Kuwait Bilingual School No. 2

مدرسة الكويت ثنائية اللغة رقم 2

# EARLY YEARS (KG) PARENT/STUDENT HANDBOOK



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Please see below a list of key people you may need to contact at various times throughout the year.

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## **OVERVIEW**

Kuwait Bilingual School (KBS) was established in September 1998 in Al Jahra City, Kuwait. Its foundation was a landmark in educational provision in the district, offering a coeducational, bilingual, private school education for people of the city and the State of Kuwait.

Kuwait Bilingual School 2 is committed to delivering an outstanding International Baccalaureate Primary Years Program for our Early Years students. We are dedicated to nurturing development in all aspects of education and personal growth through our mission and vision.



# **VISION**

To unite IB bilingual excellence with scholarship, service, and global citizenship for the best educational experience in the region.

# **MISSION**

Enriching the Jahra community by empowering future leaders and global citizens through bilingual IB excellence, scholarship, action, and service.

# **MOTTO**

"Children of today, leaders of tomorrow."



# **VALUES**

<u>Bilingual Excellence:</u> We commit to the highest standards of teaching and learning in Arabic and English, emphasizing the importance of perseverance in mastering these skills. This dual-language excellence prepares our scholars to face the world's challenges with confidence and adaptability.

<u>Scholarship:</u> We value academic rigor and the persistent pursuit of knowledge, encouraging our scholars to embrace challenges as opportunities for growth and to become resilient lifelong learners.

<u>Service</u>: Recognizing our enduring responsibility to the Jahra community and beyond, we are dedicated to nurturing empathetic leaders who persistently seek ways to make a lasting positive impact on society. <u>Global Citizenship</u>: We cultivate an appreciation of diverse cultures, preparing our scholars to not only adapt but to lead with resilience in a connected global community.

<u>Inclusivity:</u> We respect diversity and strive to create a supportive environment where resilience is built, and all scholars feel valued, fostering a community where perseverance is a shared journey towards excellence.

#### **INCLUSION STATEMENT**

At Kuwait Bilingual School 2, we believe in the power of diversity and the strength of endurance to enrich education and foster a sense of belonging. We are dedicated to nurturing an environment where every student's voice is heard, valued, and empowered to persevere, regardless of background, ability, or belief. Through a shared commitment to resilience, we strive to create a community where everyone is encouraged to contribute, learn, grow, and overcome, embodying the principles of global citizenship, mutual respect, and enduring spirit. Together, we work towards a more understanding, just, and resiliently connected world. schooling.

### **IB MISSION STATEMENT**

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

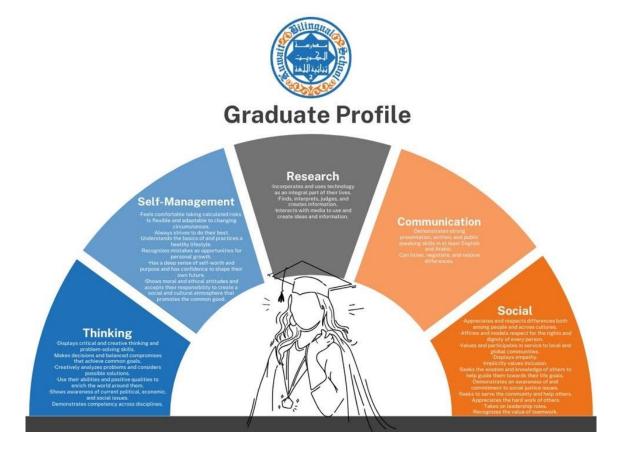
To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

#### **CURRICULUM FRAMEWORK AND STANDARDS**

KBS 2 is an International Baccalaureate® authorized Primary Years Program and Middle Years Program school with Diploma Program candidacy. Our curriculum framework is instituted by the International Baccalaureate® and we have adopted AERO Standards.

AERO promotes and supports a Standards-Based Learning System (SBLS), a system in which instruction, assessment, grading, and reporting are based on how well students demonstrate their understanding and mastery of the knowledge and skills they are expected to learn during their schooling.

