

A young girl with braided hair, wearing a pink shirt, is shown in profile, looking intently at a green object she is holding. The background is blurred, showing a green star-shaped decoration on the wall. The overall image has a soft, natural lighting.

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# Kindergarten Parent Handbook 2021-2022

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## Welcome

It gives me great pleasure to welcome you to The KAUST School Kindergarten. The Kindergarten (KG) team welcomes your child and family into our vibrant learning community.

We value the importance of the relationship between parents, students, and teachers. This is essential to ensure your child enjoys an engaging and productive year. Please do not hesitate to contact your child's teacher, the Assistant Principal or the Principal with any questions or concerns that you may have.

The notes below contain important information about the school year.

Warm regards,

**Tiffany Hill**  
Kindergarten Principal



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# Learning and Teaching

## Kindergarten Philosophy Statement

The KAUST School Kindergarten provides a play-based approach to teaching and learning. As an IB World School, we use the PYP curriculum framework. Elements of the Reggio Emilia approach to early childhood learning and teaching have inspired our philosophy. The statements below underpin our practice.

### **Children are unique, curious, and creative individuals who are natural learners and rich in potential.**

Children are unique individuals whose points of view need to be listened to and respected. Children are competent and capable individuals who can take responsibility for their learning. They have an innate desire to discover, learn, and make sense of the world. Children express their ideas, construct and demonstrate their understanding in multiple ways, including artistic expression, constructive play, imaginative play, and role play. They have the right to realize and expand their potential.

### **Children's play is an inquiry into the world around them.**

Play capitalizes on children's natural curiosity and exuberance. Through play, children test and revise their ideas to make connections between previous and current experiences. They construct their own meaning and understanding of how the world works. Play enables children to develop a sense of autonomy and identity, as well as their ability to make informed decisions. Children become increasingly skilled at being group members, initiating and working together, asking questions and exploring possible worlds through imagination. Purposeful play requires time. Our schedule includes uninterrupted blocks of time during which we provide a balance between a classroom rich in child-initiated play and playful focused learning.

### **Our Kindergarten Program is underpinned by the values and beliefs of the IB PYP Framework.**

We offer a transdisciplinary, concept-based curriculum that is engaging, relevant, challenging and significant for learners in the 3-6-age range. Through an inquiry-based approach to teaching and learning, children engage in authentic, meaningful learning experiences that enable them to take action. This approach also supports students to develop transdisciplinary skills, attitudes and knowledge, thus empowering them to become independent, life-long learners and resourceful, internationally-minded global citizens. We understand the importance of mother tongue in the acquisition of language.

### **Children learn through relationships with other people.**

Children socially construct their knowledge and understanding of the world by interacting with other people and with the surrounding environment. They need opportunities to participate in collaborative learning activities involving dialogue, conflict, and negotiation. A quality learning community involves effective partnerships between parents, teachers, and children. Connections with home and family are integral to learning in the early years.

**Our learning environment actively supports physical, social, intellectual and emotional development.**

We offer a learning environment that provides individuals with a sense of belonging, reinforces respect and empathy and promotes effective communication. Our children are encouraged to be active and take thoughtful risks, to recognize their own accomplishments, to take responsibility for their actions and to develop resilience and positive self-esteem. Teachers and children can modify spaces to provoke and extend inquiry, or to respond to the needs of the learners. We provide a variety of human-made and natural resources that are readily available for the children to discover, explore, and construct meaning from. Environments are intentionally created to invite exploration, provoke curiosity, engage the senses and celebrate the children's learning journey.

