



WELCOME!

KG DEPARTMENT PARENTS HANDBOOK

2025-2026

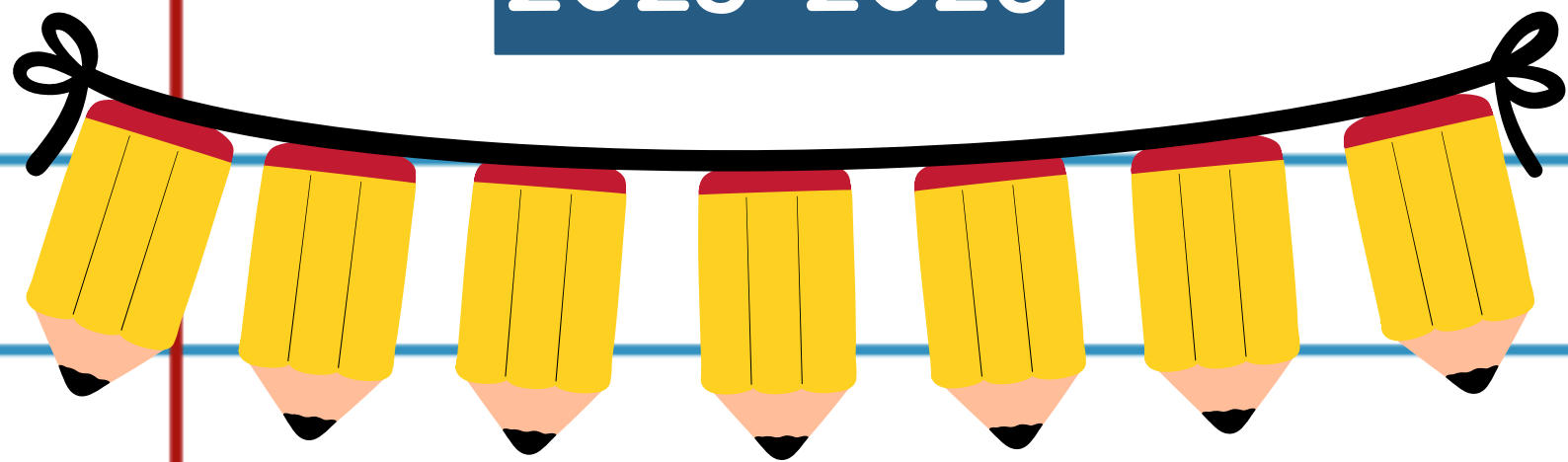
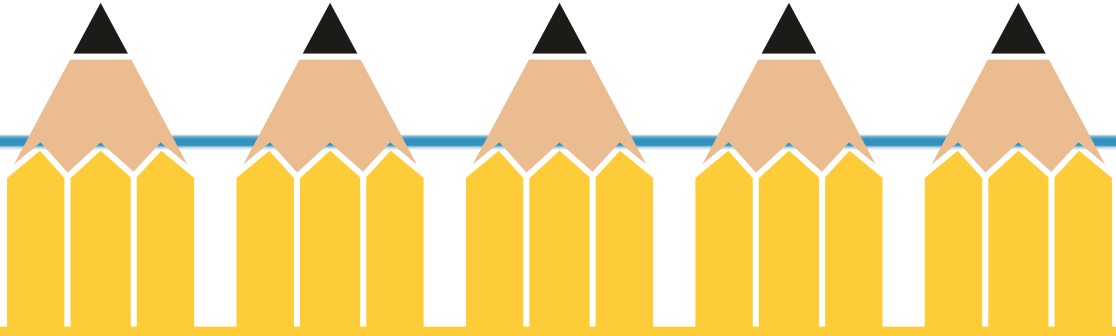
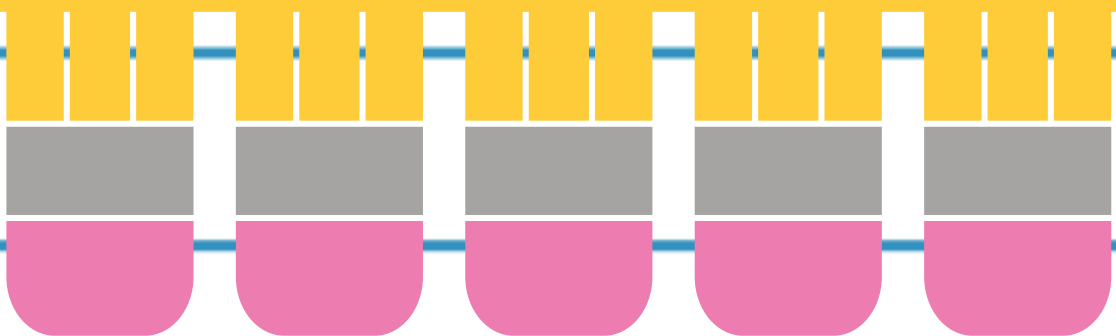
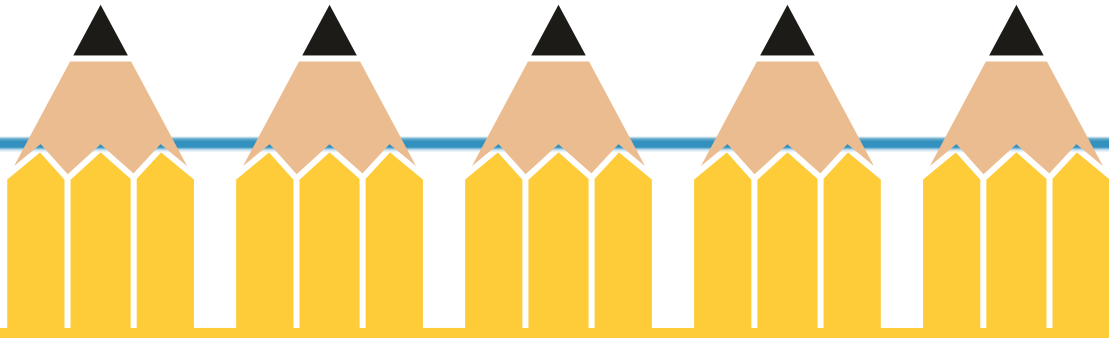


