


المواكب
AL MAWAKEB



PARENT HANDBOOK **KINDERGARTEN** **SECTION**

AL MAWAKEB AL KHAWANEEJ
2024 - 2025



Dear parents,

This year marks the sixth year in the life of Al Mawakeb Al Khawaneej, and what memorable years they have been. They were filled with challenges, determination, and triumphs. But above all, filled with love, care, and smiles.

In the past 5 years, we were privileged to be working with your children... Five years during which we grew despite the challenging circumstances we all had to experience because of the pandemic. This growth would not have been possible without your continuous trust and unwavering support and, of course, without the wisdom and resolve of the leaders of this nation.


You have entrusted us with what is most precious to you, your children, so we can provide them with skills and competencies needed for their progress and success. We promise to keep our learners at the forefront of every decision we make as a school. This goal can only be achieved through our collaboration. We look forward to partnering with you so that all children are celebrated and supported. Children grow and achieve their fullest potential when given care, and through our partnership, we can make this happen.

Together, with the wonderful team at Al Mawakeb, we will strive to provide students with the knowledge, skills, and mindset necessary to succeed and excel. We will instill a life-long love of learning, and we will encourage everyone to embrace a growth mindset where challenges are welcomed and met with confidence and perseverance.

Finally, we welcome your suggestions and ideas which can contribute to the betterment of our school.

We look forward to another memorable year with all of you.

Sincerely,
Samira Al Awadhi
Principal - AMK



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WELCOME TO THE KINDERGARTEN SECTION AT AMK

We are delighted to extend a warm welcome to you and your family from Al Mawakeb Al Khawaneej. We take pride in being a school community that values partnership with parents, and we view your child's learning journey as a collaborative effort between the home and school.

Our qualified and dedicated academic staff will ensure the best possible education, support, and care for your child. In our Kindergarten section, each class is led by a Homeroom Teacher (HRT) who covers English Language Arts (ELA), Math, and Science, supported by a Hygiene assistant to ensure a safe and clean environment. The HRT also supports with Art and PE classes. In addition, subject teachers (Arabic, French and Islamic Education) play a vital role in your child's learning journey.

Your child will thrive academically and developmentally during their time with us, and we eagerly anticipate the opportunity to get to know you and your family.

For further insights into our Kindergarten Section at AMK, we have compiled some essential information. Do not hesitate to reach out to us for more information or guidance; we are here to assist you.

The KG Team

Ms. Lynne Rafeh (Head of Section)

To ensure a smooth enrollment at AMK and help your child feel confident and happy at school, fostering a sense of independence is key. Here are some steps you can take with your child to facilitate this process:

1. Engage in Conversation

Talk to your child about going to school, emphasizing the activities they enjoy that will be available to them at AMK. For instance, if they like playing with dinosaurs at home, mention that they'll have the opportunity to play with dinosaurs at their new school too.

2. Language Skills

Prior to starting school, ensure that your child has the necessary language skills to communicate basic needs, such as asking to go to the toilet, requesting to play with a specific toy, or letting teachers know if they are not feeling well.

3. Toilet Independence

Help your child practice going to the toilet independently while maintaining hygiene. This includes undressing, cleaning, and dressing without assistance, flushing every time, and washing and drying their hands. For detailed guidance, please refer to our Toilet and Intimate Care section.

4. Self-Help Skills

Encourage your child to put on their socks and shoes by themselves. When purchasing school shoes, opt for those with a 'Velcro' fastening design, as laces can be challenging for KG children to tie without assistance.

5. Labeling Uniforms

Ensure that every item of your child's school uniform, as well as socks, shoes, hats, etc., is clearly labeled with their first and last name. Show your child where their name is located on each item and encourage them to find these labels themselves.

6. Lunchtime Independence

Practice with your child opening and closing their lunchbox, taking out their food, and eating independently. Remember to cut grapes in half to prevent choking hazards and label your child's lunchbox and water bottle with their full name.

