

Health and Safety

We are very aware of the need for a healthy and hygienic environment. Hand washing is taught and carefully monitored, and care will be taken with cleaning of tables, toys, door handles etc. If your child shows signs of illness, do not send him/her to school. This is to minimize the risk of other children or adults becoming sick as well. Sickness is recorded as an excused absence.

Nurse Information

Kg EAST School Nurse

Tel: 808-6212

Kg WEST School Nurse

Tel: 808-6312

When children should stay home from school

Children must stay home if they have symptoms of possibly contagious or serious illnesses that they might spread to other children, including:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

When children will be sent home from school

Our school staff serves as the link between parents and children. When a child complains of illness, it is the responsibility of the school nurse to note and communicate common symptoms, such as fever, vomiting, and diarrhea to parents. The school nurses are not allowed by law to diagnose specific illnesses, and we are not equipped to care for an ill or injured student for an indefinite amount of time. Parents are responsible for picking up their child in a timely manner once notified by the school. If the parents are unable to come when notified, they must inform the nurse who they are allowing to act on their behalf to pick up their child.

Colds

Keep children home with a colored nasal discharge, fever, bad cough, headache, nausea, vomiting or if the child is too tired or too uncomfortable to function at school.

Cough

A child needs to remain home if he/she has a dry/productive persistent, barking and hacking cough or is unable to practice respiratory etiquette (turning away from others and covering their mouth) and proper hand washing.

Fever

Children must be fever free for **24 hours** (without the aid of a fever-reducing medicine), before returning to school. They need to stay home if they have the following temperature:

Mouth (oral): **37.5 C/ 99.6 F** and higher

Ear (tympanic): **37.8 C/ 100 F** and higher

Head lice

Parents are responsible for monitoring their children for head lice. Please notify the school nurse and grade level teacher if your child has head lice.

If signs of lice are observed at school (itchy scalp, frequently scratching, redness behind the neck or ears), the school nurse will perform a private examination. If the nurse confirms head lice is present, she will contact the child's parents to collect him/her. Parents will be taught how to spot lice, nits and how to manually remove them. They will also be asked to visit KAUST Health to get the proper hair treatment and will be given a brochure with further information. Children must visit the Health Office for clearance before being allowed back to school.

The nurse will check all children in the class when there is a case of head lice identified. The nurse will also inform parents of all children in the class how to check for lice/nits and how to treat it.

Conjunctivitis

Children whose eyes are red or pink, and who have eye pain and reddened eyelids, with white or yellow eye discharge or eyelids matted after sleep may have Purulent Conjunctivitis. They should not be in school until they have been examined and treated. A Medical Note stating that the condition is not contagious or has been properly treated is required to return. Children with pink eyes who have a clear drainage and no fever, no eye pain, and no eyelid redness do not need to be kept home.

Returning to School After Sickness

If the child has been home sick for any of the above mentioned illnesses they must be either cleared by a doctor or free from vomiting, fever, or sickness for **24 hours without medication**. If your child is absent for three days or more, ensure that you obtain a doctor's note for submission to the school.

Administration of Medication at School

Where possible, medication should be given at home. If necessary, medication may be administered at school by the school nurse, with written permission from the parents. Please refer to the school's [Administration of Medication at School – A Guide for Parents](#). Doctor notes must be translated into English if special treatment is needed and for attendance records.

Toileting

Children must be toilet trained and not wear diapers to attend TKS. A child is considered toilet trained when he or she can complete the following steps unassisted:

- Know when he/she needs to use the bathroom
- Alert the teacher or get to the bathroom on his/her own
- Know how to get his/her trousers and underpants off and on
- Clean his/her own private parts with paper or hose
- Put all toilet paper in the bowl/bin
- Flush the toilet
- Wash their hands

We understand that young children have occasional accidents, particularly during transition times, such as when a child begins school. A child who has had an accident needs to know when he/she has had an accident, alert the teacher, be able to clean him/herself and be able to change his/her own clothes with minimal assistance. The school does not keep extra clothing and parents are responsible for providing spare clothing that the child may need throughout the day.

If staff have reason to believe a child is not completely toilet trained, the teacher will arrange to discuss the matter with parents; the child may need to stay at home until he/she is fully toilet trained.

