.

## COVID-19 PROCEDURES

### START AND END TIMES

We will stagger the start and end times of school so that we have fewer children gathering together on entry and on leaving the school. These timings have now been approved by KHDA. Please note these timings as they are different to last year.

The staggered start times are as follows;

- PreK and KG1 will start at 7:50am
- KG2, G1 and G2 at 8:00am
- G3 - G10 at 8:10am

In this way, ALL entrances can be used to increase the speed of entrance and decrease social mixing. Parents with children who span these groups and are not able to make return trips may drop their children together, with children going straight to classrooms from 7:50 a.m. onwards. Families should arrange for siblings to be dropped off at the youngest child's arrival time. Older siblings will be admitted to the classroom early.

Staggered departure times are:

- PreK - 1:30pm
- KG1 - 1:30pm
- KG2, G1 and G2 - 3:10pm
- G3 - G10 - 3:30pm

### ARRIVAL AT SCHOOL

Children and parents should wash hands thoroughly before leaving the house and check their temperature is below 37.5°C. If this is not the case, they should stay at home. No one with a temperature of 37.5°C or above is allowed on campus. Any child with a temperature of 37.5 C or above will go to the sports hall to see if they cool down. They will then have their temperature checked again. If their temperature is still above the required temperature, they will be taken to the specified isolation room (swimming pool changing room) and referred to Nurse Jane.

In the event of Covid-19 symptoms a member of school leadership, or the school nurse or doctor will phone a parent to arrange immediate pick up of the child. The parent will then take their child home, and the nurse will call Reception to log their exit. The child should undergo PCR testing and submit a negative result to the school before they can return.

All children and staff will have their temperature taken before entering the campus. All staff, all visitors and children from Grade 1 upwards will be required to wear masks at all times. Masks for children in PreK, KG1 and KG2 are currently optional.

Unfortunately, parents of older children will not be allowed on campus unless there are exceptional circumstances. Parents of PreK, KG1 and KG2 children will be allowed on campus, with masks, but will be asked to drop off their children and not enter the building. Three separate entrances will be used:



1. The new entrance near Sustainable City field
2. Entrance adjacent to equestrian exercise area
3. Main entrance

Parents are always required to wear their ID badges when on the school premises. A visitor's pass can be obtained from the security staff when a valid EID, copy of passport or driver's license is presented. Access will not be granted without the ID Badge. We ask parents to arrive at school with their child/children as close as possible to 7:50am.

## ATTENDANCE & PUNCTUALITY

Expected attendance in the Primary School is five days a week, Sunday to Thursday from morning registration at 7:50am, to 3:10pm (1:30pm for Pre-K and KG1).

Unexcused absences are recorded in each child's individual records and reports. Leave requests should always go through the appropriate member of staff for permission. The school will carefully consider a parent's request and take into account the child's current educational needs and attendance record.

If your child is sick (absent), please notify the school before 7:30AM by sending an email to [absence@fairgreen.ae](mailto:absence@fairgreen.ae) or call 04 875 4999.

Please note if your child is absent for more than three consecutive days, a doctor's note is required and should be submitted (preferably emailed) to reception.

Children who show any signs of illness must not attend school and in the event of a positive Covid 19 test, school must be contacted immediately to enable contact tracing. Parents will be informed that if any member of the household has symptoms of Covid-19, they need to inform the school and refrain from sending their child to school.

## ID BADGE

How to obtain an ID Badge:

Please send an email to [info@fairgreen.ae](mailto:info@fairgreen.ae) with the following:

- A clear high-resolution photo (head shot)
- Full name
- Clear copy of your Emirates ID
- Child's full name
- Child's grade
- Relation to the child

Three ID badges are given complementary per family.

For any additional ID badges, a charge of 50 AED per ID badge is levied.

Please update us on [info@fairgreen.ae](mailto:info@fairgreen.ae) when there has been a change with nannies or drivers.

## LATE ARRIVAL

If you are late to school please pass by the reception\* to sign in. You will not be able to take your child directly to class, someone from our staff will take your child/children to their class.