7. Gradual Separation

Arrange playdates with family or friends and gradually increase the amount of time you spend away from your child. This will help them and make the transition to school much smoother. By following these steps, you can help your child develop the necessary skills and confidence for a successful and enjoyable experience at AMK.

THE FIRST DAY AT AMK

Upon arriving at the KG section, you will find a name list indicating your child's assigned class. As parents drop off their children, we recommend a swift transition to the classroom. Prolonged goodbyes can sometimes make it more challenging for your child to adjust.

It is perfectly normal for some children to feel upset during their first days at school. Our team is well-prepared to provide assistance and support to help your child settle into the school environment. Your child will look to you for reassurance, so a warm smile, a quick goodbye, and avoiding lingering are often the best ways to convey that they will be just fine without you. Our staff members are trained to assist and comfort children during this period, and it is often easier to shift their focus to more enjoyable activities when parents are out of sight.

We understand that the initial days at school can be an emotional time for parents as well. When you pick up your child, we will provide you with an update on how their day went. Please note that punctuality is crucial when picking up your child, as delays can cause unnecessary anxiety and distress for young children.

Regardless of when your child starts in KG, whether it is the beginning of Pre-KG or halfway through the academic year, we dedicate the first two weeks to helping your child adjust to classroom routines, fostering friendships, and assessing their initial learning points. After this short period, we will invite you to a meeting with the class teacher to discuss your child's settling-in progress.

During the first week of school, Pre-KG parents have the option to pick up their child(ren) at **11:30 am**. Please inform the Head of Section one day prior or early morning that same day (**9:00 am latest**) to arrange for an early pick-up.

On the first day, your child will receive a name tag. Please ensure that the name tag is securely pinned to the pocket of the uniform for all of the first month.

We look forward to your child's exciting journey at AMK and are here to support both you and your child every step of the way.

WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

To ensure your child is well-prepared for their school day, kindly make sure they bring the following items:

- **Two Sets of Spare Clothes**

Please pack two sets of spare clothes (including pants, t-shirt, underwear, and socks) in a plastic, zip lock bag, clearly labeled with your child's full name.

- **Lunchbox**

Your child should have a lunchbox for their meals. Ensure the lunchbox is labeled with your child's full name for easy identification.

- **Water Bottle**

Encourage your child to stay hydrated throughout the day by providing them with a water bottle. Please label the water bottle with your child's full name.

- **School Hat**

A hat is essential for outdoor activities and protection from the sun.

Note:

KG students do not require a school bag. For safety reasons, wheeled trolley bags are not permitted. By ensuring that your child has these essential items with them, you will help make their school experience comfortable and organized.

MEALTIMES AND HEALTHY EATING

We prioritize the health and wellbeing of all our students, and this extends to their meals and snacks. Please take note of the following guidelines:

1. Snacks

You are expected to provide your child with two snacks per day. Please keep in mind that we do not have facilities to heat or refrigerate food at the school. Therefore, it is essential to send snacks in appropriate or insulated containers or a bento box. Glass containers are strictly prohibited.

2. Nut-Free Policy

We are committed to the safety of all our students, some of whom have severe nut allergies. As a result, we maintain a NUT FREE school environment. This means that nuts and nut-based foods such as sesame, walnuts, peanut butter, and chocolate spreads (e.g. Nutella) are not allowed in your child's lunch bag.

3. Healthy Snack Choices

We strongly recommend fresh fruits and vegetables as snacks. In line with our commitment to promoting healthy eating habits, we prohibit unhealthy snacks such as candy, sweets, chips, fizzy drinks, cream cakes, chewing gum, and chocolate spreads or bars.

4. Lunchbox Contents

Please ensure that your child's lunchbox contains an adequate amount of food to sustain them throughout the day, as students are not allowed to share food with their peers.

By adhering to these guidelines, you not only contribute to your child's health but also help us maintain a safe and inclusive environment for all students. If you have any questions or require further clarification on our mealtime policies, feel free to reach out to us.

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Wearing the school uniform is mandatory for all our students. We firmly believe that the uniform not only fosters a sense of belonging but also reinforces your child's identity within the school. To ensure that your child's clothing items are easily distinguishable and to prevent any mix-ups or loss of items, please ensure that all items are clearly labeled with your child's full name.