Guidelines Regarding Biting

Although biting may be part of normal development for toddlers, when children reach the age of three, it is not regarded as acceptable behavior.

At the Kindergarten, we take every instance of biting seriously. We have strategies to deal with biting and take the following action:

First biting incident

- The biting will be interrupted with a firm "No Biting. Biting hurts."
- The injured child will be comforted and attended to. The wound of the injured child shall be assessed and cleansed with soap and water and ice applied (if necessary).
- Staff will remove the child who has bitten from the situation and try to find out what led to the incident. The rule will be restated, "Biting is not allowed." Staff will discuss how the child can respond to similar situations in the future while maintaining eye contact, using a calm, firm voice and language the child can understand.
- The parents of both children will be notified of the biting incident.
- Confidentiality of all children involved will be maintained.

Second biting incident

- *The classroom teacher will meet with parents to let them know that there is a problem and the procedures that will be followed to deal with it. Teachers and parents will collaborate to form a plan of action for both home and school to address the behavior.*
- *The classroom teacher will be mindful of children who indicate a tendency to bite to avoid biting situations before they occur.*
- *The classroom teacher will reinforce non-biting responses to situations and reinforce appropriate behavior.*

Third biting incident

- *If an occurrence happens a third time, the parent/guardian will be called to pick up the biting child. The child may return to class the following day.*

If the bite is very severe and breaks skin, the child who has bitten will be sent home even if it is the first bite. We encourage parents to work in collaboration with us, to reduce and eliminate biting using positive approaches to behavior guidance.

Organization

Contacting the Kindergarten

Principal	Tiffany Hill	808 6365	tiffany.hill@kaus.edu.sa
Associate Principal	Jessica Dalton	808 6403	jessica.dalton@kaust.edu.sa
Office Coordinator	Alison Winfer	808 6320	tkg.officecoordinator@kaust.edu.sa
West Receptionist	Leona Kelly	808 6267	tkg.westreception@kaust.edu.sa
East Receptionist KG	Zainab Lary	808 6408	tkg.eastreception@kaust.edu.sa
Nurse West KG		808 6312	kg.nurse1@thekaustschool.org
Nurse East		808 6212	kg.nurse2@thekaustschool.org

Contacting Your Child's Teacher

Please do not contact your child's teacher by phone during class time. You can leave a message with the receptionist or send an email, and the teacher will contact you when possible.

School Calendar

[2020-2021 School Calendar](#)

School hours

The instructional hours below may differ during the 2020/21 school year due to COVID19, and these will be communicated by the school throughout the year.

First Day of School

Your child's name is listed in the reception area and outside his/her classroom. Please accompany him/her into the room to meet the teacher. PLEASE KEEP YOUR CHILD WITH YOU UNTIL YOU HAVE GREETED THE TEACHER AND YOUR CHILD HAS BEEN "SIGNED IN" TO THE CLASSROOM. If your child is travelling home on the bus, please confirm that the teacher has this information before you leave on the first day of school.

For the first three weeks of school (through Sept 19th), K1 and K2 will finish one hour early as follows:

- K1 - 11.15 am
- K2 - 12.00 pm

Absent Students

For the first two days sickness parents must notify the teacher, copying in the school receptionist by email before the school day begins.

If your child will be out of school for any other reason including the following, you must inform the teacher and complete the [Student Absence Notification Form](#) .

- Illness greater than two days (sick note required)
- Hospital visit - (appointment letter required)
- Compassionate leave
- Birth of sibling

Leaving School Early/Arriving at school late

If students need to leave before the end of the school day, the parent must contact the school at the beginning of the day to explain the reason and make arrangements with the teacher. A student cannot leave early unless notification has been received from the parent. When you collect your child please advise the receptionist that they are leaving the building,

Late Attendance (Tardy)

Students arriving after the start time are recorded as tardy. Tardies that are out of the control of the parents or the student (for example: school bus arriving late) will not be recorded. If parents notify the school in advance of late attendance (due to a medical appointment, for example) the late arrival will be recorded as excused.

Procedure for Addressing Attendance

Where there is concern regarding a student's attendance, the school will take the necessary steps to address the absences. This could include meetings between the student's family, school administrators, and a representative from Human Resources.

Please see the [Attendance policy and guidelines](#) for further information.

Transportation

The bus information below will be impacted by Covid-19 measures. The school will keep you informed of current procedures in response to changing circumstances.