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1. About this Booklet



Welcome to an exciting new school year! This booklet is your personalized guide to everything you need to know about the KG section.

We're thrilled to introduce you to the amazing teachers who will be your partners on this educational journey. Inside, you'll find profiles that showcase their passion for teaching and their dedication to helping you succeed.

Get ready to embark on an adventure of learning with your carefully crafted timetable, ensuring you're on track for all the fun and enlightening activities we have in store.

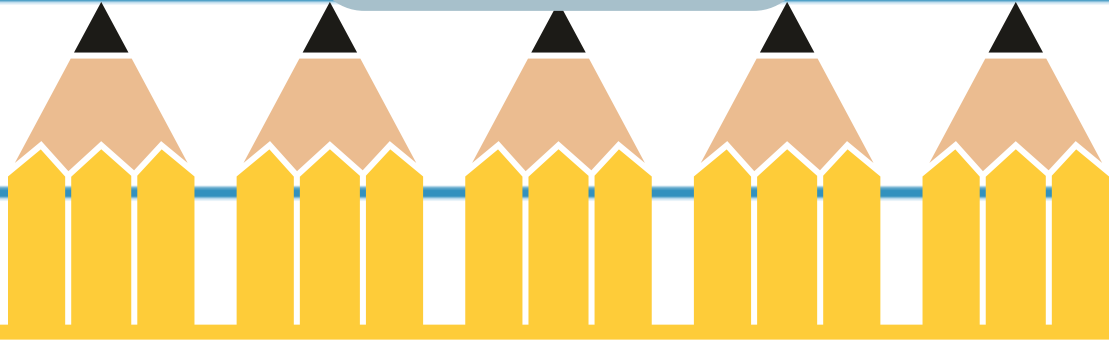
To make your school experience even more enjoyable, we've included a section on our school's rules.

We can't wait to see you thrive, create lasting memories, and build friendships that will last a lifetime. Let's make this year amazing, together!

SAIS loving team



2. Principal's Message



We extend a warm welcome to our staff and students.