### **KBS GRADUATE PROFILE**



# A TYPICAL DAY IN KBS 2 KINDERGARTEN

#### **2024-2025 TIMINGS**

Start Time:

7:30 A.M. (KG 1 & KG2)

Sunday-Thursday Dismissal Time:

1:30 P.M. (KG1 & KG2)

# **ATTENDANCE/TARDINESS**

At KBS, we expect **100% attendance**. A day lost in early years' is lost forever; there is no way to make this up. Continued absences and tardiness lead to gaps in learning which shall affect the next year's placement.

#### **MORNING PROVOCATIONS**

- Every morning, your child's class will have a number of 'activities' set up to be explored. These activities are designed to provoke thoughts, discussions, questions, interests, creativity and ideas they encourage children to think independently by fostering and provoking thought!
- Provocations allow and encourage children to experience the world for themselves through openended activities without being overtly guided by a teacher or parent. The idea behind provocations is to encourage children to think independently by encouraging their interests and the exploration of those interests.
- The aim of a learning provocation is to inspire a child to wonder and think. With that, children are encouraged to talk, to share their ideas and thoughts through hands-on, practical experiences.

#### **ACTIVITY CENTERS**

• Early childhood is a critical time in the development of vocabulary and other language skills. These skills provide the foundation for learning to read and write and for later academic achievement. Children participate in centers focusing on art, literacy, numeracy, music, ICT skills, Arabic, and Islamic Studies.

#### LITERACY ACTIVITIES

- Activities include Guided Reading, phonemic awareness, rhymes, finger plays, songs, stories, poems, sound, and letter recognition.
- Stories and discussions foster children's language and literacy development and knowledge of the world. Discussions are focused on topics of study.

#### **NUMERACY ACTIVITIES**

- Promotes mathematics and numeracy learning through hands-on play, exploration, and manipulation.
- Activities include counting, looking for patterns, sorting, measuring, and collecting data.

#### PROJECT-BASED ACTIVITIES

• Project-based activities help students make decisions about the direction of their own study and take full ownership of the project they produce.

#### **SMALL GROUPS**

• There are many benefits to small group activities, for both children and educators including developmental growth, cooperation, interaction, and support.

## **ASSESSMENT FOR LEARNING**

The primary goal of assessment is to support student learning and achievement, promoting success for all students. KBS believes that the child has an active role to play in achieving his or her full potential. Our goal is always to build up the child- to emphasize what he knows and can do rather than what he does not know or cannot do.

In Kindergarten, the assessment begins as soon as children start school and continues in an ongoing systematic way. It consists of observing the children in the context of play, project work, and activities.

# ManageBac

Through ManageBac, teachers will be able to assess and report, tracking student progress and coursework recording and assessing your child's progress and achievements throughout the year and stored digitally on ManageBac. Teachers write their observations about each child by including photos, dialogues, artwork, and records of special days. The portfolio is valuable learning evidence, which is always available for viewing by children and parents on ManageBac and is used when discussing your child's challenges and successes during conferences.



#### **CONFERENCES**

Conferences with the classroom teacher provide an excellent opportunity to share information about your child.

There are three reporting periods during the year and three, scheduled conferences (parent-teacher, three-way, and student-led).

You, as well as the teacher, may schedule a conference at any other time during the year. Please note that all conferences are scheduled in advance and teachers are not obligated to meet with you unless you have a scheduled time.

All parents are advised to be 5 to 10 minutes early for a scheduled appointment. If you arrive late, it is not guaranteed that you will see the teacher. Each appointment will begin and end at the scheduled time. Should more time be needed, arrangements can be made for another time.

Please note that a record of each conference will be taken and placed in your child's file as to keep track of the communication.

#### PARENT COMMUNICATION

A lasting partnership between the home and school can be built from ongoing positive communication. When such a partnership is created, your child has a better chance for a happy and successful school year.

Parents are encouraged and expected to communicate with the teacher about all concerns they might have about their child through the ManageBac application.

Please speak to the teacher directly before contacting the Principal or Assistant Principal.

