



# Parent's Guide

## Year 2017-2018

Kindergarten's Contact Numbers (013) 860-5777/5778/5779

Email Address: [kfupmkg@kfupm.edusa](mailto:kfupmkg@kfupm.edusa)

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## Introduction

Dear parents,

May Allah's peace, mercy, and blessings be upon you

University schools Kindergarten welcomes all children and wishes them a year full of fun and learning. We are pleased that you choose our educational institution for your Child's education.

Your child spends five hours daily among us apart from, their parents, which can be difficult to some children more than others. Therefore, we build our educational program based on the Child's growing needs in many aspects such as linguistic, intellectual, mental, numerical, and social aspects. We provide elements that help the child in building their personality through our program. We offer children the chance to learn naturally through their interaction with fun and joyful environment and activities, those both should be taken into consideration at such an early age.

Due to the importance of communication and interaction between the Child's home and school, we are pleased to present to you this "Parents' Guide" which sheds light on the KFUPM School Kindergarten Section medical services, academical routine and intellectual instructions.

We kindly ask you to read this guide thoroughly as it contains all the essential information about our daily program and answers all questions that you, as parents, can have at the start of the school year. We also advise parents to keep this guide with them during their Child's attendance to our kindergarten

Thank you for your cooperation.



## **KFUPM School Kindergarten's Vision and Mission**

**Vision:** Excellence in the education of children.

Brilliance in serving the community efficiently and effectively.

Maintaining an educational and learning environment which encourages creativity and teamwork and develop the outcomes of education.

**Mission:** Creating an attractive school environment which help children acquire knowledge, skills and beliefs that enable them to keep abreast of developments, sustaining professional development, effective teaching strategies and renewable infrastructure.

Meeting the overall quality requirements, e-learning and the conscious openness to the outside world in the educational field.

All of which achieved within the moral, cultural, and social well established standards which enhance the concepts of belonging and responsibility.

## Message from the kindergarten Principal

In the name of Allah most Compassionate Most Merciful  
Praises are to Allah who by his grace righteous deeds are made. And peace and blessings be  
upon our Prophet Muhammad and on his family and companions.

First, I would like to congratulate you on the start of the new school year 2017/2018.

The kindergarten stage is the second most important stage to shape a child's personality after the child's family. Therefore, serious and outstanding education is our goal as we care deeply, here in KFUPM Kindergarten. To commit to an intellectual and educational excellence, the kindergarten builds the child's psychological and intellectual base that lives on forever and therefore children gain skills at such an early age has a significant effect on their future.

Because our children are the pillars of our nation, KFUPM Kindergarten emphasizes on being a reflection of the family's role in nurturing them (physically, emotionally, socially, mentally and morally) and creates the right atmosphere to grow their potentials and abilities and provide them with knowledge that enables them to pursue their education in the primary stages.

The University Schools' Board of Directors has a clear policy when it comes to selecting and employing outstanding competencies, as well as working in the spirit of one team for the service and development of schools. We would like to express our gratitude and appreciation for their noble efforts.

I ask Allah Almighty to help us and you for all good.

May Allah's blessings be with you.

Your Children's' Second Mother

Kindergarten Principal

Amal Mohammad Al Kinani

## **General expectations**

Children learn on their own and without the help of their parents. However, they learn more if the parents encourage them and direct their learning.

Research shows that the parents are the first influential teachers. In other words, the overall responsibility to prepare the children for the kindergarten rests with the parents.

From this, schools expect children to have some basic skills when they enter the kindergarten stage so that they are self-reliant and thus feel successful, which generates their own pride and confidence.

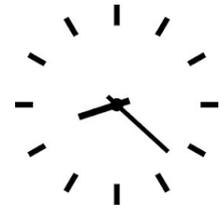
### **We Expect the child to be able to: -**

1. Address his personal needs such as going to the toilet and relying on himself to clean himself.
2. Play in harmony with other children and share toys and games with them and respect the property of others.
3. Addressing situations involving disputes.
4. Choose simple things.
5. Speak clearly and understandably.
6. Expressing his personal needs and wishes.
7. Know and follow basic safety rules.
8. Follow the simple instructions.
9. Feeling happy when away from home.
10. Understand simple Arabic.

## First: Administrative Affairs:

### 1- Timeline:

The daily program for children starts from 7:30am until 12:30 at noon, and the children reception starts at 7:15.



