

Welcome to KG Kids Riffa! This handbook is a very important document and its full acceptance and compliance forms the bond of trust necessary for a successful partnership with the aim of providing an enriching, educational and positive learning experience for your children.

PARENT HANDBOOK

KG kids
PRE SCHOOL

KG Kids Riffa

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FORWARD

Welcome to KG Kids Riffa! This handbook is a very important document and it is full acceptance and compliance forms the bond of trust necessary for a successful partnership with the aim of providing an enriching, educational and positive learning experience for your children.



1.1 School Philosophy

The purpose of KG Kids Riffa is to provide a valuable educational, social and cultural experience for all pupils. Our schools provide a framework within which all partners (teachers, parents and administration) support the child's learning and meet with his/her individual needs. Our focus is to ensure that every pupil is given individual care and support in learning by developing from an early age, the essential skills for learning and fostering his/her creativity as well as to develop a distinctive character rooted in his/her community.

We believe that every child is a unique individual with a range of abilities and needs and we are committed to recognize and fulfil these needs and help all children reach their full potential.

All children have opportunities to grow and develop and with a personalised approach to education and a caring team, we strive to develop and nurture the whole child.

1.2 Vision

We strive to build healthy, happy and confident students, with an excellent educational level.

1.3 Values

- Integrity
- Honesty
- Tolerance
- Sense of responsibility
- Discipline
- Respect
- Appreciation

1.4 Mission

KG Kids is a bilingual school offering a distinctive, healthy, engaging and safe educational environment using the latest strategies and techniques as teamwork.

1.5 Aims

The primary objectives of KG Kids are:

1. Providing to all children regardless of their nationalities with high quality education. The harmonious co-existence of this multi-cultural dimension enables the schools to promote effective international understanding by providing the pupils with opportunities to mutually share universal ideas, values, cultural norms and traditions; to develop insight to their own cultures and those of others.
2. Providing children with opportunities to make learning a pleasure and enjoy it both intellectually and emotionally. Learning to learn (the modern educational concept) is promoted and incorporated into our instructional techniques and methodology.
3. Following the guidelines of the British Curriculum, our educational programs allow the school to meet the individual pupils learning needs and to develop in them a distinctive character and ethos rooted in their local communities. These programs help develop from an early age, essential knowledge skills, positive attitudes and capabilities in each individual child.

ADMISSION & REGISTRATION



2.1 Admission Requirements

Admission registration and re-registration start in the month of February and ongoing for the following academic year. Parents willing to register their children can obtain an application form online or from KG Kids Administration Office.

Current students are required to re-register along with their second term fees. Parents are strongly advised to take advantage of this, those not availing to this advantage will be afforded places along with new applicants, which are done on a first come first served basis.

A student seeking admission from KG Kids Pre-School onwards is subject to a placement test, which he/she must pass. A report obtained from the school last attended is to be submitted along with the duly filled in application form.

The following documents are to be produced at the time of admission:

- 1 Birth Certificate
- 2 Transfer/school leaving certificate obtained from the school last attended
- 3 Report card/certificate
- 4 Copy of CPR
- 5 Copy of Passport
- 6 Four passport size photographs
- 7 Medical checkup/health form
- 8 Application form completed BD.10.00
- 9 Registration Fee paid BD. 100.00

2.2 Fees

School fees should be paid regularly according to the school rules. Please note the following:

- Fees are payable in advance before each semester starts.
 - First Semester: Between the 12th of August and 1st of September
 - Second Semester: Before the 31st of January
- Payment must be paid by cash or cheque and made payable to KG Kids Pre-School Riffa.
- Fees must be paid even if the child is absent.
- Fees shouldn't be entrusted to children for delivering and the school holds no responsibility in such a case.

2.3 Withdrawal

Applications for withdrawal should be submitted to the Principal at least one month prior to the date of leaving. The school leaving certificate will not be issued unless all the fees have been paid and any school property, if taken, has been returned.

MATERIALS, TEXTBOOKS, POSSESSIONS AND UNIFORMS



3.1 Materials and Textbooks

The school provides students with instructional materials and textbooks at the beginning of the year. Books are to be kept at the school until the end of the year. If books are lost or damaged they should be replaced or parents would be liable to pay the exact cost of the books. The student is not allowed to borrow any other book until the replacement is made. (Charge of BD. 5.00)

3.2 Identification of Students Possessions

Every student should have his/her possessions with name tags on them, such as bags, PE uniforms, jackets etc... Any lost item is immediately reported to the school administration.