**Teachers are facilitators of learning, researchers, collaborators and co-learners. They recognize the reciprocal relationship of teaching and learning.**

Teachers support and encourage children on their learning journey. They provoke, co-investigate and challenge ideas through the use of open-ended questions and provocations of many kinds. Teachers acknowledge that making mistakes is part of the learning process. They maintain respect for the children's own ideas and hypotheses. Teachers observe children closely, listen to them carefully and give value to their theories, so that they understand the children's thinking and make informed decisions about how to guide children in their learning. Teachers share and discuss documentation of the learning process with children and colleagues to identify the next steps in the learning process. Students are actively involved in the self-assessment of their own learning. Teachers develop reciprocal relationships of care, respect and trust with their students in which quality learning can take place. Teachers value exchanges and interactions between children and adults as they construct, revisit, and re-construct theories and understanding. As part of a collegial learning community, teachers participate in collaborative, reflective practices with colleagues. Reciprocal relationships promote professional growth through dialogue, collaborative planning, joint analysis and interpretation of documentation. Teachers keep up with current research and teaching trends through internal and external professional learning and development opportunities.

## Kindergarten Staff List

**Principal:** Tiffany Hill

**Associate Principal:** Jessica Dalton

**Director of Learning Support:** Kristel Solomon

**Learning Support Teachers:** Inna Polianska, Angelle Thibodeaux, Aricia Cox, Che'te Bey, Stephanie Huestis

**Educational Psychologist:** Paul O'Callaghan

**Counselors:** LaTanya Weaver, Lujain Alafif

**Information Digital Literacy Coach:** Candace Taylor-Weber, Elaine Manalastas

K1	K2	K3
<p><b>Pedagogical Coordinator</b> Zoe Page</p> <p><b>Grade Level Teachers</b> Amnah AbuShaheen Gitta Bakonyi Kate Couling Leigh-Ann Traynor Mayu Suzuki Nicola Antoniuk Rosalie van Mierlo Samantha Wilson Sarah Sharp Smita Vaidya</p>	<p><b>Pedagogical Coordinator</b> Hannele Al Uariachi</p> <p><b>Grade Level Teachers</b> Annemiek Havinga Anu Chakraborty Heather Gatenby Jerae Gamble Joshua Doyle Katarina Sladakovic Kate Adaci Sara AlAslani Sezin Bozkurt Mutlu Susan Bryceland Chelle Jones</p>	<p><b>Pedagogical Coordinator</b> Tasha Cowdy</p> <p><b>Grade Level Teachers</b> Ana Ferrufino Becky Kent Charis Fack Dawn Verdoni Fabiana Queiroz Gayani Newns Glenda Forgie Kate Loucks Lama Khalofa Lisa Barrington Sarah Boyer</p>
<p><b>Single Subject Teachers</b></p>		
<p><b>Islamic Studies:</b> Dina Akeel  <b>Arabic:</b> Afnan Abdu, Wed AlSulaimani  <b>PE:</b> Zack Smith, Te Haurawhiti Teddy  <b>Performing Arts:</b> Katie Hoffman, Olga Pacheco</p>		

## Curriculum Framework

The Kindergarten is part of the International Baccalaureate Primary Years Programme (PYP) at TKS and therefore our program is based on this philosophy and curriculum framework ([www.ibo.org](http://www.ibo.org)). The Reggio Emilia approach is our inspiration for the way we deliver our curriculum through inquiry ([www.reggiochildren.it](http://www.reggiochildren.it)). Four units of inquiry are planned collaboratively in each grade level each year based on the PYP transdisciplinary themes. The units of inquiry are developed around a central idea for the children to explore, while also developing knowledge, understanding, skills, and personal attributes through the inquiry process. Units take into account the children's natural interests, with room left for emergent projects to develop. All subject areas: Language, Mathematics, Science, Social Studies, the Arts, and Physical, Social, and Personal Education (PSPE), are integrated in the units of inquiry wherever possible.

The IB provides information for parents about the Primary Years Programme [here](#).

## Social Competence

In the KG, the joy of learning and respect for others are considered primary expectations. Communication with families is key. We work together to resolve discipline problems and to plan for guidance. The efforts of staff, parents and administrators are all important in the creation of an optimal learning environment. Teachers work with parents as partners in their child's development of social competence. Parents will be contacted when a pattern of challenging behavior emerges or an incident occurs involving the safety of their child and/or others (another child or staff member). Please see our [Parent Guide to Social Competence](#) for further information about our approach.