### 2- Meetings during the school year:

There are two meeting throughout the year:

- ✓ **At the beginning of the school year:** “Curriculum Day” will be held to explain, clarify and give a thorough idea about the daily program for the children and to answer any of the questions.
- ✓ **Second individual meeting at the mid-term:** Aims to discuss all development aspects regarding the child's interaction with the activities provided, the child's self-development, and the accomplishments of the objectives.
  - **Important note:** (meeting will be held according to the child's need throughout the year)

### 3- Absence, permission-out and delays procedures for kindergarten:

#### **Child's absence:**

We do not encourage child's absence unless for extreme circumstances like illness, or sudden travel because of its negative effects on the child's motivation for learning. Also, parents are required to submit a letter to the monitor of the level explaining the reason for the child's absence

#### **A- Absence procedures:**

- ✓ In case of the child's first and second absences, (a text/ what's app) message will be sent from the school's management.
- ✓ In case of the child's third absence, a phone call from the monitor will be initiated.
- ✓ In case of the child's absence for five days or more, the parents are required to bring a formal justification.
- ✓ Parents have to inform the monitor in advance in case the child will be absent.
- ✓ In case of parents separation, please provide a direct phone number and an alternative number.
- ✓ **Absence notification:** Please submit the absence notification on the next day to notify the monitor.

#### **A- At the end of the school day:**

- ✓ In order to ensure the safety of the children, there is a plan to leave. Please abide by it in order to protect the safety of your children when exiting the school
- ✓ We encourage that the child stays until the end of the day, and we do not prefer the child to leave before the day ends.

### **B- Excuse Procedures:**

- ✓ In case of child's excuse, an ID of the recipient must be provided.
- ✓ In case of the maid or the driver or anyone else (except for the parents) is picking up the child, is strictly prohibited without a note signed by parents.
- ✓ It is prohibited for the parents to pick up the child without an ID.
- ✓ It is strictly prohibited for the child to be dismissed by another child.
- ✓ It is strictly prohibited for the child to be dismissed by the neighbors or family members without a note signed by the parents.
- ✓ It is prohibited for the teacher's children to be dismissed without an ID.
- ✓ Please inform the monitor ahead about the child's transportation (car- bus), and she will inform the teacher and bus's supervisor.

### **C- Delays Procedures:**

- ✓ Please inform the monitor in the morning if the child will be late.
- ✓ Please bring an ID with the person who is bringing the child in the morning.
- ✓ Please inform the monitor if the child is coming on their own when they are late.
- ✓ Please be punctual when picking up your child, because it leaves a negative impact on the child when his parents are late for picking him up and also the teachers will be delayed from their work.

#### **4- Assigning children to classes:**

Assigning children to classes is done on bases of their abilities and skills in all stages of growth.

#### **5- Photography and Filmography:**

Photography and filmography are considered part of our educational program, and we do it regularly to allow us to document the children's activities when they are busy doing educational activities.



If you have any objections regarding taking photos of your child or video recording them, please send a letter to the management explaining your objections, and we will respect your decision, and we will exclude your child, whenever we take photos or record videos.

In case you do not submit a letter, it will give the right to the school to take pictures and videos of your child.

Kindergarten children will have their pictures taken by the end of the year (a group picture and an individual one wearing the graduation clothes provided by the school. An agreement will be held at a childrens' studio in which the pictures will be given to the child by the end of the year).

## **6- General Rules for Kindergarten:**

- ❖ The following rules are provided to make the school day a happy day, and it will be helpful for us if you knew the rules and tried Applying them at home:
- ✓ Walking quietly to the kindergarten buildings.
- ✓ No running in the hallways.
- ✓ Encourage children to drink water and go to the bathroom before and after snack time and during break time.
- ✓ Remember their belongings (coat, bag...).
- ✓ Mothers are not allowed to enter the class without permission.

## **7- Clothes and Footwear:**

- ✓ Maintain the cleanliness of the child regarding trimming their nails, keeping their clothes clean, and wearing sports shoes with no laces. (Sandals are not allowed).
- ✓ Do not wear jewelry and accessories.
- ✓ Do not bring video games (IPad, phones)
- ✓ Write the child's name on their jackets to avoid losing them.