### **GRADE DESCRIPTORS**

We use standards-based grading practices in line with AERO and the IB PYP. Throughout this program, students are empowered to actively inquire and learn through the development of conceptual understandings, necessary skills, and the acquisition of knowledge. The purpose of reporting at KBS is to:

- Provide a snapshot of a child's progress toward a yearlong standard.
- To support common criteria for grading.
- To support students in answering:

Where am I going?

Where am I now?

How can I close the gap?

دليل تقييم الطالب وإتقان المهارات Guide to Student Proficiency				
Beginning	Developing	Independent	Not Assessed	
مبتد ئ	متطو ر	مستق ل	مهارة لم تقى م	
(B)	(D)	(1)	(N/A)	
I am still growing and developing my skills and knowledge and need continued guidance and support in this area.	With prompting and support, I can do this most of the time, but still have some room to improve my skills and knowledge.	I can do this independently without prompting or support. I am ready to extend my knowledge and skills in this area.	Not assessed at this time.	
ما زلت أنمى مهاراتي ومعرفتي وأطورها وأحتاج إلى توجيه ودعم مستمرين في هذا المجال.	من خلال طلب المساعدة والدعم ، يمكنني القيام بذلك معظم الوقت ، ولكن لا يز ال لدي بعض المساحة لتحسين مهاراتي ومعرفتي.	يمكنني القيام بذلك بشكل مستقل دون المطالبة للمساعدة أو الدعم. أنامستعد لتوسيع معرفتي ومهاراتي في هذا المجال.	لم يتم تقييمه في هذا الوقت أو لم يتم تقييمه في مستوى الصف هذا .	

### **POLICIES AND PROCEDURES**

Please note that failure to abide by the schools' policies and procedures will be kept as a record which may lead to non-enrolment for the next academic year.

#### **BIRTHDAY PARTIES**

Students may celebrate their birthday with classmates by bringing cupcakes. Celebrations must be approved 24 hours in advance by the Principal and homeroom teacher and only cupcakes are allowed. Decorations, giveaways, and large cakes are prohibited.

#### **GIFTS AND DONATIONS**

KBS is grateful for any donations to the school. Donations of any kind should benefit all students. All donations will be gratefully received upon the understanding that these are given free of any expectation.

Parents who make donations of library books will be recognized by placing a special label on the inside cover.

Whilst administration and faculty are always gratified when parents wish to send gifts in appreciation, the school does have a stated policy. We, therefore, request that parents do not send expensive gifts but small tokens of appreciation such as flowers or chocolates.

#### **HOMEROOM**

Each student has a designated homeroom that begins promptly at 7:30am. Students will be taught by the homeroom teacher daily for the core subjects taught in English. The homeroom teacher should be the link between home and school. They develop a set of behavioral expectations and essential agreements.

#### **TEACHER ASSISTANTS**

Teacher assistants at KBS are qualified teachers. Their key role is to support student success through the development of social-emotional learning, independence, and responsibility for their own learning and actions.

Teacher assistants do not report on the progress or behavior of individual students to their parents. A parent must ask to speak to the teacher for this information.

#### **MEDICAL FILES**

All students MUST have a medical file. These should be brought to the medical office upon enrolment. Parents should notify the school immediately if there are any health issues, such as allergies, asthma, diabetes, or epilepsy. This information will then be shared with the child's teachers. Routine checks are conducted throughout the year by Ministry of Health officials. Failure to submit it on time would lead to holding the report cards of your child until it is given to the Nurse.

#### **MEETING WITH YOUR CHILD'S TEACHERS**

Parents may schedule an appointment at any time if they have any concerns, by contacting the school receptionist. Please note that teachers cannot discuss your child without a scheduled appointment. Parents need to inform the secretary if a translator is needed. Teachers may also schedule an appointment with parents. Parents will be informed a day ahead.

#### **PARENT INFORMATION SESSIONS**

The school will be providing a series of sessions on different topics such as: helping students at home, how to improve reading through workshops, how to reinforce an inquiry-based environment at home etc. Parents need to attend these informative sessions to have a solid background on what happens in the classroom. These sessions also answer any inquiries/questions parents may have regarding the school, classroom, units, curriculum, and any general issues. It is important that parents attend these sessions to maximize learning opportunities for their children and work in partnership with the teacher and school. These sessions will not be repeated.