3.3 School Uniform

Please write the child's name or initials in all clothing and items sent to school. A spare set of clothes should be sent to the school in case your child needs to change (for Pre-Nursery & Nursery). Correct uniform is required at all times unless on a special occasion indicated by the school.

Uniforms are available from House of Uniforms in A'Ali Mall. KG Kids hats are available at the school, which is part of the uniform. Children should wear their KG Kids hats during playtime.

Please make sure students are sent to school with hats, names written inside.

Girls Uniform:

- Summer: Striped orange and white dress with school T-Shirt
- Winter: Green jacket and green trousers with school T-Shirt

Boys Uniform:

- Summer: Striped orange and white shorts with school T-Shirt
- Winter: Green jacket and green trousers with school T-Shirt

Girls/Boys PE Uniform:

- White trousers and school T-Shirt (available from House of Uniforms)

3.4 Uniform Prices

All KG Kids children must have KG Kids hats. Other school hats are NOT ALLOWED.

- KG Kids School Hats at BD 3.000 each

EVALUATION AND REPORTING



4.1 Assessment Policy

In our schools we follow the continuous assessment policy based on the accumulation of the student's grades for his/ her class work, home work, unit test and project work.

From Pre-Nursery to KG 2 : Informal assessment.

4.2 Reporting

Midterm reports are sent to parents in November and April.

End of term reports:

- First Term: First week of February (Pre-Nursery to KG 2)
- Second Term: Second week of June (Pre-Nursery to KG 2)

Parents' interviews with teachers are arranged as follow:

- In the Mid-First Term to discuss the child's performance and the ways to enhance his/her learning abilities.
- Whenever there is a need or concern to discuss the pupil's performance of behavior.
- These interviews are arranged through the administration and a copy of the summary of the meeting is placed in the child's file.
- The interview can be requested by either party whenever necessary.

4.3 Certificate of Recognition

Students' encouragement for good academic performances and good behaviour are regularly given certificates and awards.

At the end of each semester certificates are awarded to:

- Students with excellent academic achievements
- Outstanding behaviour

REMEDIAL AND HOME- WORK POLICIES



5.1 Remedial Work Policy

Remedial students are given extra work supervised by their teacher and by parents at home.

5.2 Homework Policy

Homework is given to reinforce and to give more practice on the basic skills and concepts taken during the lesson. Reading tasks are also given on a regular basis.

5.2.1 ACTIVITY FILE

In all classes your child's activities will be sent home on Thursday in the Activity File. Unless indicated these are to be kept at home. A good idea would be to display your child's work and show your appreciation of his/her efforts. They also form a basis for conversation and progressive learning within the home.

5.2.2. READING

Please take time to read with your children. Talk about pictures, predict outcomes and set an example by reading yourself. You can make word labels (with pictures for Pre-Nursery) for things at home to help associate the spoken word with the written word. Point out signs and letters in books, on street signs etc...

Nursery, KG1 and KG2 all have reading books to bring home which form an important part of their curriculum. KG1 and KG2 will start this process immediately. Nursery will be bringing reading books home as the year progresses.

It is very important that you are closely involved with this process, you must:

- Join in the process of reading with your child
- Sign the reading log book
- Ensure the care of the book
- Ensure it is returned DAILY, regardless of the language class that day.

A fee will be charged for the loss or damage of books as they must be ordered from abroad and are often in 'sets' it causes a problem for the other children's reading continuity. Time is also wasted by the teacher calling to enquire after late books, time that could be better spent helping your children.

COMMUNICATION POLICY



6.1 Parent Teacher Interviews

The importance of parents in a child's life is fully recognised by the school. We as teachers need your help to shape the minds of our students. Together with the help of our able parents we can build the edifice for our students to stand on and we believe that continuous support and involvement of parents and their concern are vital to the progress of their children and that of the school.

Hence, parent's involvement and attendance at open evenings, open days and meetings are crucial for the achievement of students expected outcomes.