## Assessment

Assessment is a natural, ongoing and important part of daily learning. Students are observed in a variety of situations, and a wide range of assessment strategies are used. The teacher observes the children to:

- Build up a clear picture of the child and his or her interests
- Identify what and how the child is thinking and learning
- Assess the effectiveness of the environment on the child's learning
- Assess the child's progress and development, and to identify the next steps.

It is important to identify the needs of each child and to view learning as a continuum, with each student achieving developmental milestones in different but relevant ways. Through listening and observing, areas of learning that the children particularly enjoy can be identified, and stimulating experiences can be planned to consolidate or extend the learning further. Assessment throughout The KAUST School is aligned using external standards. K1-2 uses the My Strategies developmental continuum while K3 - G12 uses AERO Benchmarks and Standards and Next Generation Science Standards.



## Single Subject Classes

Children participate in a variety of single subject classes each week, taught by a specialist. The following is a brief overview of these programs. Specialist programs are integrated with the units of inquiry in each grade whenever possible.

### **Arabic Language**

The Kindergarten Arabic as an Additional Language Program develops foundation speaking and listening skills in Arabic as mother tongue or an additional language. We aim to foster a love of language and enthusiasm for language learning. Children develop confidence when using the Arabic language in familiar and authentic contexts. The Arabic language program is taught through units of inquiry using a play-based approach. Through acknowledging children's different stages of language development, teachers differentiate instruction to support learning.

### **Islamic Studies**

Islamic Studies in the KG is an optional class, opted into at the time of joining TKS. Parents may inform the school should they wish to opt their child into or out of the class at any time. The KG Islamic Studies program aims to develop knowledgeable and caring students. It is integrated across time, place and culture and built upon a variety of resources. The curriculum is arranged into four strands: Quran, Islamic beliefs, stories and lessons, and Islamic practices. These strands are linked to each other. They also provide links to other subject areas of the PYP. The Islamic Studies program is taught through units of inquiry using a play-based approach.

### **Creative Arts**

Children are given multiple opportunities to engage in a broad range of Arts experiences including creative movement, storytelling, listening, singing, exploring musical elements, and playing instruments. The program develops creative expression, critical thinking, social skills, and a multicultural perspective of the Arts through hands-on learning and play.

### **Physical Health Education (PHE)**

In PHE class, our mission is for children to develop the confidence, positive attitude, and joy of movement necessary to live healthy, active lifestyles. Children participate in a variety of physical experiences, such as locomotor and non-locomotor movement exploration, creative movement, individual and team games, and more. Students gain a greater sense of agency in relation to their surroundings, their own capabilities, and their responsibilities as part of a team. All of this develops children's foundation skills and promotes a lifetime of physical literacy.

### **Swimming**

Swimming lessons are taught by our dedicated swim program staff in K2-3. Our PAL (Preschool Aquatic Levels) program is a progressive sequence of skills based upon the internationally-recognized American Red Crescent Swimming and Water Safety Aquatics Preschool program. This program focuses on stroke technique in addition to teaching children to be safe around water. Swimmers are placed into small groups of 5:1 swimmer to certified instructor ratio, and stay with the same instructor for the duration. On swimming days, children



will need a one-piece swimsuit, towel, and cap. More information about the swimming program will be shared in advance of the lessons starting.

## **Information and Digital Literacy**

.Children are introduced to a variety of technologies, which in the Kindergarten is defined as "digital and nondigital tools and resources that facilitate and expand learning opportunities." All such experiences allow children to develop a balanced range of literacies. Included here is the [Information and Digital Literacy Philosophy](#).

Each of the Kindergarten buildings offers various spaces such as libraries and tinker spaces where children can interact with technology and resources through facilitated programming as well as individual exploration. Children borrow library books for home use at least once per week. Parents of children enrolled in KG may also check out up to ten books under the parent's name from any of The KAUST School libraries to support home reading. Please see the [KG library website](#) for more information.