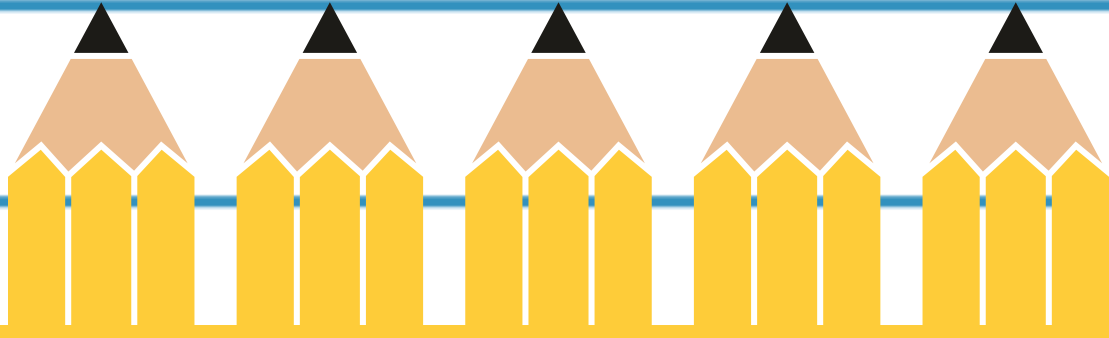
As we embark on another academic year, 2025-2026, it is incredible to think about the wonderful experiences that lie ahead with your continued support. Together, we have many reasons to celebrate. Your dedication and perseverance have allowed us to implement policies and practices that have made our school an exceptional place where students thrive. Thanks to your efforts, the entire community is empowered to reach their full potential. Each member of this institution is devoted to turning dreams and aspirations into reality through sincerity and perseverance.

This year, we focus on embedding our updated vision & mission statement: The mission of SAIS-AUH school is to ensure each student achieves personal goals, develops individual purpose, and becomes a college and career ready, by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.

Ms. Ban Al Duri
SCHOOL PRINCIPAL



3. Team Lead's Message



≡Welcome≡

I am excited to see you safe and sound, fully recovered, and brimming with energy for another exciting academic year.

As we begin this new school year, I would like to welcome all returning and new parents and students to our SAIS Family. Here at Sharjah American International School we seek to foster an inclusive and supportive environment where every student feel safe and valued. Our goal is to have happy, confident and innovative students who feel empowered to grow and learn.

We love to see our students learning through play and exploring the world around them. You will see many fun planned events in our calendar to extend our student beyond the curriculum and develop their social awareness and interpersonal skills. We do encourage you to participate as much as possible during events and parent meetings in order to support your child's development.

I look forward to an amazing and productive year.

Ms. Cherylee de Villiers
TEAM LEAD OF KG



4. Supervisor's Message

My name is Amira Daou the Elementary Supervisor with a master's degree in English Literature, I have more than 15 years' experience working in education filed in and out of UAE in various capacities. I am delighted to have you join us on this incredible educational journey, and I look forward to nurturing your growth and potential in the years to come.

In the Kindergarten Section, we believe that education is not just about acquiring facts and figures; it is about igniting a passion for learning, nurturing creativity, and fostering critical thinking skills. Our dedicated teachers are committed to providing you with a well-rounded education that encompasses not only academics but also physical, social, and emotional development. Beyond the classroom, there are countless opportunities for you to explore your interests and talents. Whether it be through participation in sports, arts, music, or various after school clubs, we encourage you to step out of your comfort zone, discover your passions, and unlock your full potential.

Once again, welcome to our school community. I assure you that you are now part of a warm, caring, and nurturing family that will be by your side every step of the way.

Thank you, and let the adventure begin!

Ms. Amira Daou
KG SUPERVISOR



5. KG Policies

Healthy Eating Policy

Our KG students are learning all about healthy food. It is essential that only healthy food options are sent in lunchboxes and even to any school events. This is to promote healthy habits as well as encourage good dental hygiene. Unhealthy food will be sent home uneaten.

The following list: Chocolate, sweets, candies, lollipops, chips, cakes, and soda are not allowed. Please avoid packing fried foods and chocolate sandwiches.

- Good examples of table manners are given by the supervising staff member sitting with the students.
- We will encourage children to drink water regularly throughout the day so please ensure that a bottle of water is sent in addition to any juice or milk.
- No child is ever left alone when eating/drinking to minimize the risk of choking.

Birthdays

All birthdays will only be celebrated in class with the class teacher during our SEL time with a focus on how each child is special.

Please do not send in any cakes or other birthday items.