# STUDENT PERSONAL INFORMATION UPDATES

Your home phone number, emergency contact information, and email addresses are essential for the school to have on file. Please notify the school of any information changes. The school uses ManageBac Family to inform the parents about major events and emergencies. Anytime a parent changes his/her phone number he/she must notify the school immediately about this change.

# ABSENCES/TARDIES/EARLY DISMISSAL PROCEDURES SHORT TERM LEAVE

If the child is consecutively absent for more than three days, then it is the parent's responsibility to inform the school about the reason for the absence and <a href="mailto:m

# **LONG TERM LEAVE**

If the child is traveling for medical reasons outside of Kuwait (either for himself/herself or for their relative/parent) then it is the parent's responsibility to contact the school beforehand, to obtain permission and plan how the child will access work during an absence. It is also mandatory to submit a copy of the medical report to the school upon arrival with the passport copy of the page where it clearly indicates the dates of entry and exit from the country.

#### **EARLY DISMISSALS & TARDIES**

Students arriving late may not enter the class without a tardy slip. Parents wishing to take their child from school early are required to obtain an early dismissal slip from the divisional secretary.

Students arriving late are required to use Gate 1 and be escorted by staff to receive a late slip from the KG office. Parents may not enter the building. Recurring tardiness/early leaves may result in a warning letter or a block on future registration.

#### **DISMISSAL**

Student dismissal will take place from the classrooms at 1:30 pm. Parents or designated guardians are required to sign students out on the sign-out sheet.

Aftercare is available for a fee for KG students from 1:30-2:30 pm. Failure to pick up students after 2:45 pm may result in a warning letter or students being placed on the block list at the discretion of the Principal and Director.

#### **SNACK**

A regular intake of food is needed throughout the day to keep children active and help their concentration while learning. Some children in this age group are still fussy, so offer a wide variety of foods and regular meals and snacks and allow the child to eat according to their appetite without force or arguments.

Parents are required to provide a nutritional snack and bottle of water for their child each day.

#### **DISCIPLINE**

To be sure that each child can learn and develop socially in a safe and healthy environment, it is extremely important that all the students and parents at KBS, accept and obey school and classroom rules.

The teachers at KBS are committed to making sure that their classes are a warm and friendly learning environment. Each teacher has clearly understandable and ageappropriate rules that must be followed. Children will know that they will be definite consequences if the school and classroom rules are broken.

The teachers will keep parents informed of their child's conduct at school and it is equally Important for the parents to support the school and to reinforce the expectations at home.

#### **DISCIPLINE PROCEDURES**

## What is a School-wide Discipline Policy?

A School-wide Discipline policy is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

# What are the benefits of a School-wide Discipline Policy?

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

# **Defining Discipline:**

Discipline is a process that uses teaching, modelling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

# The Classroom Teacher's Commitment - Teachers will:

- Enforce the School-wide Discipline Policy as agreed.
- Model high behavioral expectations and reinforce the Learning Profile.
- Communicate high behavioral expectations to students and parents.
- Commit to follow through to the success of student behavior.
- · Take responsibility for classroom problems and behavior
- Foster a safe climate characterized by a concern for students as individuals.
- Take an interest in the personal goals, achievements, and needs of their students.
- Support the students in their academic and extracurricular activities.

# **Administrator's Commitment - Administrators will:**

- Support the teachers.
- Model high behavioral expectations.
- Maintain a school climate in which everyone wants to achieve self-discipline.
- Foster a school climate where the administration is concerned for the staff and students as individuals.
- Take an interest in the personal goals of teachers, staff, and students.

### **Parent's Commitment - Parents will:**

- Reinforce the School-wide Discipline Policy.
- Communicate high behavioral expectations to their child.
- Commit to follow through to the success of their child's behavior.
- Take an interest in personal goals, achievements, and needs of their child.
- Support the students in their academic and extracurricular activities.

### Student's Commitment - Students will:

- Follow the School-wide Discipline Policy.
- Maintain high behavioral expectations.
- · Accept responsibility for their behavior.
- Set personal goals under the guidance of teachers and work hard to achieve them.

