



Kis

International School

EARLY YEARS

Family Handbook

2020 – 2021



Welcome to the KIS Early Years: EY1, EY2 and EY3

A WARM WELCOME

On behalf of the entire Early Years team we would like to welcome your child and your family into the KIS community. The PYP Early Years Programme includes children ages 3 to 6, emphasizing the importance of this foundational period, reiterating that young learners are capable, have ownership, voice and choice in their learning.

Play in the early years and beyond, is a key vehicle for inquiry learning. The power of play supports thoughtful and intentional opportunities for children to investigate, discover, ask questions and learn. Hands-on learning and the co-construction of learning between teachers and young learners supports agency and student empowerment. Through exploration, students learn to inquire as they build and test their own theories to help make sense of the world around them.

We have three Early Years groupings here at KIS: EY1 for children from 3 to 4 years old, EY2 for children from 4 to 5 years and EY3 for children from 5 to 6 years old. Even though the programmes are different to accommodate child development and needs, we all work very closely together to ensure consistency and continuity throughout the Early Years creating strong links in areas such as outdoor playtime, celebrations, sports days and other events.

We have worked together as an Early Years team to create a description of commonly asked questions from our new parents. We try to always have open lines of communication with families at all times, so feel free to keep asking questions throughout the year.

Speaking to the Teachers: Questions and Queries
We try to maintain open and regular communication with you at all times, it is important to us that we work together in partnership for your children. If at any time you would like to meet with the teacher to ask questions about your child's day, please feel free to do so at a time that is both convenient for you and the classroom teacher. We can be contacted in one of two ways; you can speak to us directly at school or you can send us an email. If your child is brought to school by another adult, feel free to send a note to be passed on to us and we will get back to you.

EY1: sian.pa@kis.ac.th and/or sarah.sh@kis.ac.th

EY2: risa.la@kis.ac.th and/or nicole@kis.ac.th

EY3: rachel.dr@kis.ac.th and/or magda.wo@kis.ac.th

We also maintain a weekly blog for each EY classroom, updated regularly so you can keep in touch with the activities your child is engaged in throughout the day, and find out how you can help and support your child at school.

KIS VISION

"Inspiring Individuals"

MISSION

To offer a challenging and dynamic international education that inspires and supports students in developing the knowledge, skills, and characteristics to take responsible action for the betterment of their local and global communities.

CORE VALUES

Inspiring individuals...

- Strive for understanding
- Nurture passion in self and others
- Take action ethically
- Create a caring and inclusive community

The learning environments at KIS have been designed, resourced and developed to:

- To encourage students to be agents of their own learning
- Provide space for students to demonstrate their learning through their construction
- Offer accessibility to promote independence, students can access what they need without having to ask for help or permission
- Be flexible and provide options for ways of working depending on the student needs or preferences
- Celebrate both the process and products of the creative process
- Offer a broad range of experiences and perspectives
- Promote collaboration and interaction to support social and emotional development
- Provide evidence of student ownership of their environment and opportunities for responsibility
- Support a growth mindset
- Promote awareness of the responsibility of one's own actions in the environment and on others
- Encourage taking risks and trying new things
- Be safe - both physically and emotionally.
- Support the development of the whole child and the development of the IB learner profile characteristics.

The KIS Early Years Philosophy is written to compliment the KIS Mission and Core Values and the IB Primary Years programme. It provides additional details about the philosophy of our Early Years and demonstrates how we put this into practice.

In the Early Years at KIS we view children as strong, competent and capable individuals who are each unique and special. We understand that they each have their own learning styles, prior experiences, cultural heritage and patterns of development. It is our belief that play is not only a young child's right, but a tool for learning that empowers them to explore, discover, hypothesise, predict, and problem solve, as well as construct and document their deepening understandings of the world in which they live.

Our KIS Early Years curriculum is grounded in theory that reflects current research about effective practice and pedagogy with the IB PYP Programme in place for our 3 to 6 year olds. We honor our play based and hands on approach to teaching and learning in a thoughtfully considered and well-resourced context where children are viewed as sophisticated communicators, collaborators and co-constructors in the learning process.