6.2 Rationale:

We believe that effective communication between teachers, principal and parents is imperative and is in the best interests of the children's education, care and wellbeing.

Objectives:

We have a school communication policy in place and we want to:

- Ensure communications between all members of the school community are clear, professional timely and appropriate.
- Use the method of communication which is most effective and appropriate to the context, message and audience.

6.3 Formal communications:

- **School Parents Handbook:** a guide to the parents on the school systems and procedures available in the KG Kids website.
- **School calendar:** to keep parents up-to-date with school events and holidays emailed and sent by post with the invoices in June.
- **Flyers for special events:** Open Day, Afternoon Club, Summer Course.
- **Newsletters:** keep parents updated with school events and students' activities every two months.
- **Weekly newsletter:** A guide to the parents on the portions to be studied and assessments to be given. Emailed weekly for KG1 & KG2, and every 2 weeks for Pre-Nursery & Nursery.

6.3.1- Letters:

- **Curriculum letters:** KG1 and Nursery once in the beginning of every academic year and KG 2 three times during the academic year. They give the parents an over view of the areas to be covered in each subject.
- **Letters for getting parents' approval:** on their own or their children's participation in school events. (Field Trips...etc).
- **Re-registration letters.**
- **Volunteers' Letter:** parent who would like to participate as volunteers in the events KG Kids hold to bring food, accompany the teachers in trips...etc. (Sent by email

as well)

- **PTA Invitation:** Parents who would like to participate in the elections for PTA (Sent by email as well)

6.3.2- E-mails:

- **Informing parents with events and holidays.**
- **Mathletics letter:** sent in the beginning of the school academic year: explaining the benefits of the programme and how to use it.
- **Thursday themes:** includes the themes to be covered at the end of every month. (Letter to be sent in the beginning of the school academic year and one week before the end of the month).
- **School support policy:** gives the ways school can support students to achieve the expected level in the form of weekly parent teachers meetings (sent timetable in the beginning of the school academic year).
- **Book Fair letters:** Parent Visit Schedule and Book Character Day.

6.3.3- Text messages reminders of school events and holidays.

6.3.4- Telephone calls from /to parents: recorded in a contact file or Parent Concern Book.

6.3.5- Meetings: called either by the parent or teacher according to the pre- arranged timetable for parent/teacher to discuss a child's progress / behaviour.

- Meeting the class teacher at the class door or on duty at dismissal time to discuss a child's progress is discouraged because a teacher can't adequately supervise the children while at the same time speaking to a parent.
- Urgent meetings might be called either by the school or parent and the administration will try to facilitate such meetings making every effort to ensure that children don't lose any of their learning time .
- Reports: November and April for mid- term reports (February and June for end of term reports)

Parent Concerns

The school has a professional concerns system which addresses all parents and students. We encourage all parents to voice their concerns to the school directly. All concerns are recorded, some issues will be resolved quickly; others may take more time and investigation. All parents concerns are important and every effort will be made to resolve them.

This procedure explains what parents can do to ensure their concerns are processed effectively and improves communication for all.

Any concerns: refer to the teacher concerned by taking an appointment in her planned teacher meeting schedule. A casual chat or call may be sufficient in minor issues but

it is preferable to make an appointment when the teacher can sit with you personally and professionally and focus on your child's needs. A parent teacher meeting form will be completed to record the action plans, follow up and review. (See attached reminder of schedule for meetings). The Principal will be aware of the meeting.

Any concerns not met at the Teacher/ Parent Meeting can be brought to the personal attention of the Principal/ Deputy Director Mrs. Wahiba, by taking a planned appointment. It follows a similar policy of documentation for action, follow up, review and this meeting is also under the awareness of the Director. Telephone calls are not always successful, such as an important issue as your child requires focus and professionalism which is much more effective in a meeting scenario. Emailing the concerns (after step 1) is also a choice of communication as it is documented and can be completed when the person has a focused approach and as such can be a good initial start point.

Emails: wahiba.kgkids@gmail.com Tel: 17663556, Mobile: 39800900

Teachers' concerns:

Academic concerns / Behaviour or welfare concerns

Phone calls.

Under Observation Daily files.