Ongoing Communication

We will stay in close contact with you. This may mean weekly plans, monthly newsletters, text- message updates or emails. We will be sending out information on our SEESAW platform.

Teachers will reply within 48 hours. Please note that teachers will also not be able to answer during lesson time as they are focused on the students or after 5pm. If there is something urgent please contact Ms. Amira or the school office.

KG Policies Continued

Punctuality

To ensure the academic needs of your student are met, it is imperative that your child is at school by 7:45am. Drop off is between 7:30–8:00. In case a student is late (comes after 8:00), the teacher will not allow him/her into the class unless you have checked in with the reception and will be recorded as late in our school system. Students that are chronically late will be reported to the Team Lead of Kindergarten or the supervisor. The supervisor of Kindergarten and Elementary will then contact the family and request that the family come to the school to meet to problem solve on how the family can ensure that their child will be on time to school every day. Our school day ends at 12:55 Monday to Thursday and 11:35 on Friday. Any late children will be stay in class till 1:15 with their teacher to be picked up by their parents.

Early Dismissal

The KG class teacher, Team Lead and reception will be notified if a parent is asking for their child to leave school before the set end of daytime. They have the right to review each case and approve/ not approve early leave based on information provided by the family. It is preferred that families discuss early dismissal before the day of request.

Attendance:

If your child becomes ill and will be absent, please inform the school. When the child returns to school please provide a medical report so we can ensure that your child is ready to be back in school. All other absences, those that do not relate to your child being ill, must be approved by the Kindergarten Team lead and Supervisor. Those unapproved will be recorded in our system as unexcused absences.

KG Policies Continued

Designated Pick-up Person Policy

To ensure the safety of your child please introduce to the teacher the person who will be picking up your child everyday: (father, mother, driver, nanny or any other family member). We will not release your child to anybody that you have not already cleared with the teacher. If your pick up plan changes please inform the teacher, the Kindergarten Team Lead or the KG and Elementary supervisor as we can't release the child to an unknown person.

Class Assignment

It is the academic goal of the KG department to create diverse learning environment for all our learners. This goal takes priority when creating our class lists. Parents are welcome to request for teachers they may be interested in, however our above stated goal will be the priority. As a department we do not guarantee the request of the parents. As the year progresses if the KG leadership team recognize that a student's academic needs are not being met within 3 weeks of enrolment, we will meet with the families and our student services department to decide the best course of action for the child.

Uniform Policy

- All students are expected to wear their school uniform everyday with black shoes and white socks.
- Girls can wear only white polo under their school uniform with white leggings or short white pants.
- Please provide extra clothes for your child in case of accidents, spills, etc..... Don't forget: write his/her name on them please.
- Please label all your child's clothes, bag, water bottle and lunch box.

KG Policies Continued

NON-DISCRIMINATION POLICY

SAIS-Abu Dhabi along with the KG Department has a commitment to maintaining an educational environment where racism and intolerance, including discrimination on the basis of race, color, religious creed, national origin, gender identity, disability, marital or civic union status, homelessness or age, are not tolerated.

SAIS-Abu Dhabi prohibits discrimination, including all forms of harassment and hate crimes, as well as retaliation, of/against any of its students, as such conduct is contrary to the mission of the school and its commitment to equal opportunity in education.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, homelessness, gender identity, disability, or age. It is prohibited by SAIS-Abu Dhabi and violates the law of the UAE. For purposes of this policy, "school" includes school - sponsored events, trips, sports events, and similar events connected with school. Further, any retaliation against an individual who has complained about discrimination or harassment, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is similarly unlawful and will not be tolerated.

SAIS-Abu Dhabi takes allegations of discrimination, including all forms of harassment and hate crimes, as well as retaliation seriously and will respond promptly to complaints. Where it is determined that harassing conduct which violates the law and this policy, has occurred, SAIS-Abu Dhabi will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline (refer to code of conduct).

KG Policies Continued

SAIS-Abu Dhabi also prohibits bullying, as set forth in the Bullying Policy section in the school's code of conduct.

Behaviour Guidance Policies

Positive Discipline Policy

The KG team consistently emphasizes basic respect for the individual student. Our students are striving for understanding, independence, and self-control. Students learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behaviour. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness.

Students learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the student's struggle toward independence. Students are accepted as they are – development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs.