\*During Covid-19 restrictions, late arrival should be registered in the Auditorium

## DROP OFF

For children not arriving on the school bus, we kindly ask parents to drop off the children on time. To accomplish a successful drop off, please make sure you say your goodbyes and then leave. Previous experience suggests that parents who leave their child without saying goodbye can occasionally panic them. Therefore, it is very important the child feels safe and secure. Equally, a prolonged goodbye can also cause anxiety. Showing your child that you are saying goodbye also shows the child you trust the teachers. Once parents have said their goodbyes, please leave promptly with a smile.

## PREK

Parents of Children in PreK should enter the campus wearing a face covering and sanitise their hands at the entrance. Children should then be handed over in the PreK hub.

## KG1

Parents of KG1 children should enter the campus wearing a face covering and sanitise their hands at the entrance. KG1 children should then be dropped at the classroom rear entrances.

## KG2

KG2 children can be brought onto campus by parents (following hand sanitization and wearing face covering) and taken to the entrance opposite the auditorium, near to the swimming pools, then KG2 children will go into class from there.

## IN SCHOOL

All floors at the entrances will be marked with 2 meter markings, with exception of Pre-K, KG1 and KG2 who will move around in their stable groups/bubbles of 10. Children are on campus only for the duration of the school day – no after – school activities at this stage. Children must wash their hands before they enter the classroom: this is at the beginning of the day, after the break, after PE, before lunch, after using the toilet or any other time they enter the room, and when they leave the classroom.

Staggered playtimes will occur within the play spaces: initially, it may be too hot for outdoor play so the Sports Hall, Auditorium and empty classrooms will be used. Additional cleaning services will take place in between sessions. No assemblies or large gatherings will take place. Assemblies will be conducted via video messages as required.

Pre-k, KG1 and KG2 will eat lunch in their classrooms. Parents will be able to order packed lunches from the cafeteria, which will be delivered to the classroom by Swiss Canonica (Our caterers) See section Healthy Eating.

Most lessons will take place in the children's homeroom. Specialist teachers will visit those classrooms. Once a space is used, it will be cleaned/fogged with disinfectant before another class is admitted.

When children are moving around the building, they need to adhere to the following expectations. It would be helpful if parents went through these expectations with their child. Teachers will constantly reinforce these.

They include:



- Maintain social distancing using the stickers where applicable.
- Everyone washes or sanitises their hands before moving to another section of the school.
- Keep on the right when moving up and down the stairs and through the hallways.
- Stay 2 meter apart in the hallways and on the stairs.
- Children must wash hands after using the toilet.

Use of materials:

Classrooms and use of materials

- Cleaning staff will maintain the sanitising of the classroom and materials. All toys and learning tools in KG will be washed twice daily.
- Soft toys and pillows/cushions/blankets have been removed from classrooms.
- No playdough/plasticine/clay will be used.
- Role play corners will be sanitised if used.
- Each classroom will have a box/space of materials needing to be sanitised. Early Childhood toys used by one stable group will be santised before being used by another stable group.

Morning break play times will be staggered so that spaces will be thoroughly cleaned between these group play times. For the first few weeks, play may be indoors due to the high temperatures.

## LEAVING SCHOOL

At the end of the day, children will wash their hands before lining up to be taken outside. Dismissal will be 1:30pm for PreK & KG1, and 3:10pm for KG2.

PreK parents should collect their children from the spare PreK classroom.

KG1 parents can collect their children from the rear outdoor door of the classrooms.

KG2 parents should collect their children from the auditorium.

## EARLY PICK UP

Although we understand emergencies may occur, you will not be able to collect your child from the classroom. A member of staff will pick up your child and bring him or her to the reception area.

## SCHOOL BUS

Children departing on the bus will gather in the cafeteria following social distancing protocols. Each bus group will be gathered in different areas.

The school bus provider, Maverick, will test the temperature of all children before they board the bus. They will also require all children to use hand sanitiser before boarding and exiting the bus. Although the schedule is staggered, children arriving by school bus will go straight to their homeroom classes as teachers will be onsite and in their homerooms from 7:50am. Children departing school at 1:30pm (PreK and KG1) and travelling by bus will have a separate bus service.