## **8- Fathers' visits to the classrooms:**

- ✓ Fathers' visits to the classroom are not less important than Mothers' meetings. On Father's Day, father visits his child's classroom and writes some comments about what he sees in the classroom. We welcome all suggestions and opinions. For your information that all teachers and supervisors will not be attending that day. On this day the child will take his father on tour of our kindergarten facilities to recognize the computer lab, theater, art corner... etc.
- ✓ Board members of KFUPM Kindergarten will be available on that day.

## **9- Special Occasions:**

- ✓ Occasions are held all year long. Some of them require the mothers' attendance, but some require the child's participation. There are some occasions that are held for each level and others for all levels. Some of these occasions are educational and related to the end of the unit and some encourage the projects and skills presented to our children.
- ✓ You will find the kindergarten's annual calendar with the exact dates already provided by the kindergarten administration. We include an explanation for each stage:
  - A- Special Occasions for KG1 and KG2:**
  - ✓ **Happy Lunch Box:** This activity is provided by the end of "My Health and Safety" unit in which each child brings a lunch box containing something from each food groups we have learned.

- ✓ **50 Day:** It is a special day for KG2 after attending 50 days. We celebrate with them this occasion and do educational, artistic and entertainment activities inside and outside the classrooms.
- ✓ **Hands On We Grow:** Is a program for the mothers to help their children to learn how to develop their muscles using tools from the surrounding. This program teaches mothers the importance of the program and the importance of being involved in their childrens' learning process and enjoy working with them.
- ✓ **Theatrical Literature for children:** It is considered one of the entertainment and educational means which contributes the child's mental, intellectual, social, psychological, scientific, and linguistic developments. Our teachers develop these skills through training the children to play various roles and personalities.
- ✓ **Rainbow Day:** It is a weekly activity where the child enjoys learning a new color each week. The activity is closed by a creative program with different activities regarding those colors inside and outside the classrooms.

### **B- KG3 special occasions**

- ✓ **Healthy Breakfast Festival:** We do this festival at the end of “my health and safety” unit to reinforce the healthy food . Also, to go over and review some concepts related to the food pyramid.
- ✓ **The 100 Day:** When the children complete 100 days of attendance, we celebrate this occasion with them by doing entertaining, educational and artistic activities inside and outside the class.
- ✓ **Sports Day:** In the sports class, children learn motor skills with a special trainer for their muscles health and development. Each stage (KG1, KG2, KG3) have specified exercises which suited their ages because their ability differs from one stage to another. It also trained them to work in groups, enhance their sports essence and the principle of helping others. Children continue practicing on these skills with their class teachers, then at the end of the year, they celebrate the sports day to enhance the skills that children acquire.
- ✓ **My Language is my Identity (Arabic Program):** Raising the mother's awareness about how they can help their children to gain Arabic language skills which they can learn before reading and writing. They practice these skills throughout the year.
- ✓ **Spelling Contest:** It is a special competition for the English department; children practice how to spell words by the help of their teachers. They practice this skill throughout the entire year.
- ✓ **The Religious Competition:** The religious curriculum in our kindergarten consists of

short Quranic verses and some prayers and sayings. At the end of the year, teachers will assess the children on the level of the classes depend on what they achieved from the curriculum.

- ✓ **Graduation Ceremony:** It is a graduation and farewell ceremony for KG3 on the occasion of children transition to primary school. The ceremony will be held at the end of the year with special simulation derived from the vision and mission of our kindergarten and we will present the concepts and skills which acquired by the children throughout the year.

### C- Common events between the stages

- ✓ **The Grandmother's Day:** Grandmothers can attend this day to share with their grandchildren some of their traditional games and stories.
- ✓ **The Happy Stories' Day:** We launched this day with pleasure and excitement environment. The children make a tour to the classes to listen to the stories which attractively prepared by the teachers in which they disguise as the characters of the stories. Then they go outside to eat foods and to play some games those are specially prepared for this day. Also, the teachers prepared a show on the kindergarten's stage performed by the teachers.
- ✓ **Career Day:** To achieve 2030 Vision, we work with our children to arouse some life skills such as taking responsibilities, exerting effort, love of work, and on this day every child dressed as any future career he loves.
- ✓ **The Art Exhibition:** We believed that art could help children to acquire some skills such as communication skill, solving problem, motor and muscular skills. Therefore we do creative art activities to enhance our little children's talents and to express their desires freely. Then, their works is displayed in the gym room and we invite the mothers to see their children works.
- ✓ **The Water Day:** It is a program launched at the end of the water unit in which they can enjoy playing with water through variety of activities and water games.