Caring, empathetic and respectful relationships are the core foundation of the KIS Early Years community. We support the social nature and well being of learning by providing many opportunities during the day for children to have whole group and small group interactions with each other and adults. We encourage young children to explore their environment and express themselves using multiple languages which may include speaking, singing, movement, drawing, painting, writing, building and designing, collage, dramatic play, and music to name a few. Emphasis is given to the 'process' of learning rather than product creation.



Through our Units of Inquiry, we encourage children to become critical thinkers, life-long learners and active and responsible members of our class and school community. Our focus on inquiry based learning means that children's ideas, interests and theories inform

the design of curriculum experiences where teachers engage children meaningfully whilst extending their understanding and skills. Our learning environments both inside and outside reflect the essential elements of the Primary Years Programme and are designed to encourage and support inquiry, discovery and a sense of wonder. We actively strive to share the children's learning about the current Unit of Inquiry within our classroom environments as well as through a variety of other communication methods.

KIS Early Years welcomes diversity and aims to provide an environment that fosters warm and respectful relationships where children and their families enjoy a sense of security and belonging. We seek to complement the vital role of family by developing respectful partnerships and encouraging parental involvement in their child's care and education at school. We are committed to ongoing student assessment and evaluation of our programme and the environment we provide to ensure we are meeting the needs of our KIS children and their families.



Teachers plan a variety of authentic and meaningful learning engagements for children which reflects both the Unit of Inquiry and the children's own interests. Assessment of this learning is viewed as being integral to the teaching and learning cycle, with one informing the other. The KIS Early Years team use observation and anecdotal notes as the main form of assessment, focusing on what the children can do. A variety of other strategies and tools for assessment are used that encompasses all dimensions of children's learning and development. Assessment is holistic in nature and sees the whole child. Children are increasingly encouraged to assess their own learning and to decide how to extend and challenge themselves. Children are regularly given opportunities to share their own reflections, and to share those of others, to enhance their sense of themselves as capable people and competent learners. Their learning journeys are shared and celebrated together with the KIS community in a variety of ways.

KIS Early Years Overview

ARRIVAL AT SCHOOL

Our school playground has a supervisor on duty from 7:30 am every morning. We ask that your child drop off his/her backpack, swim suit etc in their cubby when they arrive at school. You may then take your child outside into the playground to play and socialize with their friends.. Children should be on the playground from 7:30 until 7:50 when school starts. Classroom teachers are usually busy setting up the learning centres for the day, and will be ready to greet the children at 7:50am. Feel free to say goodbye to your child outside their classroom or you may spend a few minutes in the room helping your child settle in or look at something they may wish to share with you.

Late Arrivals

It is important that you develop good learning habits from the very beginning and have your child at school on time ready to go. Socializing on the playground at 7:30am is a great way to ease your child into their day. If you arrive at school late, after 8:00am, please stop by the front office to collect a Late Pass and then bring your child into the classroom so that they can be received by a staff member and hand their late pass to their teacher. There are many exciting activities and things occurring first thing in the morning, so it is really important your child does not miss out and that you try to get to school on time.

Important points in the morning!

- It is very important that you always say goodbye to your child. It also helps to inform them that you will pick them up in the afternoon; always let them know who will be picking them up at home time.
- After you say goodbye to your child, leave promptly and try to refrain from looking into the classroom or chatting in full view of your child as they may see you and become unsettled.

DEPARTURE TIMES: 12:30 PM, OR 2:30PM

The regular school day in EY1 ends at 12:30 pm after lunch time. If your child is in the EY1 'Extended Day Programme,' EY2, or EY3 his/her day will end at 2:30pm. The children are required to stay in the classroom until their adult/caregiver has entered the classroom. For safety and security reasons we would ask you to sign the blue, "Sign Out" folder before you and your child leave the classroom.

It is important to pick your child up on time so they know that you can be counted on to be there. Please call the office to let them know if you will be late to pick up your child. If you are more than fifteen minutes late, your child will be taken up to the library for after school

supervision. If someone other than yourself is picking up your child please let the office know. Without your permission and notification we can not let your child go.