## **Counseling Program**

In Kindergarten, we believe that students learn best when they have skills and resources to communicate and interact effectively in a social setting. The focus of the counseling program is to foster a positive school environment for all students. In collaboration with all stakeholders, i.e. students, families, teachers, and administration, the school counselors provide:

- Transition support
- Social skills development via in class lessons
- Skill boost programs - friendship, social skills, conflict resolution
- Family support
- Teacher support
- An effective referral and follow-up process
- Effective consultation and collaboration with the entire educational team, as well as any other relevant external resources regarding students with identified concerns and needs

## **Home-School Communication**

School news and program updates are shared via email on a regular basis from the TKS Director and Kindergarten Principal. In addition, the school newsletter, The WAVE, is published on a quarterly basis featuring articles and photos from across TKS.

## **Parent-Teacher Communication**

As parents, you are considered partners in the education of your children. We value your input and strive to maintain open communication on a regular basis and in a variety of ways. Should you ever have any questions or concerns, we encourage you to arrange a time to discuss these

with the teacher.

Please be sure to inform your child's teacher if both parents will be away from home overnight or longer, or regarding any other changes in your child's routine.

### **Seesaw**

The primary form of communication with parents about the school program is via Seesaw. Your child's teacher will email you with information about how to set up and subscribe to Seesaw.

### *Announcements*

You will receive frequent updates about what is happening in class through the announcements function; it is important that parents read these announcements as this will help to keep you informed about learning, events being organized, and materials that you may need to send in.

### *Journal*

A digital portfolio (journal) will be developed for each child in the Kindergarten through Seesaw. A portfolio is a celebration of a child's growth and development over the course of the year. It highlights each child as a unique, capable and competent individual, in all areas. The construction of the portfolio reflects the KG philosophy.

### **Email**

Email is used for individual communication between the teacher and parents about your child. Please feel welcome to contact the teacher by email with any information, questions, or concerns related to your child. Email is also used for occasional whole Kindergarten communications, such as letters from the Principal or Director.

### **Written reports**

You will receive a written report twice per year for your child, at the end of each semester. The reports reflect what your child has learned, the progress that has been made, and which areas require further development.

## **Kindergarten Events**

### **Parent/Child Drop-ins**

We host a parent/child drop-in session before school starts. This is an opportunity for you and your child to meet their teacher and to find out where their classroom is before the first day of school. Details will be communicated by email.

### **Back to School Night**

Early in the academic year, you are invited to meet with your child's teachers to receive an overview of the school year and the day to day life of your child at school. Dates and times for this event will be communicated through Seesaw Announcements.

**Parent-Teacher Conferences**

These take place three times a year. Early in the year, these conferences are an opportunity to connect teachers and parents individually and discuss the year ahead, focusing on how your child is settling into Kindergarten, progress to date, and next steps. This conference is key in establishing an effective partnership. The second Parent Teacher Conference serves as a follow-up to the first semester written report, focusing on your child's progress and providing the opportunity to discuss next steps. In each conference, teachers will share insights about your child's development, as well as seek your insights and perspectives about your child. Conferences will be scheduled through the parent portal closer to the date.

**Student-led Conferences**

You will be invited to attend a Student-led Conference once or twice per year. Your child will show you his/her learning and engage you in learning experiences around the room. Details will be communicated via Seesaw.

**Partners for Learning**

This is a school-wide evening event organised twice a year, that parents are encouraged to attend. Teachers across the school offer a variety of workshops and presentations on different topics. Kindergarten teachers will provide sessions designed to inform about early childhood development, our Kindergarten program, and how you can help your child at home.

**Parent Education Session**

Kindergarten specific parenting sessions will be held four times throughout the school year that are focused on building our home-school partnership. These sessions will focus on curriculum, counseling/wellbeing, and development.

**Special Events**

In addition to grade level events and performances, the Kindergarten also celebrates several division and school-wide events throughout the year. Information about these events will be shared closer to the date via Seesaw.

# 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.

## 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 homesick 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 visit the school nurse prior to returning to class.

## **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.

## **Care Plans**

Please contact the school nurse at your child's designated area if your child requires a Care Plan. For your child's safety, all care plans must be completed and submitted to the School Health Office before your child starts school and to be updated when changes arise.