## **Secondly: The Medical Care Services:**

Every day the kindergarten doctor cooperating with the attendance responsible teacher, they take students' attendance names. Besides, the doctor is also cooperating with the teachers if any child feels sick or there is any injury.

### **1. The Responsibilities of the Kindergarten Physician:**

- ✓ Providing first aid for children in simple emergency cases. But in the difficult cases the doctor contacts the parents and at the same times, she takes the child to the university's clinic after she called the parents.
- ✓ Periodically children eyes checkup.
- ✓ Recording children weight and length
- ✓ periodically check for the kid's teeth cleanness and growth.
- ✓ Periodically check for the child personal hygiene such as cutting nails and the hair cleanness.
- ✓ Periodically check for the kindergarten general cleanliness.
- ✓ Periodically check for the child's temperature by using the latest thermometers.



### **2. Head lice:**

It is a contagious disease. To help us to stop it, please wash your child hair frequently. If you received a message from the kindergarten doctor saying that you child suffered from lice, the child would not be allowed to come to school until the physician received a report proved that the child gets rid of the lice.

### **3. Child sickness:**

To inform you, the child should stay at home if he suffers from one of the following:

1. Fever
2. Vomiting
3. Ear pain
4. Stomach
5. Diarrhea
6. Severe coughing.
7. Laryngitis
8. Influenza (since its start)
9. Eyes inflammation.
10. Bacterial diseases such as Measles, rubella, chickenpox and mumps. God forbid!



**The procedures are taken in case the child become sick during the day in the Kindergarten:**

1. We take the child to the doctor when he became sick or injured.
2. The doctor will call the family to explain the child status and take him to the hospital if that need.
3. The doctor cannot give the child any medicine without taking the family's permission.
4. In some cases, such as fever or falling or any emergency case which make the doctor feel that it is a dangerous case, we take the child immediately to the clinic and calling the parents.

**If the child is sick and he uses a particular medicine:**

- ✓ The parents should send the medicine with (the name of the child, its time and the dose) written on it. If there are any further notes, the mother can tell the doctor on the phone or put a detailed paper for the teacher.
- ✓ The child will not take medicine without parents' instruction.
- ✓ If the child is suffering from a contagious disease such as lice, please keep him home until he finished the incubation period. For example: (the incubation period for chickenpox is almost 10 days starting with the appearance of pimples on the child's body).

**4. Child injury**

If there is any injury, God forbid! We take the following procedures:

A- Simple injury:

If the injury is light, we do the first aid, and we send a written paper to the parents to illustrate how the child get injured. If the parents want more details, they can contact the kindergarten's doctor.

B- Extreme injury:

We contact with the parents to report them about the injury, if we could not reach the parents, we take the child to the university clinic to do the first aid.

**5. Vaccinations**

- ✓ Please give your child his vaccinations on time, check his status from time to time and do not send the child to school while he still sick to prevent any infection.
- ✓ We urge the mothers who have a child with special care need to provide the doctor with the reports and medicines in emergency cases. Knowing every detail about the child helps the doctor in doing her job. Therefore, we hope that mothers of special care children take an appointment to meet the doctor.

### **Third: The Classes and Academical Aspects:**

#### **1. Arabic Language Classes Timetable:**

Time	Period	Activity
7:30-8:05	20m	Welcoming children, Give them the ID card, body activity and allocation of responsibilities, weather, calendar, Quran reading, prayer, speech, prepare the unit lesson.
8:05-8:10	20m	New units or reviewing
8:10-9:10	5m	Body activity
9:10-9:30	25m	First group ( Arabic Language)
9:30-10:00	25m	Second group ( Math )
10:00-10:05	25m	Outside playground
10:05-10:35	5m	Hand washing and drinking water
10:35-11:35	5m	Meals ( snack + look over the short stories )
10:35-12:05	30m	Center ( free playing )
12:05-12:15	30m	Story ( narrate the story, then perform the story by an act)
12:15-12:30	15m	Close ( end of the day, review the day work, group games)