AFTER SCHOOL CLASSES

We offer a number of different after school classes for the Early Years children, these start at 3:00 pm and finish at 4:00 pm. If you choose to participate in the after school activities the children will be supervised in the playground from 2:30 pm until 3:00pm.

Important Note

Please limit EY1 students to no more than three after school classes per week as they are also still young and it makes for a very long day. They need to be home and rest in order to be refreshed for their school day.

LIBRARY CLASS

Children in the Early Years can borrow library books (one book for EY1, two books for EY2 and EY3) each week during class library sessions. The book(s) must be returned to school the following week in order for a new one to be issued. All students at KIS have a library card available for them to use when they visit the library, located on the second floor. Please feel free to take your child up to visit the library after school at any time that is convenient for your family.

SWIMMING LESSONS

Swimming is an important life skill and is therefore a part of the KIS curriculum, all our children are required to take swimming classes as a part of your child's holistic education. If your child is sick and is unable to swim they will need a note from the doctor. However, If your child is sick they should stay home until they are well enough to participate in all aspects of the programme.

Each child will need the following items for their swim days:

- A toweling bathrobe and/or towel
- A swim hat (keep hair dry) please note we do not dry hair.
- A pair of flip flops/slip on shoes (please make sure they are non slip and safe for the children to use during their swimming transition time) These should be kept at school for the whole year
- Goggles (optional)
- Hairbrush or comb (optional)

OTHER USEFUL INFORMATION

Physical Education (P.E)

All Early Years students have Physical Education lessons (P.E.) twice a week and will therefore need to come dressed in their P.E. uniform for the day. The P.E. uniform is as follows:

- Their KIS P.E. shorts and P.E. T-Shirt
- Socks and safe running shoes, without laces please.

Important Note

Please ensure your child's name is clearly marked on all their belongings including swimwear, PE kits and spare clothing.



SUPPORTING YOUR CHILD AT HOME

Please join us as partners to support your child's learning at home. Learning at home should be an extension of school learning and therefore should be fun. Our Unit of Inquiry and weekly plans are always posted outside the classroom and on the blog for you to view. Each week we also post on our blog information and pictures of our learning for the current week. Noticing connections that your child is making at home, with their learning and sharing these with us, is a great way for us to see what they are enjoying about units of inquiry and how they are taking action. Please share these connections with us.

Spare Clothing

At school it is not uncommon for accidents and spills to happen, so we would advise you to provide your child with the following:

- A clean KIS uniform plus additional underwear and socks
- Old play clothes (shorts/T. shirt) for use in the mud kitchen and outdoor messy play

Again, please make sure that your child's belongings are clearly labeled. Please make sure that you check your child's bag on a regular basis, in case spare clothes have been used and need to be replaced.

General Footwear

Please ensure that your child wears safe shoes to school. We would like to promote independence and encourage shoes with velcro so that students can fasten them by themselves. Laces are difficult for young children and they cannot fasten them independently. Please ensure that the shoes your child wears to school offer adequate support and are safe for running around, no loose laces, properly fitted, no flashing lights or sounds. Thank you.

Water Bottles

KIS is a green school. We do our best to save the Earth's resources and therefore we aim to avoid the use of paper cups whenever possible. Please send a full water bottle with your child each day and take it home to wash and refill each night. If you forget the bottle one day, don't worry, we will make sure your child has access to drinking water throughout the day.

Medication

All medication should be brought to the Nurse's office between 7:30am and 7:50am so that it can be recorded and appropriately administered during the day. If your child has taken any medication in the morning please let us know, it can and does affect them in many ways, sometimes making them drowsy, or unable to play. If you have administered fever medicine within 4 hours of coming to school please keep your child home. Again if you think they are unwell please keep them at home, often they are not at their best to complete school work if they are sick, and we also need to ensure that infection between students is kept to a minimum.

Birthday Parties

We understand that children love to celebrate their birthday and the birthdays of their friends. If you wish to celebrate your child's birthday with us at school, please let us know in advance.