KG2 children who have an older sibling, and children who are departing on the bus, will be kept in their homeroom by either the teacher or teaching assistant until 3:30pm.

## WHAT TO BRING TO SCHOOL

Children will bring only a clean water bottle, three face masks, and their packed lunch if they have not ordered lunch from the cafeteria. This will be a change from before and is designed to reduce the risk of cross contamination. Before removing the above items from their bags, children must wash/sanitise their hands again. Additional handwashing stations and sanitizer stations have been set up outdoors and indoors. Once their hands are washed, children will enter the classroom - they are then ready to begin the day.

## SETTLING IN

### PRE-K & KG1

Giving children a positive start and ensuring all children feel they are in a warm, safe and secure environment is very important to us as a school. We have created a settling-in program where children can meet their teacher and new friends. Different children need different amounts of time to feel at home. This process can also be difficult for parents so we request you help us by leaving your child under the supervision of the teacher during the settling-in period; if any significant issues occur, rest assured you will be contacted.

Sometimes the settling-in period can take a little longer. If your child has any difficulties settling in, their teacher will suggest some options that may work best for your child.

### KG1 & KG2

The first day for KG1 & KG2 differs from Pre-K as most KG1 & KG2 children will be familiar with the school environment since this will be their second year in Fairgreen, or school in general. For all children and new children, our early days are structured to be enjoyable, with activities structured around getting to know each other, creating new routines and ensuring the children are happy and comfortable.

We believe the partnership between parents and school is essential for your child's wellbeing and learning, therefore should you have any concerns about your child's first days please do not hesitate to contact the school. Please ensure you drop off and collect your child promptly at the start and end of each school day.

## PARENT SCHOOL COMMUNICATION

### SCHOOL COMMUNICATION

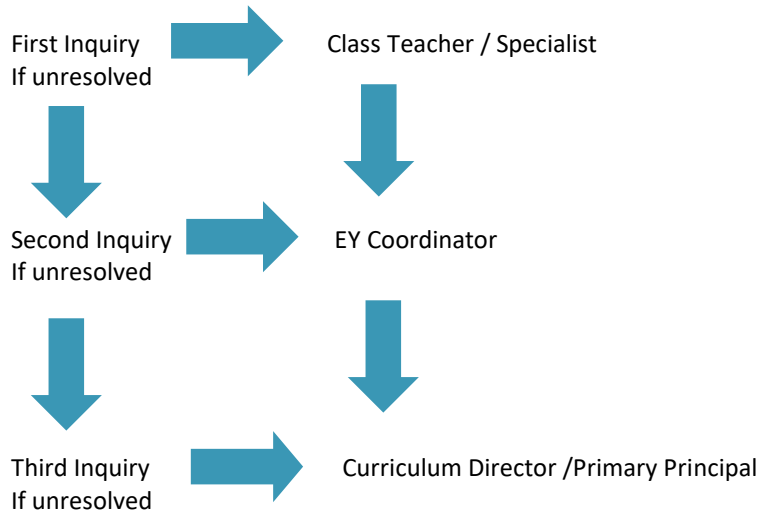
We believe a good Parent Teacher Partnership is necessary for maximum child success. We have several ways of communicating with our parents. Throughout the Covid-19 restrictions, meetings can only be held via Zoom. If a meeting is needed, please send an email to the teacher and book an appointment.

There will of course be formal opportunities for communication, such as parent/teacher/student conferences. These are highlighted on the school calendar.

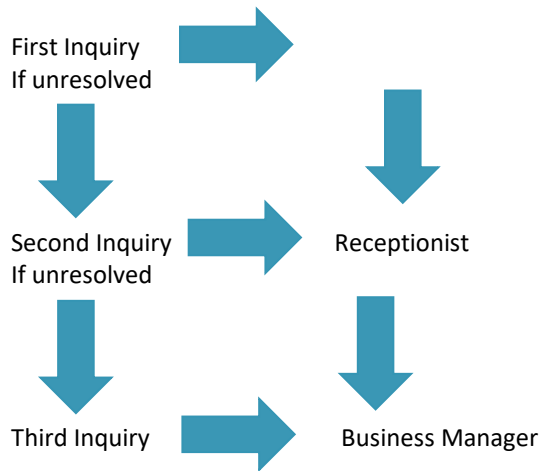
When making inquiries to the school it is vital that we ask all parents to follow the flowchart below. In most instances we have found the best person to speak with first is the class teacher or the specialist teacher. Please send your child's class teacher/specialist an email with information regarding any concerns you may have.