#### **Important notes:**

- ✓ The schedule varies from one class level to another, but the same activity and timeline are given to them.
- ✓ Children activity within the compound of (kindergarten and pre-school) are divided into two parts:
- ✓ Everyday activities: Work is done every day until the end of the year like (show and tell, social and emotional activity)
- ✓ Activities carried out according to the given unit associated with a particular time period

## **2. English Language Classes Timetable:**

<b><u>Time</u></b>	<b><u>Duration</u></b>	<b><u>Activity</u></b>
7:30 am - 7:45 am	15 mins	Activities for small muscles +brain gym.
7:45am - 8:15 am	30 mins	Morning circle calendar, weather, responsibilities, unit, show and tell, songs, star of the week.
8:15am - 9:15 am	60 mins	Lesson (group time).
9:15 am - 9:20 am	5 mins	Transition activates.
9:20 am – 9: 40 am	20 mins	Story.
9:40 am - 10:05am	25 mins	Snack.
10:05am -10:35am	30 mins	Playground.
10:35 am -11:25am	50 mins	Story Time.
11:25am -11:55am	30 mins	Centers.
11:55am -12:15am	20 mins	(art work / drama ).
12:15am – 12:30am	15 mins	Closure.

## **3. Morning Circle:**

Include the following activities (Taking attendance, distribution of responsibilities, calendar, weather, recitation of Quran, show and tell activity) The introduce of a unit when a new unit is presented.

## **4. Show and Tell Activity:**

- ✓ The goal is to encourage the child to speak, develop language skills and emotional, social development skills. Moreover, enrich the child's information through reading skills.
- ✓ The child brings what he loves from his house to children to see such as (a book he liked, a story he heard, a manual work done, things with an unusual smell or taste). Or he can bring scientific tools such as a telescope. The non-educational games and military games are not accepted. It is not required that the item must be new or expensive, where the child can bring his item many times.
- ✓ Encourage the parents to help their children to make the decision to bring what they want from their home.

## **5. Small groups:**

Children are divided into two groups in terms of achievement level, Behavioral, and social aspects. The group work is explained among the children and works alternately between children in Arabic language, mathematics, and intellectual skills.

## **6. Story:**

Everyday a story is presented to the children. Often the story is supported by the objectives of the unit, and we take into consideration the thrill and diversity of its presentation through (book, transparent sheets, felt, etc.).

## **7. Snack:**

Children eat the meal according to the Islamic Etiquette, either as a single group or divide the children into two or three groups as they divided into the activities. They eat their breakfast on tables or on the floor.

## **8. Working in the Center:**

Each classroom has educational centers through which the child learns to play and to discover things around him like Cognitive center, art center, science and discovery center, the center of inspiration ... etc.). The child enjoys playing under the supervision of the teacher, which she encourages them to choose freely and follow the rules of each center.

## **9. English language:**

- ✓ The English language program in the KFUPM Kindergarten is based on the development of oral language skills, which aims to increase the confidence of each child to speak English. We also strive to build the child's background knowledge by learning about different units and topics. This background knowledge is essential for the child to understand his reading texts and to develop his ability to speak.
- ✓ We offer our children opportunities to learn naturally, according to the speed of learning to each one through the classroom activities. All the learning is done through the framework of joy and fun.

## **10. Closing and preparation to leave:**

- ✓ Children talk about their feelings during the day.
- ✓ The intellectual activities and skills are closed during the end of the day.

## **11. Different Subjects:**

- ✓ **Sports:** Once a week, the child is trained by doing sports to develop his muscles while wearing the proper sports uniform with the sports teacher.
- ✓ **Library:** The child goes to the library once a week to listens at story narrated by the teacher or watch a visual presentation and puppet theater to promote the child's information and vocabulary and increase the love of reading to them.
- ✓ **Computer:** The child is brought once a week to the computer lab, to learn the basics and skills of the computer.

## **12. Curriculum:**

The curriculum is based on modern scientific research that forms the basis of child-centered learning and responds to different educational needs. We recognize that a great opportunity to teach our children an additional language starting from birth until the age of five. We have adopted the bilingual approach, so there is an Arabic language class and the next day is an English language class. This exchange system stays the whole year.