Behavioural guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance of behaviour and modelling, staff members help children to feel good about themselves and to behave in responsible ways.

KG Policies Continued

In our approach:

- Expectations are limited to what is realistic for the developmental level of the student, and they are clarified for students, so they understand what is expected of them.
- A “yes” environment is created, which enhances and encourages student’s positive behaviour.
- Teachers model appropriate behaviour.
- Teachers encourage student’s efforts to build feelings of self-worth.
- Students are given alternatives, which enable them to turn destructive situations into constructive ones.
- Natural and logical consequences are used to motivate and empower students to make responsible decisions about their behaviour.
- Behaviours such as cooperating, helping, negotiating, and problem solving are encouraged.

The following methods of discipline are Prohibited:

- Corporal punishment, including spanking.
- Shaking, jerking, squeezing, or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labelling, such as indicating a student is a “bad” girl or boy, or otherwise implying that he or she, rather than the behaviour, is the problem.
- Retaliating or doing to the student what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet.

KG Policies Continued

Parent Complaints Policy

The purpose of this policy is to set clear guidelines and flowchart to ensure that parent' concerns and complaints are dealt with in a professional and systematic approach that reflects an effective distributed leadership structure.

Students and/or their guardians are expected to follow the steps below in case of raising any concerns or complaints:

- Students and/or their guardians can communicate with the classroom teacher, Team Lead of Kindergarten or KG and Elementary Supervisor in case of any concern that involves academic, pastoral care, health and safety, or support.
- The Teacher, Team Lead of Kindergarten or Supervisor of Kindergarten and Elementary will document the reported complaints/concerns; start an investigation process, contact with concerned staff member(s) and reply to students/guardians within two working days.
- Should the concern not be resolved; students/guardians can take their concerns to the principal.

KG Policies Continued

Programs we teach in TK, KG1 and KG2:

- English
- Math
- Science and STEAM (Science, Technology, Engineering, Art and Math)
- Creator Space/ PBL
- Arabic
- Islamic
- Art
- Music
- Physical Education

Additional Activities:

- Daily SEL (Social and Emotion)
- Two field trips per term (approximately)
- Weekly Friday Themes or Events
- Weekly Assemblies
- Indoor and outdoor play periods

KG Timetables

Period Timings Monday - Thursday

Period 1	8:00 - 8:30	8:00 - 8:15
Period 2	8:30 - 9:00	8:15 - 8:55
Period 3	9:40 - 10:10	9:35 - 10:15
Period 4	10:10 - 10:40	10:15 - 10:55
Period 5	10:40 - 11:10	11:35 - 12:15
Period 6	11:50 - 12:20	12:15 - 12:55
Period 7	12:20 - 12:55	
Period 8		
Finishing Time	12:55 PM	12:55 PM

Period Timings Friday

Period 1	8:00 - 8:15
Period 2	8:15 - 8:50
Period 3	9:20 - 9:55
Period 4	9:55 - 10:30
Period 5	11:00 - 11:35
Finishing Time	11:35 AM

Breaks

Pre - KG: 1st break: 9:00 - 9:40, 2nd break: 11:10 - 11:50

KG: 1st break: 8:55 - 9:35, 2nd break: 10:55 - 11:35

6. KG Stationery Lists

School Supplies for Pre-KG

We recommend getting the same brands shown as they tend to last longer.

Triangular shaped crayons and pencils will also help your child to hold them correctly.



1 Set Maped Strong Jumbo Ergonomic Triangular Coloured Pencils



1 Pack of whiteboard markers



4 large glue sticks (Pritt, Scotch or UHU)



12 individual 4oz tubs of Playdough



1 Scissors



1 set of water paint



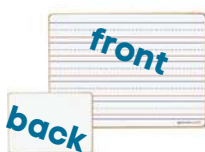
2 packs of wipes



1 ream of A4 coloured paper



Double-sided lined whiteboard (From Amazon)



1 Apron



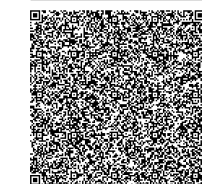
1 ream of A4 coloured cardstock



3 A4 Document folders



1 set of Crayola washable markers



1 Plastic Storage Box



IMPORTANT: make sure ALL items are LABELED with your child's NAME and FAMILY NAME.