Upon registration, you will receive an email containing instructions on how to order the school uniform through our designated website:

[Uniform Schools Solutions] (<http://www.uniform-schoolssolutions.com/auth/login>)

To place your order, please follow the steps provided in the email, using your Family ID for access.

Additionally, for your convenience, a representative from the uniform shop will be available on campus every day from 8:00 am to 3:00 pm. They will be happy to assist you if you wish to purchase additional uniform items or require any help with your uniform-related needs.

We appreciate your cooperation in ensuring that your child wears the school uniform.

DROP OFF:

KG Gate (HALA 1)

- Parents can access the KG Gate for drop-off from Monday to Thursday between 7:30 am and 8:15 am. On Fridays, the gate will be open from 6:40 am to 7:20 am. During the first two weeks of school, parents are kindly requested to accompany their children to their respective classrooms. Starting from the third week, parents will be asked to drop off their children at the gate, and a staff member will be available to assist them to their classrooms.

PICK UP:

Parent Badge

- At the beginning of the school year, parents will receive a Parent Badge which they must wear at all times when entering the school premises.

Pick Up Form

- For safety reasons, KG parents are required to complete the **«Pick Up Form»**. This is important because without proper identification staff will not allow students to leave the classroom with an unnamed adult.

Siblings Picking Up

- It is important to note that students in other sections are not allowed to pick up their siblings from KG unless they are in middle or high school and have received consent from the parent and approval from the appropriate Head of Section.

Third Party Pick-up

- If your child is to be collected by a third party, please send an email the day before or early in the morning (10:00 am the latest) to the reception at AMK. In this email, kindly mention the name of the third party and their relationship to the child.

STUDENT PICK-UP TIMES

Parents are kindly requested to pick up their child from their respective classrooms at the end of the school day. Here are the specific pick-up times and options:

Pre-KG and KG1 Students (*Monday to Thursday*)

- Parents have the option to choose between two pick-up times, either at 1:20 pm or at 2:15 pm. To make this selection, please refer to the **Circular #13 | Pre-K & KG1 Students' Dismissal Timing**. It is important to maintain the chosen timing consistently throughout the school year.

KG2 Students (*Monday to Thursday*)

- KG2 students will be dismissed at 2:15 pm from Monday to Thursday.

Friday Timings

- Please note that Friday is a regular school day for all students, starting at 7:30 am and ending at 11:30 am (from Pre-K to G12). Therefore, any absence on Fridays will be considered an official absence from the basic school day.

Early Pick-Up

- While we discourage parents from taking their children out of school early, we understand that emergencies or appointments may necessitate it. If you do need to arrange for an early pick-up, kindly send an email to the school's email address, amk@almawakeb.sch.ae, in advance (by 9:00am). In your email, please provide your reason for the early pick-up and attach appointment details if applicable. The administration team will then arrange an early exit pass, and your child will be brought to the reception area. Parents are kindly asked not to enter the classrooms during pick-up. Your cooperation in adhering to these pick-up guidelines ensures the safety and well-being of all our students.

We kindly emphasize the importance of punctuality when picking up your child, as delays can cause undue anxiety and distress for young children. If you anticipate being a few minutes late, please contact the school reception by telephone.

ATTENDANCE AND PUNCTUALITY

The Kindergarten stage plays a pivotal role in shaping your child's learning journey through school. We cannot stress enough how crucial regular attendance and punctuality are during this stage.

Attendance Importance

- Regular attendance is vital for your child's overall development, both academically and in terms of their well-being. Consistent attendance ensures that they can make the most of their time in Kindergarten.

Punctuality Matters

- Punctuality is equally important. Please make every effort to arrive on time in the morning to avoid your child being marked as late in the attendance register.

Reporting Absences

- Parents are responsible for reporting their child's absence. If your child is unable to attend school due to illness or any other reason, please inform the school promptly or email the Head of Section, Ms. Lynne Rafeh. In cases of illness, it is essential to provide a medical sick leave note to facilitate your child's return to school.

