# Qatar Academy Early Education Centers 

 Return to School InformationAcademic Year 2020-21

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Member of Qatar Foundasion



## Welcome to the Early Education Center

'A place where your child will have opportunities to explore, discover and learn'

As our academic year begins under the most unusual circumstances we aim to ensure that we are able to deliver our educational philosophy whilst meeting the requirements of our licensing body, The Ministry of Social Affairs. MOSA have developed very strict guidelines to prevent the spread of COVID 19.

Our centres will continue to offer opportunities for every child to learn in safe and nurturing environments through a play-based curriculum, physically in the centre and online. In this new climate we will ensure that our teachers will support the growth of social, emotional, physical and cognitive development of your children.

We recognise the importance of forming partnerships with families to build home-school connections, in the best interest of the child and we will work very hard with you to ensure that these relationships are transparent and honest.

## Our Three Centers

| Qatar Academy | Qatar Academy | Qatar Academy |
| :--- | :--- | :--- |
| QAD EEC | Multaqa EEC | Club House EEC |

## How you can help keep the Centers safe?

## EEC Contact Numbers:

QAD - Lucie Kaljian (Admin)
QAD - Jo Ellis (Assistant Principal)
44542276
QAD - Reem Salem (Arabic Lead Teacher)
44541837
Multaqa - Nasra Al Henzab (Receptionist) 44541960
Multaqa - Gill Gunay (Lead Teacher) 44542591
CH - Hend AI Qeraini (Receptionist) 44540810
CH - Daad Bataineh (Lead Teacher) 44542592


- Teachers will sign your child in and out at the beginning and end of each day.
- Show your live EHTERAZ each day
- Leave your child at home if they present the following symptoms:
Runny nose, dry cough, vomiting, temp above 37.8.
- Notify the teacher/center if someone else will pick up your child.
- Arrival and Dismissal are busy times:

We will guide you through this process with MOSA approved signage and verbal support for you and your child

## Our Teachers, Instructional Assistants, Admin and Nurses



Our staff have all been tested for COVID-19 and will be required to show a live green Ehteraz and be temperature tested each day

In partnership with you, our staff will communicate, listen and respond to ensure that your child's emotional : safety is supported.
: We will communicate via our online platforms with you from the week of August 16th to August 27th 2020.

Teachers will offer you and your child an appointment : time to meet face to face to get to know each other a ! little better and answer any questions you may have.

We will work closely with returning and new families over these weeks to connect and share all information to ensure a successful transition back to school.

## Our Curriculum -

We will continue to offer children as many learning experiences as we are able in a safe manner. We will offer small group and individual learning activities such as individual playdough, puzzles, books and resources.
All resources and toys will be sanitized to the highest standards with limited use
We will work with children to the best of our ability to socially distance them in the classroom during activities and group times.
We will reduce the class sizes and not mix the age groups together.
Our priority will be building reciprocal relationships so that children begin to trust us and other children.


## First Day and Separation Anxiety

This academic year we recognise that many of our children have been at home for a long period of time due to COVID 19. It's completely normal to experience separation anxiety but that doesn't mean it's easy. We are here to support you.

To relieve the stress of separation anxiety for you and your child:

- Trust and communicate with the teachers
- Be patient
- Be strong



## Transition to school - What to expect?

Excitement, but nervousness.
Busy class and new class environment.
Crying, shyness,clingy.
New exciting learning experiences.
It may take a few weeks or more for your child to settle and to settle the class.

Some children take longer than others.
Be reassured your child will settle and be happy!


## Our goal is:

To provide quality care and education for young children to support their English and Arabic language and all areas of their development.
To engage and support parents and build trusting relationships.
To support children's safety and wellbeing through reciprocal relationships.
To provide opportunities for children to socially interact with children of the same age .


## How will we communicate

- Open communication with the teacher at drop off and pick up for short conversations.
- Teachers available by appointment online in the afternoons after 12:00 noon for longer conversations.
- Formal conversations through parent teacher interviews
- Daily connect messages from school and home
- Akhbar.
- SMS Messaging systems and Emails.