The KAUST transportation department organizes designated school bus stops at which parents or caregivers will need to drop off and pick up their children. Only children may ride the school busses. A supervisor from the school will be on each bus in the morning and in the afternoon. Please note the following expectations for children riding the bus:

- *Follow the bus supervisor's instructions*
- *Stay seated with seatbelt on*
- *Use indoor voices*
- *Keep hands and feet to yourself*
- *No eating on the bus*

If there is no one at the afternoon stop to collect your child, they will be brought back to school and you will be contacted to collect them. Please note that the bus supervisors can only release your child to their parent or regular caregivers. Any changes should be advised to the relevant Building Receptionist. For K3 children only, parents may give permission to the Building Receptionist for their child to walk home from the bus stop alone.

To register your child for the school bus service or to make any changes, please contact the Building Receptionist. Your bus details will be forwarded to the next grade level at the end of the year. There is no need to re-register each school year.

If you are new to the school, you will be contacted with a link to complete the bus registration for your child. If you have more than one child in school you must complete a link for each child. Please note, a child must be registered for the bus in order to ride it.

If your child usually travels home on the bus and you collect him/her from school instead, please advise the Building Receptionist of the change. If you come to pick up your child before the end of the day, please wait outside the classroom. The teacher will bring your child to the door when he/she sees you.

Items Children Need for School

Items that should be brought to school daily are as follows:

- *a reusable water bottle (labeled clearly with your child's name) filled with drinking water*

Items that may be stored at school (clearly labeled):

- *a sun hat for outside time*
- *an extra set of clothes (to be replaced as needed)*

Please do not send personal items or toys from home. It is easy for these to get lost and this can cause distress. If your child has difficulty leaving a very special item at home, please talk with the teacher.

Please apply sunscreen before your child comes to school. The first 'outside time' is between 8 and 10 am. The number of insects has diminished due to the efforts of Pest Control, but if your child is susceptible to insect bites, please apply insect repellent before they come to school in the morning. If you wish to leave insect repellent and/or sunscreen in the classroom for re-application, please label this clearly with your child's name and give it to the teacher.

Dress for Students

Clothing should be comfortable keeping in mind that children will be involved in play which may be messy. Shoulders should be covered. On days where children have PE, we recommend that students wear suitable footwear for active play, such as sneakers/trainers/runners. Something warm to wear in the air-conditioned buildings is also recommended.

Snacks and Lunch

Due to amended school timing during Covid-19, the snack and lunch routine will change. Teachers will communicate arrangements with you before school starts and as any changes occur.

Within the daily schedule there will be two breaks set aside for eating. Please make sure your child comes to school each day with enough food and drink to cover the time (s)he is at school, as food is not provided by the school.

Due to space limitations and health and safety concerns, it is not possible to store children's snacks / lunches in the classroom pantry fridges.

We place an emphasis on healthy food and drink. Children are encouraged to drink water whenever they need to. Big water bottles are readily available for children to refill their own bottles.

Please speak to your child's teacher should you have any questions or concerns about your child's eating habits at school.

Birthdays

The practice of sharing food to celebrate birthdays will be suspended during Covid-19. Teachers will acknowledge each child's birthday in class within health and safety guidelines.

We understand this is a special day and that your child might like to bring in a cake (individual pieces, i.e. cupcakes are preferred) to share with classmates. Please arrange a mutually convenient time with the teacher in advance. Please note that it is not possible to light candles in the school. We also kindly request you not bring presents or party bags for the other children. Birthday party invitations may only be distributed at school if the entire class is being invited.

Lost and Found

Lost and Found is located in the Reception area. Please label all items and check periodically for your child's missing items. Items not claimed within a school semester will be donated to the recycle centre.

Parent Advisory Committee (PAC)

We believe that education is enhanced by a strong partnership between home and school. The Parent Advisory Committee is designed to facilitate structured communication between the parent community and school administration. The committee is not a decision-making group. Its purpose is to promote discussion and feedback. While parents are always encouraged to dialogue directly with their child's teachers, counselors or principals regarding individual concerns, the PAC structure provides a vehicle for two-way communication of a more general nature. The Principal seeks to ensure that the membership of the committee reflects the diverse nature of the parent community. The committee meets monthly.