KG Stationery Lists Continued

School Supplies for KG1

We recommend getting the same brands shown as they tend to last longer.

Triangular shaped crayons and pencils will also help your child to hold them correctly.



1 Set Maped Strong Jumbo Ergonomic Triangular Coloured Pencils



4 whiteboard markers



8 large glue sticks (Pritt, Scotch or UHU)



12 individual 4oz tubs of Playdough



4 erasers



1 set of water paint



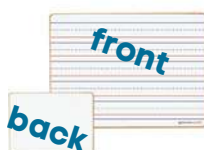
1 set of Crayola washable markers



1 box of beginner pencils



Double-sided lined whiteboard (From Amazon)



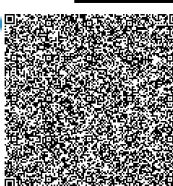
1 A5 size pencil case



1 ream of A4 coloured cardstock



1 Apron



1 Plastic Storage Box



3 A4 Document folders



IMPORTANT: make sure ALL items are LABELED with your child's NAME and FAMILY NAME.

KG Stationery Lists Continued

School Supplies for KG2

We recommend getting the same brands shown as they tend to last longer.

Triangular shaped crayons and pencils will also help your child to hold them correctly.



1 Set Maped Strong Jumbo Ergonomic Triangular Coloured Pencils



4 whiteboard markers



8 large glue sticks (Pritt, Scotch or UHU)



12 individual tubs of Playdough



4 erasers



1 set of water paint



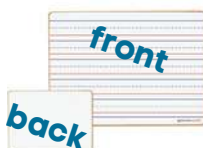
1 set of Crayola washable markers



1 box of beginner pencils



Double-sided lined whiteboard (From Amazon)



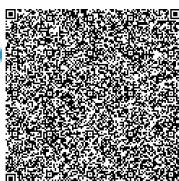
1 A5 size pencil case



1 ream of A4 coloured cardstock



1 Apron



1 A4 Plastic Storage Box



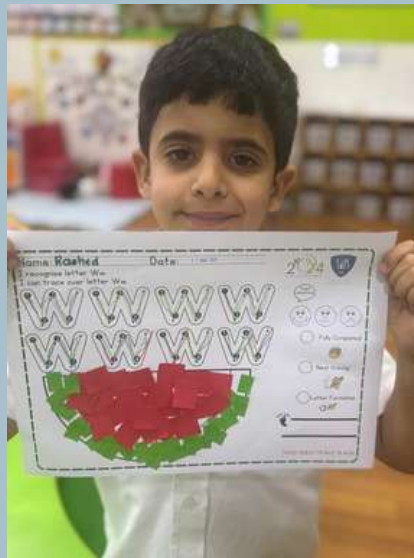
3 A4 Document folders



IMPORTANT: make sure ALL items are LABELED with your child's NAME and FAMILY NAME.

7. All about the KG Department

English



Students learn the sound-symbol correspondences of language and understand the relationship of phonemic awareness and the phonological system of language to the reading process.



All about the KG Department Continued

Math



Numeracy is the ability to recognise and apply maths concepts in all areas of life. Everyday activities like counting, looking at shapes, and talking about sizes can help children develop early numeracy and maths skills. You can build children's numeracy and maths skills through play.

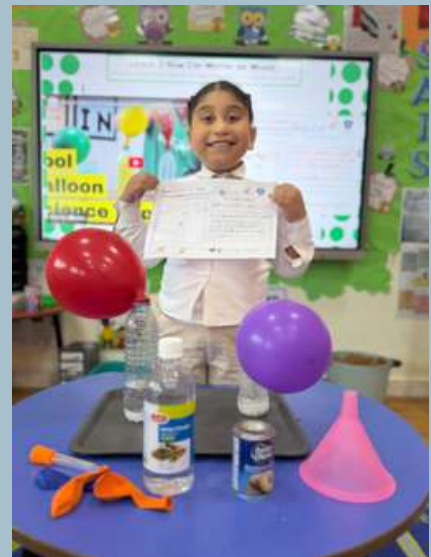


All about the KG Department Continued

Science



We use their senses to make observations of the characteristics and interactions of objects in their world. Students study the characteristics of water and the basic needs of living things. They also study the relationship between the sun and Earth through shadows and weather.