## **Immunization**

All students must be up to date with TKS required immunizations. The school nurse will reach out to parents when a student requires further vaccines. Parents will be required to provide the updated immunization record to the school nurse with the completed immunizations

## **School Health Screening**

The KAUST School Health Office together with KAUST Health (KH) conducts vision, hearing and growth screening for all K2 students. The health screening program is designed to identify and address preventable health issues with the potential to hinder students' learning ability. Health screening does not substitute regular medical check ups and will not screen for all medical conditions. Students whose measurements fall outside the expected range will be referred to KAUST Health for further assessment.

The screening takes place at TKS Health Office, students are screened individually and confidentiality is maintained. Only students with consent granted through the PowerSchool Portal will be screened.

## **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	<a href="mailto:tiffany.hill@kaust.edu.sa">tiffany.hill@kaust.edu.sa</a>
Associate Principal	Jessica Dalton	808 6403	<a href="mailto:jessica.dalton@kaust.edu.sa">jessica.dalton@kaust.edu.sa</a>
Office Staff	Alison Winfer	808 6320	<a href="mailto:tkg.officecoordinator@kaust.edu.sa">tkg.officecoordinator@kaust.edu.sa</a>
	Leona Kelly	808 6269	
West	Zainab Lary	808 6267	<a href="mailto:tkg.westreception@kaust.edu.sa">tkg.westreception@kaust.edu.sa</a>
East		808 6711/808 6408	<a href="mailto:tkg.eastreception@kaust.edu.sa">tkg.eastreception@kaust.edu.sa</a>
KG Nurse West		808 6312	<a href="mailto:kg.nurse1@thekaustschool.org">kg.nurse1@thekaustschool.org</a>
KG Nurse East		808 6212	<a href="mailto:kg.nurse2@thekaustschool.org">kg.nurse2@thekaustschool.org</a>

### 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

[2021-2022 School Calendar](#)

### School Hours

K1: 8:15 - 12:15

K2: 8:15 - 13:00

K3: 8:15 - 14:00 (Tuesday Early Release time 13:00)

### Absent Students

#### Sickness day 1 and 2

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

#### All Other Absences

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
- 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. It is expected that students are dropped off and picked up on time.

### **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.

### **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.

- After 8 absences, the parents will be contacted by email to remind them of the Attendance Policy/Guidelines in addition to the impact on learning of inconsistent attendance.
- After 13 absences a meeting will be arranged between the school and the parents to address the student's attendance, reiterate the impact of attendance on learning and ensure parents are aware of the Attendance Policy and Procedures/Guidelines.
- At 16 absences a final written warning will be issued to the parents and a copy of the written warning will be shared with KAUST HR.
- If a student exceeds 18 absences (accumulating 19 or more absences for the year): the student will receive a modified report card noting that there is not enough learning evidence to report progress.
  - Grade promotion will be reviewed with the Principal and Director of Student Services given the learning time missed during the year.
  - A meeting will take place with a representative from KAUST HR and the division principal to discuss continuation of enrollment at TKS. Violation of the school attendance policy may result in discontinuation of enrollment.

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

### **Transportation**

The KAUST transportation department organizes designated school bus stops at which parents or caregivers will need to pick up their children. Only children may ride the school busses. A supervisor from the school will be on each bus 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 parents or regular caregivers. Any changes should be advised to the relevant Building Receptionist. For K3 children only, parents may give permission via the TKS Parent Portal 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, including communication and recording devices. 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. We recommend that students wear suitable footwear

and clothing that does not restrict or obstruct movement for active play, such as sneakers/trainers/runners.

### **Snacks and Lunch**

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.

Children should bring refillable bottles to school with names marked clearly on them. Water fountains in the hallways dispense filtered drinking water and chilled water is available. Students are encouraged to stay hydrated and can drink water whenever they need to.

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. General eating habits are formed in the first few years of life. Sweets and processed foods are not a balanced nutritional snack and should not be packed. Children are encouraged to drink water whenever they need to. Large 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**

For health and safety reasons we cannot allow children to bring in cakes or other food to share with classmates. We also request you not bring presents or party bags for 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.