# Step by step actions taken to resolve any issues:

- 1. Change of the learning/teaching strategies styles (Apply differentiation).
- 2. Regular communication between teacher & parents
- 3. One on One conference with the parent.
- 4. Frequent meetings with the teacher and parents.
- 5. The intervention of the Counselling and Intervention departments.
- 6. Meeting with the divisional Principal.
- 7. Behavioral/Academic contract ---signed by School Director, Principal, and parents.

#### **VIDEOS AND PHOTOS**

It is **FORBIDDEN** to take any video or to take pictures of your child, their class, or their teachers without the permission of the school administration. It is against the policy and if caught you will be requested to delete it on the spot and administrative action may be taken and recorded in the student's file.

#### **DRESS CODE**

All students are required to attend school each day wearing the appropriate clothes. Setting a routine for your child is valuable. This can help child's shift their mind-set to prepare for learning. Appropriate clothing reinforces the importance of learning

#### **NEWSLETTER/WEEKLY PLAN**

Before the beginning of each week, you will receive a newsletter on ManageBac. These newsletters outline the weekly plan for learning and contain essential information about content studies, special days, and programs that will be occurring. Take the time to read the newsletters and stay informed.

#### **BACK TO SCHOOL**

Parents are invited to *Back to School Afternoon*, early in the first term, when teachers present their course descriptions, goals, curricula, expectations, grading policy, and regulations. Teachers prepare handouts with this information. Dates will be posted on the school calendar and website. **It is especially important for parents to attend**, meet the new teacher and find out about how you can work in partnership to ensure your child has a successful year.

### TRANSFERRING CLASSES AND REQUESTS

The school reserves the right to place students in classes without parental input. Only in exceptional circumstances will changes be permitted and then only when the following procedures have been followed.

- Upon request—after studying the situation carefully and recording valid reasons.
- Enabling enough time to the child to settle if it is related to crying and throwing tantrums.
- The child will be monitored and observed under the supervision of the teachers and Principal for a week in various circumstances both in and out of the class.
- A detailed report shall be submitted to the KG Principal about the observations been made.
- ➤ The meeting will be scheduled with the parent to discuss the reflection of the report.
- Requests related to placing twins in the same class or cousins and special friends will be considered at the discretion of the Principal and Director.

Any further requests apart from above will be acknowledged by the administration upon scheduled appointments.

#### **ANNUAL CALENDAR**

The academic year consists of three terms. Term one is from September to November, term two from December to mid-March and term three from the end of March to June. All school holidays are shown on the calendar. Parents are therefore asked to familiarize themselves with school holidays to ensure that students are in school during teaching time. **The school calendar is published on the school website.** 

# **GENERAL INFORMATION**

KBS recognizes the need for clear communication channels between parents and the school. The chart below is a guide for contacting the person responsible for answering any school or student-related questions. If an issue cannot be resolved with the person responsible, parents can contact the person one level higher in the organizational chart.

If you have a question related to:	Person responsible:	Method of contact:
Classroom issues:	Class teacher/Homeroom teacher	Arrange a meeting with the KG secretary.
• progress of your child		
• class routine		
• schedule		
• homework		
Accidents/incidents		
Whole school issues, policy, and development	School Director	Phone or visit the school for an appointment
Safety and Security	Business Manager	Phone or visit the school for an appointment
KG Department: Educational Policies, Organization, and Routines	Kindergarten Principal	Phone or visit the school for an appointment
School Facilities and Resources, Student/Teacher Discipline	Kindergarten Principal	Phone or visit the school for an appointment
PYP School Curriculum Questions	PYP Coordinator	Phone or visit the school for an appointment
Health issues/medical files/ absences	KG School Nurse	Phone or visit the school for an appointment
Student admission and withdrawal	Admissions officer	Phone or visit the school for an appointment
Accounting and billing	Accountants	Phone or visit the school for an appointment
Events, general information, calendar, fixing appointments, early leave permissions, general inquiries	KG Secretary	Phone or visit the school for an appointment