## **13. Homework Notebook:**

- ✓ Homework notebook is considered to be a connection between the school and the family. It will be sent at the beginning of each week. It contains a monthly unit letter and official letters to the parents.
- ✓ There will be written notes by teachers for the parents for feedback for their children. Also writing weekly assignments.
- ✓ Please take care to restore it and keep it clean. Encourage your child to complete the homework alone and provide assistance only if they need it.

## **14. Learning Bag(Portfolio):**

- ✓ Every child has his own bag that called (Learning bag). It provides information of the development of the child in all respects, and it contains various work done by the child that is collected by the teacher and the child's choice.

Learning Bag Contents:

1. Different works of the child (Art activities - Activities that measure the development of the child's level in all areas of growth - Writing process - Small muscles)
2. Self portraits.

## **15. Reading program:**

- ✓ The first word was revealed to the teacher of mankind Muhammad peace be upon him the word (read). This is the largest evidence of the greatness of this word. We use standard Arabic because it is the language of the Holy Quran and the language of teaching and learning in schools. Teaching classical Arabic in kindergartens is the best period for the child because the child's brain is able to master language proficiency. Also, the child is devoted to receiving the various sciences, knowledge and skills and mastery and creativity in the primary stage.
- ✓ The ability to learn exists in every child. The growth of linguistic growth is especially important for the child. In addition, thinking grows with language in a balanced way. Thus the language gives thought harmony, clarity, precision and organization.
- ✓ The Kindergarten program works on the development of reading skills to increase the child's ability, and provide various strategies within the school by participating in schools' activities like reading. Also, sensing story home and talking with the child and listening to him.

## **16. Little Reader Project:**

Writing is very important. That's why the kindergarten chooses this project where:

- ✓ The child will gain the skills of speaking.
- ✓ Develop their ability to listen to others.
- ✓ Sharing others experiences and skills.
- ✓ The child can enjoy the beauty of printed or spoken language.

The child performs certain character from a story, either narrated or acted out (he chooses the way of presenting in front of his colleagues). Also, a story booklist is given to the child weekly to draw an incident from the story and expresses it in a sentence.

## **1. The preparation for reading and writing**

- ✓ The reading process needs a mental and physical preparation.
- ✓ Reading is a skill that needs a fully developed body, especially with regard to the nervous system and the organs used by the child in reading and writing such as (eyes, ears, vocal organs, hand and eye synergies, psychological and sociological skills.)  
The child needs the training to be ready for reading and writing.

## **2. Educational units**

- ✓ The educational units depend on the focus of a particular subject, and this subject is analyzed into contents. The time period for each unit depends on the subject's quality, the content of the subject, the depth of its information and the interest of the children.  
The average time period is four weeks per unit.
- ✓ The objectives of the unit are sent with the children before they are submitted on a start-up basis.
- ✓ The units are serialized according to their importance to the child.

### **About the Kindergarten Arabic Educational Units:**

<b>number</b>	<b>Unit title</b>
<b>1</b>	<b>Friends</b>
<b>2</b>	<b>Family</b>
<b>3</b>	<b>My country</b>
<b>4</b>	<b>My health and safety</b>
<b>5</b>	<b>Food</b>
<b>6</b>	<b>Water</b>
<b>7</b>	<b>Hands</b>
<b>8</b>	<b>My book</b>
<b>9</b>	<b>Life in the home</b>
<b>10</b>	<b>Sand</b>

### **3. Involving parents in the programs:**

- ✓ We believe that family notes and suggestions are an essential part of enriching the program. This only can be done through their visits and contacts at the meetings of our schools. Also, to participate either in the meetings, group activities or through their volunteering.

### **4. Child's Spare Clothes:**

- ✓ The mother sends full spare clothes including underwear and outwears with the child name written clearly on it.
- ✓ In this age, a child likes to explore and rely on himself and to experience everything new. Thus, some accidents may occur such as (spilling juice on his clothes, wetting his clothes when washing his hands, being unable to use the bathroom, falling on the wet ground in the yard specially in winter. It can also be health reasons such as a child's exhaustion, child sneezing, bleeding from the nose, etc.
- ✓ If the child's clothes get dirty, we do the following:
  1. Clean up the child
  2. Change his clothes
  3. we put the clothes in a bag and send them to the parents with the child.So, please wash the clothes and send it in the next day. Make sure to write the child name thus he can use it in case he need it, or he will wear the extra clothing for the school.