If you have any concerns regarding school cafeteria, school buses, uniforms etc. please send an email to our Receptionist who will be your first point of contact. [info@fairgreen.ae](mailto:info@fairgreen.ae) Please see the second flowchart below.

#### Academic/Educational Matters



#### Parent School Communication Procedure regarding Operational Matters



## EMAIL

Whilst we encourage parents to send emails to our teachers for preferred communication, teachers are not always able to respond to emails immediately, especially when with the children throughout the day.

If you need to convey an urgent message to the teacher, please call the school reception at tel: 04 875 4999

## BIWEEKLY NEWSLETTER

You will be receiving a biweekly newsletter containing information about the Unit of Inquiry, language, math, science and other important information, and also important dates, field trips, activities etc. It is a great way for you to follow your child's learning journey but also to learn more about your child's activities during the weeks. We also use See Saw, an online tool to showcase children's learning.

## BOOK BAG

For KG1 & KG2, a book bag is used for Library books but also any learning and papers they may have worked with in school. Please do make it a daily habit to check your child's book bag or school bag. If any documents need to be signed, please have them signed and sent back to school the next day.

## SCHOOL PROCEDURE

We teach routines which help the children regulate themselves. We encourage them to be independent and go to the bathroom by themselves. Routines help children feel safe and confident.

## BATHROOM POLICY

We understand that occasional bathroom accidents do happen in school for any number of reasons. However, it is expected that your child is fully toilet trained by the time school starts. All children must be able to: 1. Pull up and down their own pants 2. Wipe themselves independently 3. Wash their own hands.

If a child repeatedly has accidents and a health issue has been ruled out, the child may be asked to stay home for some time to master toileting skills.

## SPARE CLOTHES

We ask parents to please bring in two sets of extra clothes labeled with their name. This should include, shorts, skirts, t shirt, underwear, socks. The extra spare of clothes does not have to be uniform.

## BIRTHDAYS

This is a time for your child to feel extra special and celebrate their birthday with classmates. What we do at school:

- ❖ Make your child feel extra special on their birthday
- ❖ Have a set period of time for your child to enjoy their class celebration
- ❖ Sing 'Happy Birthday'

Parents are unfortunately not allowed to bring in anything to be shared in school due to Covid-19 restrictions.

## TOYS

We understand children sometimes want to bring a toy to school. However, due to Covid-19 restrictions, no toys are allowed to be brought from home into school.

## LOST PROPERTY

Lost property is currently located next to the reception on the ground floor and items will be stored there until the end of each term. Lost property is given away to local charities if not claimed. Children are reminded to check the lost property in advance. For any valuable items that may have been misplaced whilst at school, please speak to reception as these items are kept securely until they are claimed.

Please make sure all items are labelled with your child's full name.

## FIELD TRIPS

Until further notice the field trips are being suspended.

**Please understand that the situation created by Covid-19 is one that is constantly changing and requires us to be agile and adaptable.**

## UNIFORM

All children are expected to be properly dressed for school and to wear the school uniform daily unless otherwise stated by the class teacher. Girls should tie long hair back off their faces and only small stud earrings are permitted. Comfortable and flexible shoes for PE, play and activities is what we expect from our children at Fairgreen. These need to be all one colour, in either black or white; or green and blue to match the Fairgreen logo.

The School uniform must be purchased from our school store:

- ❖ Khaki shorts or skirts
- ❖ Fairgreen polo shirt
- ❖ PE uniform
- ❖ The Fairgreen cardigan
- ❖ Fairgreen caps
- ❖ Fairgreen swimwear (KG2)

Make sure your child's uniform is labeled including jackets, caps, swimwear etc.