All about the KG Department Continued

Physical Education



We focus on activities that incorporate the abilities to, stretch, bend, twist, turn, push, and pull. Balance is an especially valuable skill, requiring both strength and concentration, and children can improve their balance by trying creative new poses

All about the KG Department Continued

STEAM (Science, Technology, Engineering, Art and Math)

STEAM education refers to an approach to learning that focuses on four key areas: Science, Technology, Engineering, and Mathematics. It is designed to promote the development of critical thinking, problem-solving skills, creativity, and collaboration in kids from an early age.



All about the KG Department Continued

Creator Space - PBL (Project Based Learning)

Our creator space is a new initiative introduced in the last school year. This area encourages learning through creation and self expression. It incorporates art and craft as well as sensory play. One focus is on sustainability and reusing recyclable materials such as newspapers, cardboard tubes, old magazines and egg boxes, to name just a few. Students are encourage to problem solve and develop critical thinking skills.



All about the KG Department Continued

Outdoor Play Areas

Outdoor play allows our students to move in a number of different ways and is mainly focused on gross motor skills. We have a few different areas namely a playground, sand area, grass area, therapy garden with a bird feeding area and a scooter area. Additionally there are blackboard tables and soft balls for students to choose to play on. This year we will be opening our KG garden where students can learn about plants.



All about the KG Department Continued

Indoor Play Areas



We have two indoor play areas. One room focuses on dramatic play and self expression. The second room has an element of motor skill development and construction. These areas teach and encourage positive social skills as well as critical thinking.

All about the KG Department Continued

Theme Friday

Theme Friday is a weekly celebration where students learn about a topics in a fun and interactive way. This project based style of learning covers a range of subjects and also includes important World and UAE specific celebrations such as World Peace Day and UAE flag day. Students are encouraged to drees according to the theme and learn through exploration.



All about the KG Department Continued

Coming this year

This year we will be introducing a number of new subjects.

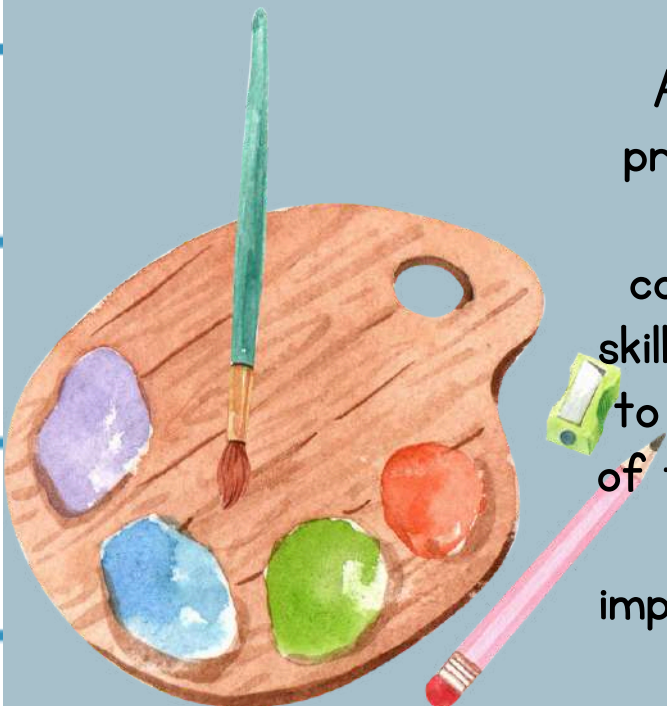
Music

Music education offers numerous benefits for students, impacting their cognitive, social, and emotional development. These benefits extend beyond academic performance, fostering creativity, enhancing language skills, and improving overall well-being.



Art

Art classes enhance creativity, promote self-expression, improve critical thinking, and boost confidence. Art can foster social skills, emotional intelligence, and help to develop a deeper understanding of themselves and the world around them. Art education can also improve academic performance and build resilience.



All about the KG Department Continued

Platforms Used in the KG department



Seesaw – Communication Platform



Raz Kids– Reading Platform

9. Our Contacts



02 586 1222 | 056 222 7758



info@saisabudhabi.com



www.saisabudhabi.com



Al Ramz st, Shakhbout, Abu Dhabi