Please prepare the cake and candles and we will provide the plates, cups and cutlery. Birthday parties

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will be celebrated in the canteen just after lunchtime for EY1 children and during afternoon snacks for EY2 & EY3 children.

You may attend to take photographs and celebrate with us; if you cannot attend we can take pictures for you if you wish to leave your camera with us in the morning. Gifts for the class are not encouraged, but if they are provided should be of an educational nature such as pencils, erasers, etc and placed straight into the children's cubbies. An alternative is to provide a book that your child can share in the classroom library.

Brushing Teeth

All EY children brush their teeth after lunch each day. You will need to bring in the following items stored in a ziplock bag for this purpose:

- A toothbrush
- Toothpaste
- A plastic cup

Please label all of these clearly with your child's name. The staff will inform you when any of these need replacing.

Nap Time

All of the EY 1 and 2 children have a nap/rest time after lunch, the EY1 students having a longer nap than EY2, who tend to have a nap/rest period after lunch. EY3 does not nap!

We provide small comfortable child sized beds but ask that you send in the following items:

- A small sheet and pillow for the bed, these can be bought at Student services
- A large blanket or towel to cover your child from neck to toes
- A soft sleep toy/special blanket, (if your child needs one.)
- A bag to keep all of the above nap things in

Some children bring small bolsters, pillows or cushions to sleep with too. Nap bags will be sent home on Fridays so that they can be washed over the weekend and then returned to school on Monday ready for the following week.

Excursions, field trips and visitors

EY2 and EY3 students will have opportunities to go on external field trips; EY1 students may take local visits in and around the neighborhood. All classes have the opportunity to listen to and see visitors and guest speakers in the classroom. A letter giving information about any excursions will be sent out well in advance of the trip taking place.

Toys from home

Lovies have been proven to help children transition from home to school. Something that is emotionally stimulating for your child is allowed for the first few weeks of school. We will transition away from this as the year progresses.

Artifacts

Artifacts are things from home that are unit related that are used as connections from your house to drive inquiry. At the start of each unit, teachers will ask that you bring in something that you have talked about with your child that will help them make personal connections with our UOI. Please understand that some things may get broken, pieces may get lost.

Jewelry

Religious or cultural jewelry may be worn at school, but please ensure that the chains/ strings are short. Other types of jewelry are best saved for at home for safety reasons and to prevent distraction.

Parent/Teacher Communications

It is important that regular links are made with home and school so that problems can be easily sorted and your child can enjoy school life more successfully. Of course the best way to communicate is face to face and if you wish please come and meet with us in person. If you are unable to come into school, we are always available via email should you have any questions or concerns.

EY Blogs

At KIS we use our KIS Web Portal as the main form of communication with parents. Every Monday the teacher will update the class blogs with important memos, information about the student's' learning as well as photos and videos to share the exciting learning that happens at school with families. At the start of the year teachers will share with parents how to subscribe to the blog so that new posts are delivered straight to your inbox.





Snacks and food from home / Milk

EY1 children are provided with milk twice a day, there is no need to send milk from home unless your child has an allergy and needs special milk such as soy milk or goat's milk. Please let the EY staff know if your child has any specific requirements. If you do send special milk to school, please try and send it all at the beginning of the week. Make sure to write your child's name on the milk cartons.

The only food that should be brought to school is a packed lunch for those not in the lunch programme. If your child has an after school activity and you wish to send milk or snack sealed in a bag/container for them to have between 2:30pm and 3:00pm please put it into their cubby. Please do not bring in snacks for other peoples' children unless you have their permission. We do not allow sweets or candy in school. On special occasions, please check with staff before distributing any treats.

We hope that you have found all the information in this handout useful and informative, as ever if you have any questions or queries, please do not hesitate to contact us.

Many Thanks,
KIS Early Years Team

IB Learner Profile

Inquirers - They develop their natural curiosity. They Acquire the necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable - They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers - They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded - They understand and appreciate their own cultures and personal histories, and are open to the perspective, values and traditions of their individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.



inspiring individuals



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