Meeting with parents

If teacher and parent agree on maximizing home support but the child doesn't show progress, a meeting between teacher and parent is called for where the teacher makes the parent aware of serious situation. They review and discuss the problem, make a more effective action plan and decide on the way the new action plan is to be followed up.

Special Educational Needs as well as Talented students receive extra homework once a month to meet the needs and abilities of the child.

ABSENCE AND TARDINESS



Circulars and Letters

From time to time letters will be sent by email informing you of events, programs and news, or sent home when your signature is needed. It is again, very important that you read these and if necessary return when requested. Often dates for return are indicated so PLEASE be aware of them. A good idea would be to keep a file or notice board.

If a trip is organised, a signed permission form is required and on many occasions administrative time is wasted calling parents to return forms. A telephone call is insufficient so please do not disappoint your child and find out that he/she has not been able to join his/her classmates due to your error.

7.1 Absence and Tardiness

Absences of students should be reported on the same day to the school office. Upon returning to school, students are required to submit to their classroom teacher a written note from their parents.

In case of medically incurred prolonged absence a medical report must be submitted to the school office specifying the illness and duration.

Parents should call the office to request homework assignments and arrange for a pick-up at the end of the school day. Please do not contact teachers in their classrooms.

Students coming late to school miss the most important parts in the first lessons. Consequently, a meeting with parents is required in case the student comes late repeatedly to school.

7.2 Change of Usual Routine

If you wish your child to change his/her usual daily routine ie. leave school early, please notify the office in writing ahead of time.

The person collecting a dismissed student during the school day must sign a release form at the administration.

7.3 Illness and Accidents

Illness and accidents involving students during school hours are reported immediately to the administration. When necessary, parents are contacted by the school office.

In case of a sick leave because of contagious disease, the student is requested to bring to school a medical report certifying his/her school attendance.

DISCIPLINE POLICY



8.1 Discipline Policy

Whenever individuals live together, discipline is necessary and this is especially true of an educational institution. This discipline is formative, not repressive.

It helps students to develop self-control, which is the essence of a well-ordered and successful life. In both schools the teaching of values is integrated in the lessons to build up the child's personality and character.

What is Expected from a KG Kids Student:

- To take good care of their health
- To always be friendly with others in and outside school
- To encourage good behaviour and manners
- Never to be cruel, for cruelty is the trait of a bully
- Always respect others
- To respect the beauty of the classroom and of the school
- To consider people from all parts of the world
- To take pride in wearing the school uniform
- Taking pride in being citizens of Bahrain

General Rules:

- Students should come to school on time
- Students shall comply with the rules of the school and respect the authority of the teaching and administrative staff
- Students shall respect all property of the school including the buildings, furniture, books and equipment
- Students shall address all staff in a respectful manner
- Students shall listen attentively and politely when anyone is addressing the class
- Students are discouraged from bringing toys or games (very small items such as beads as they can be dangerous for the children) The school cannot be held responsible for items lost or broken nor for jewellery
- Parents shall be responsible for the wilful misbehaviour of their children.

The Following are Strictly Forbidden:

- Damaging property, books, and equipment belonging to the school, to school staff or other students
- Bringing mobile phones, walkmans, cassette players and dangerous games to class
- Disrespect to the teacher and their authority
- Parents are not allowed to disturb teachers during the school day (only in emergency cases)

In the Classroom:

Special care must be taken by teachers and pupils to preserve an atmosphere of calmness and serious work during school hours. A well behaved child in KG Kids school is one who shows respect for teachers, behaves well when among other students and shows a proper regard for school property.

In the Corridors:

In the corridors and staircases the courteous child from KG Kids walks slowly, but promptly and silently in line.

In the Playground:

- The pupil uses all equipment in an appropriate safe manner
- Play fighting is strictly forbidden
- Strictly no bullying or intimidating other pupils
- Strictly no littering in the playground

8.2 Certificates and Awards

Self-esteem is an important ingredient of an intelligent mind and we at KG Kids constantly nurture it. To further strengthen it, we have decided to make a special category of awards based on academic performance, work habits and behaviour. These would help bring out the best in the child's personality.

Certificates and rewards are issued for excellent academic achievements and for excellent behavior and for best achievements in different subjects.