Validating Absences

- For any absence to be considered valid, it must be properly documented. If it is not validated, an absence will result in it being classified as «unexcused».

We appreciate your cooperation in ensuring that your child attends school regularly and arrives on time. This commitment to attendance and punctuality will greatly contribute to your child's educational journey.

Ensuring the health and safety of our students is of paramount importance. Please take note of the following guidelines regarding medical information, health, and safety:

Medication

- Students should not carry medication to school.
- If a student requires prescribed medication during school hours, parents must provide it with a letter from doctor authorizing the school nurse to administer the medication. The medication should be clearly labeled, and the doctor's letter should include the required dosage, route of administration, frequency, and timings.

Illness

- If your child exhibits any symptoms of illness, please refrain from sending them to school. Students displaying symptoms will be sent home to ensure the well-being of all students and staff.

Accidents and Emergencies

- In the event of an accident or the need for emergency treatment, every effort will be made to contact you. To facilitate this, please keep the school informed of any changes in emergency telephone numbers.

Health and Safety

- We request that students do not bring watches, toys, jewelry, stationery, or personal belongings to school. This practice reduces the risk of items being lost or exchanged with other students. The school will not be responsible for any lost items.
- KG students are not permitted to bring money.
- Cakes or cupcakes for birthday celebrations are not permitted. However, parents who wish to celebrate their child's birthday may provide individually packaged cupcakes or goody bags, which will be distributed to students to take home at the end of the day.

Medical Forms

- Please complete the attached Student Medical Form and submit a hard copy to the school nurse or Head of Section, along with a copy of your child's immunization booklet.
- It is crucial that the school is aware of any medical conditions, special needs, or medications your child may require.

Name	Allergy	Symptoms	Medication

TOILET AND INTIMATE CARE

Ensuring the comfort and hygiene of our students is essential. Please take note of the following guidelines regarding toilet and intimate care:

TOILET USAGE

- Children are expected to ask to go to the toilet whenever they need to and maintain dryness throughout the day.
- When using the toilet, children are encouraged to be independent. They should be capable of removing their own clothing, accessing the toilet on their own, cleaning themselves independently, dressing themselves independently, and washing and drying their hands without assistance.
- A hygiene assistant is always available when a child is in the bathroom area to provide support and assistance, if needed.

TOILET TRAINING

- Parents are responsible for ensuring that their child is fully toilet trained before admission to school. The school does not assume responsibility for potty training children.
- If a child is not fully toilet trained before starting school, parents must inform the school in advance.

These guidelines are in place to ensure the well-being and dignity of all students. We appreciate your cooperation in adhering to these guidelines, as they contribute to a positive and respectful learning environment.

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At AMK, we value open and effective communication with our parents. Please find below important information on how we keep you informed and how you can reach out to us:

School Updates

- You will regularly receive school updates and announcements through emailed circulars.

Accessing Important Information

- To stay informed about critical information such as timetables, calendars (Newsletters), and report cards, parents are encouraged to access the school portal or download the iCampus application.
- Upon registration, you will receive a username and password that will grant you access to the school portal or application.

KG Newsletter

- The KG Newsletter serves as a valuable source of information for parents. It provides a brief summary of what your child covered during the week and highlights upcoming events.
- You can expect to receive the KG Newsletter every Friday through the school portal or iCampus application.
- Starting from September, KG1 and KG2 students will be assigned home learning through the Newsletter.

Primary Means of Communication

- The most effective way to communicate with us is through email. You can reach the school at: amk@almawakeb.sch.ae
- For specific inquiries or concerns related to the Kindergarten section, you can contact Ms. Lynne Rafeh, the Head of Section, at: lynne.rafeh@almawakeb.sch.ae
- For medical-related concerns, please reach out to the school nurse at: nurses@almawakeb.sch.ae

We are committed to maintaining transparent and efficient communication channels with our parents. If you have any questions, need clarification, or require assistance, please do not hesitate to contact us using the provided contact details. Your active involvement and communication are highly valued and greatly contribute to your child's success at AMK.