## Daily Connect



## Akhbar



## Plan for Children's return to school

To meet social distancing requirements and positive transitions children will be divided into two groups and attend school 2 days a week with online options the other days.

- Your classroom teachers will inform you of the groups and days your child will attend.
- Our goal is to settle the EEC returning children. Then transition the new children into school for short times
- 30th August - 3rd Sept: : ONLINE learning and meeting parents and children in school.
- 6th September- 10th: Settle RETURNING children. These are the children that attended EEC last Academic year
- 13th-17th Transition NEW children. These are the children who have NOT attended the EEC This gradual start will support children's emotional well being and any anxieties they may have. We know children are strongly attached to their families and their homes after such a long period of time together.

Please be patient with us as we strive to ensure the smoothest transition for everyone.

## Plan for Returning Children Group A

## August $23^{\text {rd }} \mathbf{- 2 7}^{\text {th }}$

All Staff in School - Individual family meetings/Interviews. Meet the teachers.. Reconnecting and relationship building.

## 30th August - $3^{\text {rd }}$ September

Online live learning / Parent and child school visits
$6^{\text {rd }}$ September $-10^{\text {th }}$ September

Sunday/Monday children In school 7am-10 am

Tuesday - Connecting with students who cannot attend - online learning day -

## 13th-17th September

Sunday/Monday children in school 7am - 11am
timing adapted depending on the needs and readiness of the child to have a successful transition)

Tuesday - Connecting with students who cannot attend - online learning day

## Plan for Returning Children Group B

## August $\mathbf{2 3}^{\text {rd }}-\mathbf{2 7}^{\text {th }}$

All Staff in School - Individual family meetings/Interviews. Meet the teachers.. Connecting and relationship building.

30th August -3rd September

Online live learning / Parent and child school visits

6rd ${ }^{\text {rd }}$ September $-10^{\text {th }}$ September

Tuesday - Connecting with students who cannot attend - online learning day

Wednesday/Thursday Children In school 7am - 10am

## 13th-17th September

Wednesday / Thursday Children in school 7am - 11am
timing adapted depending on the needs and readiness of the child to have a successful transition)

Tuesday - Connecting with students who cannot attend - online learning day

## New Children Group A

August 23 ${ }^{\text {rd }} \mathbf{- 2 7}^{\text {th }} \quad$ All Staff in School - Individual family meetings/Interviews. Meet the teachers.Reconnecting and relationship building.

30th August - $3^{\text {rd }}$ September Teachers meet live and will send messages, videos, stories and songs each day on Daily Connect.

Tuesday - Ilve online learning day -
$6^{\text {rd }}$ September $\mathbf{- 1 0}$ 至 September Teachers will send messages, videos, stories and songs each day on Daily Connect.

Tuesday - online learning day -
13th-17th September Teachers will send messages, videos, stories and songs each day on Daily Connect

Sunday/Monday children in school 7am - 9am (timing adapted depending on the needs and readiness of the child to have a successful transition)

Tuesday - online learning day -

## New children Group B

August 23 ${ }^{\text {rd }} \mathbf{- 2 7}^{\text {th }}$ All Staff in School - Individual family meetings/Interviews. Meet the teachers.Reconnecting and relationship building.

30th August- $3^{\text {rd }}$ September Teachers will meet live and send messages, videos, stories and songs each day on Daily Connect.

Tuesday - online live learning day -
6th September -10th September Teachers will send messages, videos, stories and songs each day on Daily Connect.

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Wednesday / Thursday Children in school 7am - 9am timing adapted depending on the needs and readiness of the child to have a successful transition)

## What could you do to ease the transition?

Talk positively about going to school in the days prior to starting.
Arrival and finishing times are very important. This year we will start with reduced hours to support a positive transition.

The Ministry of Social Affairs regulations have stated that parents are unable to enter the classroom with their child.