Classroom Rewards:

- Positive notes to child and parents
- Individual and group rewards
- Whole class rewards

8.3 Disciplinary Measures

The school disciplinary system is based on guidance rather than punishment. Together with the parents supportive role. We help the children develop a full understanding of their roles and responsibilities in school and outside school as well as to help them deal with difficult moral and social questions encountering them in their lives.

The following disciplinary measures are adopted by the school whenever the student breaks the rules. Such procedures help students keep in line with our disciplinary code.

Minor Misdemeanors:

They are incidents where a student interrupts learning or breaks the school rules Here are the school procedures for minor discipline concerns. From Pre-Nursery to KG 2.

- Oral counseling
- Thinking chair

Major Misdemeanors:

Incidents where a student is involved in using bad language, biting, fighting, disrespect towards a member of staff, graffiti, bullying and continuous disruption of lessons.

- A report is made on the incident
- An investigation is made by the principle on the incident
- The parents are informed of the incident and a meeting should be called

SCHOOL TIMINGS AND HOLIDAYS



TRANSPORT



BIRTHDAY PARTIES



9.1 School Gates

School gates open at 7.00 am every morning and close at 2:00 pm (school days)

Note: Late children can be collected within fifteen minutes. Parents willing to keep their children after school time can arrange with the administration for the after school care or the after school clubs. Please ask for list of Afterschool activities available.

9.2 School Hours

We would like to remind you once again of class timings and would appreciate it if nannies/ parents would be punctual in bringing and collecting children.

Class starts at 8.00 am. It is important that you bring your child on time as the program for that day is explained during the first fifteen minutes of the class. If children continuously arrive late they will be missing the basic concepts of the lessons, which will in turn affect their progress.

KG Kids Pre-School Riffa:

Pre-Nursery 8:00 am - 12:00 pm

Nursery 7:40 am - 12:30 pm

KG 1 7:40 am - 12:30 pm

KG 2 7:40 am - 01:00 pm

9.3 Snack Time

We would like to teach the benefits of eating healthy foods to children. Please help your child to understand what a healthy diet means. Therefore we are encouraging our children to adopt a healthy lifestyle, so chocolate, fizzy drinks, sweets or crisps ARE NOT PERMITTED in school. Please help us keep your child stay fit and healthy.

9.4 Holidays and Vacations

School holidays are listed on the school calendar or announced by the Government and the Ministry of Education.

10.1 Transport

Morning: We would like you to have your child ready when the bus arrives to collect him/her, if the bus has to wait it means that the children are delayed for class, it also means that children are spending longer than necessary on the bus.

Afternoon: Please make sure that the nanny is there to receive your child, on some occasions the staff are having to wait for long periods before anyone appears.

We want to make the journey on the bus as safe and quick as possible so as not to have the children sitting for long periods of time, for this we need your cooperation. Please bear with us at the beginning of the term as we fine tune our routes and timings.

11.1 Birthday Parties

Birthday parties are authorised in KG Kids classes only at the end of each month on Thursdays or Wednesdays. Such an event should be arranged in advance with the teacher through the administration. In KG Kids on each child's birthday a song is sung and he/she wears a crown and becomes the special birthday child of the day.

HEALTH AND SAFETY



12.1 Health

Please do not bring your child to school if they are unwell. Coughs and sneezes spread diseases and they will be much better spending a quiet day at home (even if they insist they want to come!) If the child does arrive unwell at the school we will have no alternative than to send them home. We will of course call to inform you. We are sure you'll agree this is in the best interested of all.

Please note that it is not allowed to send medicines to school. In an urgent situation prior approval must be taken from the Principal. (Not the teacher, or assistant or any other staff member) NEVER send medicines in the child's school bag.

12.2 Safety

In the interest of safety of all concerned please advise those who come to collect your children to hold their hand securely. They should take good care of the children as they come and go from the car.

12.3 Parking

Parking at the school is a difficult task, however there are some simple rules and courtesies, which if we all follow will make it safer.

- Do not stop in the middle of the road blocking the way
- Do not park right in front of the main gate.
- Do not drive past the school entrance so as to ease traffic congestion
- If you do not transport your child, PLEASE, in the interests of the safety of your child take a few minutes to instruct your drivers of this important rule.
- We would like to STRONGLY advise you to seat your children in the back of the car with seat belts on.