## UNIFORM STORE

The uniform shop is open on Monday and Thursday from 8:00am-3:00pm.

During the first week before school starts and a couple of weeks into the new academic year the uniform store will have extended working hours. Communication will be sent out prior to the dates.

## HOUSE SYSTEM

Each child is allocated a house color and during sports days the children will come to school in either of these colored shirts:

IGNIS  
FIRE

TERRA  
EARTH

AQUA  
WATER

CAELI  
AIR

## HEALTHY EATING

All children will have a daily snack and a lunch break so please make sure they have plenty of food and drinks provided. Parents are requested to ensure all foods sent to school are healthy.

Items not permitted in school are sugary snacks, chocolate related foods, fizzy drinks, candy etc. We are also a pork free school.

Fairgreen International School is a nut free environment due to severe nut allergies please do not send in nuts, sesame seeds, peanut butter, or any other foods containing nuts.

Please note some foods that contain sesame and/or pine nuts include hummus, zaatar and pesto.

Please provide your child with a spoon or fork if needed and a lunch box and water bottle that are easy to open and close by the child. Leak-proof food containers are recommended.

Make sure all items sent to school are labeled, even cutlery.

Sharing food is not permitted due to allergies and diet restrictions.

Another safety consideration relates to foods that may cause choking. Please cut whole grapes, cherries and cherry tomatoes in half.

A healthy diet for children is so important!

- ❖ It helps to improve their concentration, learning and behaviour.
- ❖ Promotes proper physical growth and development.
- ❖ Builds up their strength.
- ❖ Promotes resistance to infection.
- ❖ Gives them plenty of energy.
- ❖ Helps them to establish healthy eating habits for life.

## SCHOOL CAFETERIA

School lunch can be provided for children from Pre-K to Grade 10 if parents wish to purchase meals. Swisscanonica offers a variety of healthy food throughout the week. Children will have their packed purchased meals delivered to their class.

If you wish to purchase meals this is done through Swisscanonica.

An email will be sent out with a link for parents to be able to order hot meals every day. The rate is 20 AED/meal inclusive of VAT. If you require assistance, please contact SwissCanonica's Team directly at [fairgreen@swisscanonica.ae](mailto:fairgreen@swisscanonica.ae)

## WHAT WE LEARN

At Fairgreen International School we follow the International Baccalaureate (IB), Primary Years Programme (PYP). The PYP is a concept-driven curriculum that encourages children to construct meaning through critical thinking and the transfer of knowledge. Children deepen their understanding and learn to approach the concepts from different perspectives. Pre-K & KG1 are introduced to four of our Units of Inquiry, whereas KG2 will be learning through all six of the Units of Inquiry.

Units of Inquiry:

- ❖ Who we are
- ❖ How we express ourselves
- ❖ Where we are in place and time
- ❖ How we organise ourselves
- ❖ Sharing the planet
- ❖ How the world works

Throughout the year the children will be experiencing regular lessons in:

Maths	Social studies
Literacy	Arts
Phonics	Languages
Writing	Personal social and physical education (PSPE).
Science	

To learn more about our IB system please click [here](#)

## YEARLY CLASS ORGANISATION

Each year, children moving up to the next class level will be distributed with an even spread of gender, age and nationalities in each class. It also helps to ensure that new children can easily make friends and existing children can connect with other children to expand their social network.

A lot of attention is being put into making sure each child is placed in the right group according to the requirements mentioned above. Decisions are made in collaboration with both the class teacher and a member of the Senior Leader Team, therefore, parent requests will not be entertained.

## CONTACT DETAILS

Fairgreen Reception  
971 4 875 4999  
[info@fairgreen.ae](mailto:info@fairgreen.ae)

Admission  
971 4 875 4999 ext. 3510  
[admission@fairgreen.ae](mailto:admission@fairgreen.ae)

Accounts  
971 4 875 4999 ext. 3540  
[accounts@fairgreen.ae](mailto:accounts@fairgreen.ae)



We hope your child has a valuable, rich, diverse and fun learning experience with us.