### **5. Snack**

- ✓ Children eat one meal a day.
- ✓ We encourage the healthy food for children such as using the light bread, drink milk or fresh juice, Vegetables or fruits cut into small pieces.
- ✓ Bring the amount of food which suit the age, needs, and desire for the child.
- ✓ Prepare the meal in a way that makes the child depend on himself without being dirty and ashamed, for example: prepare a chickpea sandwich instead of putting the chickpea in a dish which makes the child need to dip the bread.
- ✓ The child will not be allowed to eat following foods: such as (soft drinks, chocolate, chewing gum, chips, candy). Even if he brought it for himself or to share with the children, the food bag will be returned. Even any class activity, it is not allowed to bring food mention above. Also, we do not encourage to bring a smelly food such as boiled eggs.
- ✓ To ensure the health of our children, please be sure to clean the lunch box or water

and juice's bottles regularly.

## **6. Child's Tools**

- ✓ Write the name of the child clearly on all his tools and make sure to write the name especially on the Jacket.
- ✓ If you find any tools with the child which does not belong to him, please return them to the school in the next day and tell the teacher of the class, especially if he repeated to take stuff from the class or one of his friends.

## **Educational facilities and activities within the Kindergarten**

### **- Kindergarten Library**

The primary purpose of the kindergarten library is to raise a child who is fond of reading. In this context, the kindergarten aims to achieve the following objectives:

- ✓ Developing children's knowledge of books, magazines and color publications.
- ✓ The child learns that the story may be in a book, magazine or video tape, or dolls, or flannel board.
- ✓ Learn to re-narrate the story when looking at the images covered by the story.
- ✓ The child learns how to find, choose, and retrieve the story.
- ✓ The child learns to maintain the library system, preserve the book, and preserve the property of others in general.
- ✓ The child recognizes the author of the book and the publisher and all the assistants in the creating of the book.
- ✓ Developing child's sense of teamwork by shared reading with other kids.

### **- Computer Lab**

- ✓ We work in the computer lab to achieve the following goals:
- ✓ Identify the computer and its parts.
- ✓ Ability to use Paintbrush and WordPad.
- ✓ Printing letters and numbers.
- ✓ Learn shapes and colors through support educational games.
- ✓ Open and close the device safely.

### **- Sports Classes (Physical Education)**

The pre-school child has muscles in a developing process which requires a well thought out and directed exercises. Therefore, the kindergarten management aims to achieve this through the Physical Education classes, which are provided weekly to children according to a

specific timetable and gradual goal which correspond with the child's age. Exercises vary between the eye and foot synergy exercises and other synergies between the eye and the hand, in addition to jumping, running and various sports competitions under the supervision of a physical education teacher with specialized expertise in this field .

### **- Field trips**

Kindergarten organizes four different trips throughout the year according to the age group and is of two types: educational and recreational. For example, the educational trip will be to SciTech, the mosque, the clinic, the library, presses, bakeries, sports stadium, and factories. Entertainment trips will be to Dhahran Mall, Fouad Center, The Castle, and Stationery Fantasies.

### **7. Report Cards:**

- ✓ The report cards measure the areas of growth in the child and the skills he/she is trained in.
- ✓ The report is sent one week before the end of the first semester and is returned to the teacher for the last day of the first semester.
- ✓ The reports are sent in the second semester and are kept by parents.
- ✓ Assessing the child based on his achievement of goals and skills during this period.

### **8. How to contact the Kindergarten?**

- ✓ The main telephone line **(013) 860-5777/5778/5779**
- ✓ The University Schools have their own website and can be visited at any time:  
[www.kfupm.edu.sa/school/](http://www.kfupm.edu.sa/school/).
- ✓ We ask that you contact us immediately if there is a note or complaint about your children or any administrative regulations.

## Monitor and supervisor phone number:

Mobil number	Ext phone	level	Job title
٠٥٢٤٩٣٧٥٦٢	١١٢	KG1	Monitor
٠٥٢٤٩٣٧٧٦٢	١٠٩	KG2	Monitor
٠٥٥٨٢١١٢٦١	١٥٧	KG3	Monitor
-	١٢٤	KG1+KG2	English & Arabic supervisor
-	١٤٨	KG3	English & Arabic supervisor
-	١١٨	All levels	The Doctor

The End.