Our teachers will meet your child at the centre entrance and take them to the classroom

Your child may cry and reach for you as we know they are very attached to you.

Please trust that the teacher will calm your child with love and attention.

Always say goodbye before leaving.

Teachers will contact and keep in touch with you - We know it's difficult.

## Daily Routines



- Nurses will temperature check each child
- Their school bag on their peg
- Washing hands before entering their class
- Teachers to meet children at the entrance
- Child initiated/teacher directed play
- One snack per day
- Toileting/changing

Due to social distancing requirements we will offer smaller group sizes of adults and children. Outdoor play will be offered when the weather is suitable.

- Circle time
- Reading
- Singing
- Sensory room
- Atelier room
- Indoor Gym


## Prior to attending daily

## What to wear and bring?



- Have breakfast.
- Apply sunscreen , if desired.

- Easy to dress clothing like trousers with an elastic waistband, loose tshirts and slip on shoes (no jeans please) loose clothing to allow free movement.
- Sandals, crocs or velcro shoes which are easy to take on and off. One pair of shoes will remain at the centre.
- Bring in a labelled bag with your child's name. Label your child's full water bottle and snack boxes.
- Diapers and wipes (Teachers will communicate when your child needs more through Daily Connect).
- 3 spare sets of clothing, including underwear.
- An additional 1 Itr water bottle to refill your child's water bottle when required. We will communicate when this needs to be replaced


## Snacks for Children

Healthy \& Balanced - Whole grains, fruit, vegetables and proteins (Uneaten food will be sent home at end of day).


This is a social occasion that promotes many skills and relationships
We will ensure social distancing rules apply

## Rest Times

At the beginning of the school year some children may indicate they need a rest during the session.
We will individually assess each child's need for a small rest and of course discuss this with you.

- A rest mat is available to each child in a quiet space
- Bedding is provided and laundered by the center.
- Children are supported to rest, if needed (especially in the early weeks).
- Children's resting will change and evolve.
- Parents and Teachers will regularly communicate about rest patterns.

Partnership between the Centre and home will give continuity

## Health in the Centers

- Hand washing techniques are practised by all staff and taught to the children by nurses.
- Children will be encouraged to drink from their own named water bottle only.
- We follow AAP (American Pediatricians ) and MOSA Health and Hygiene standards across all areas of the centre environments
- After each session the centre will be deep cleaned, all toys will be thoroughly sanitized.



## How you can help keep the Center healthy?

- Notify the centre if your child or any family members are experiencing any of the COVId symptoms
- Please keep your sick child at home/notify the nurse if he/she has had medicine before coming to school.
- Notify the center if your child has a contagious infection such as: conjunctivitis, head lice, chickenpox and measles.
- Refer to our guidelines and send only healthy balanced snacks for your child.

| EEC QAD - Nurse Katherine Balili | EEC Multaqa - Nurse Josephine Bou Akar | EEC Club House - Nurse Liza Alvaro |
| :---: | :---: | :---: |
| 44543086 <br> kbalili@qf.org.qa | 44546467 <br> jbouakar@qf.org.qa | 44542189 <br> lalvaro@qf.org.qa |

## Safety in the Center

- On site Nurse.
- Everyone (including children) entering the site will be temperature tested
- Staff first aid trained and COVID tested
- Security personnel.
- Safety gates on classroom doors.
- Small class sizes.


FIRE


- Generous adult to child ratio.
- Constant supervision.
- Health and safety procedures in place.
- Fire evacuation practice once a month.
- No person will enter the building unless EHTERZ live green
- Licensed by Ministry of Social Affairs


## How to support at home?

- Talk, sing, read and play with your child in your mother tongue.
- Keep your child's teachers informed about your child's needs, family situation, progress, changes, achievements.
- Encourage self help skills toileting and independence. Attend and participate in the parent information sessions, parent goal setting meetings online and at school when we can.
- By working in partnership we will have happy children.


