eLearning Resources

Early Childhood

Dear UAS Early Childhood Parents and Students,

The new academic year 2021/2022 will start on September 12, 2021 and UAS will be starting off the year with eLearning. The EC Students are expected to work efficiently from home, whilst the EC teachers will be located at school in their classrooms providing learning instruction. Synchronous "live" sessions and Asynchronous "pre-recorded instructional videos" will be paired to enhance the eLearning experience. The goal of the eLearning program is to ensure that students will have a robust system, allow for siblings to share devices if they are in different divisions of the school, allow parents a better chance to assist younger children and more importantly to ensure that students have a better connection with their teachers.

The EC school day schedule has been designed to offer students a varied format to eLearning and to peak their interest and have fun while they are learning. During the EC school day, there will be three separate lessons scheduled in the day. Each day, your child will meet with the English Home Room (HR) teacher and Arabic teacher, with a varied program of special subjects to enhance the overall learning experience for your child including: PE, Library and Music provided in both forms, "live" synchronous and "pre-recorded" asynchronous lessons. Your child will be an active participant in the interactive and balanced UAS EC academic program.

EC will offer a varied format of synchronous "live" lessons on **Zoom for Education** with the HR and Arabic teacher meeting your child daily. Additionally, age-appropriate asynchronous "pre-recorded instructional videos" with activities will be posted for your child's at-home participation on the UAS secure student account **Plus Portals**, the educational platform **Seesaw for Schools** and with frequent updates and communication through both **Plus Portals** and **UAS student email** accounts. Access information and tutorials for the varied resources are ready to be made available to you before the start of school.

The EC administrative team is ready to welcome your child to the 2021-2022 eLearning program and is available to support your child throughout the year. UAS is pleased to welcome MS, Cheryl Wells as the EC Principal and Ms. Rawan Alostath as the EC Vice Principal, as well as the EC Counselor, Ms. Feroza Syed.
To contact the EC department, we have Ms. Heba Abo Amer, EC Secretary ready to receive your calls on the UAS telephone 1822827 ext:127 or by email: hebaaboamer@uas.edu.kw

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UAS e Learning Resources

Plus portals is the official learning management systems at UAS where a live chat option is available for students to connect with teachers on demand, all course requirements will be updated on this system and with Zoom for Education paired to deliver a safe learning environment for live learning sessions. The Early Childhood Department and the Elementary Department will additionally be using seesaw for schools to ensure their age level is tailored to accordingly. All school levels will have access to any additional learning support programs deemed "approved and safe" by the School Leadership within the Plus Portal student accounts. All students have been issued a uaskuwait.net email accounts to ensure for the communication amongst parents, student and teachers.

Information Hub

Rediker Software PlusPortals

Plusportal

Seesaw

Seesaw for schools

Communication

PlusPortals

UAS Help

helpdesk@uas.edu.kw
Plusportals@uas.edu.kw

Live Classroom

zoom

Zoom for Education

Learning Resources & Subscriptions

Kindermusik

G Suite for Education

Screencastify

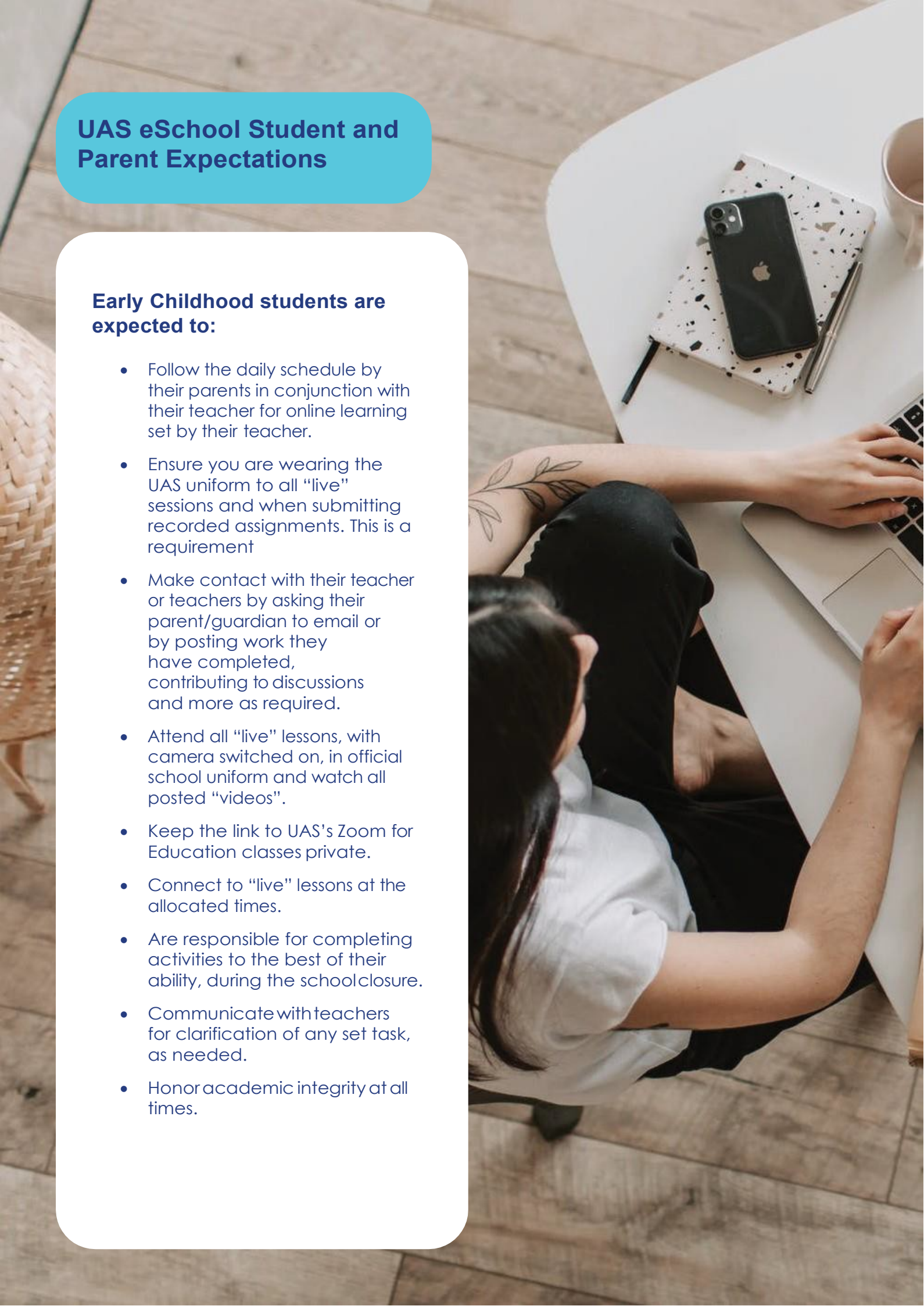
UAS EC eLearning

Please find the timing which reflects your child(ren) UAS eSchool "live" synchronous lessons. This excludes independent work required by the student to complete and the asynchronous "pre-recorded videos" which the student is required to watch as additions to the overall virtual learning experience. It is the responsibility of the students to attend all "live" sessions, watch all "pre-recorded" sessions, complete all learning requirements and adhere to the code of conduct. Failure to do so will impact the student and can lead to your child(ren) academic behavior probation.

Division	Start	End
Early Childhood	**09:55 am**	**1:55 pm**
Elementary School	10:25 am	2:35 pm
Middle School	07:30 am	12:45 pm
High School	08:05 am	12:10 pm

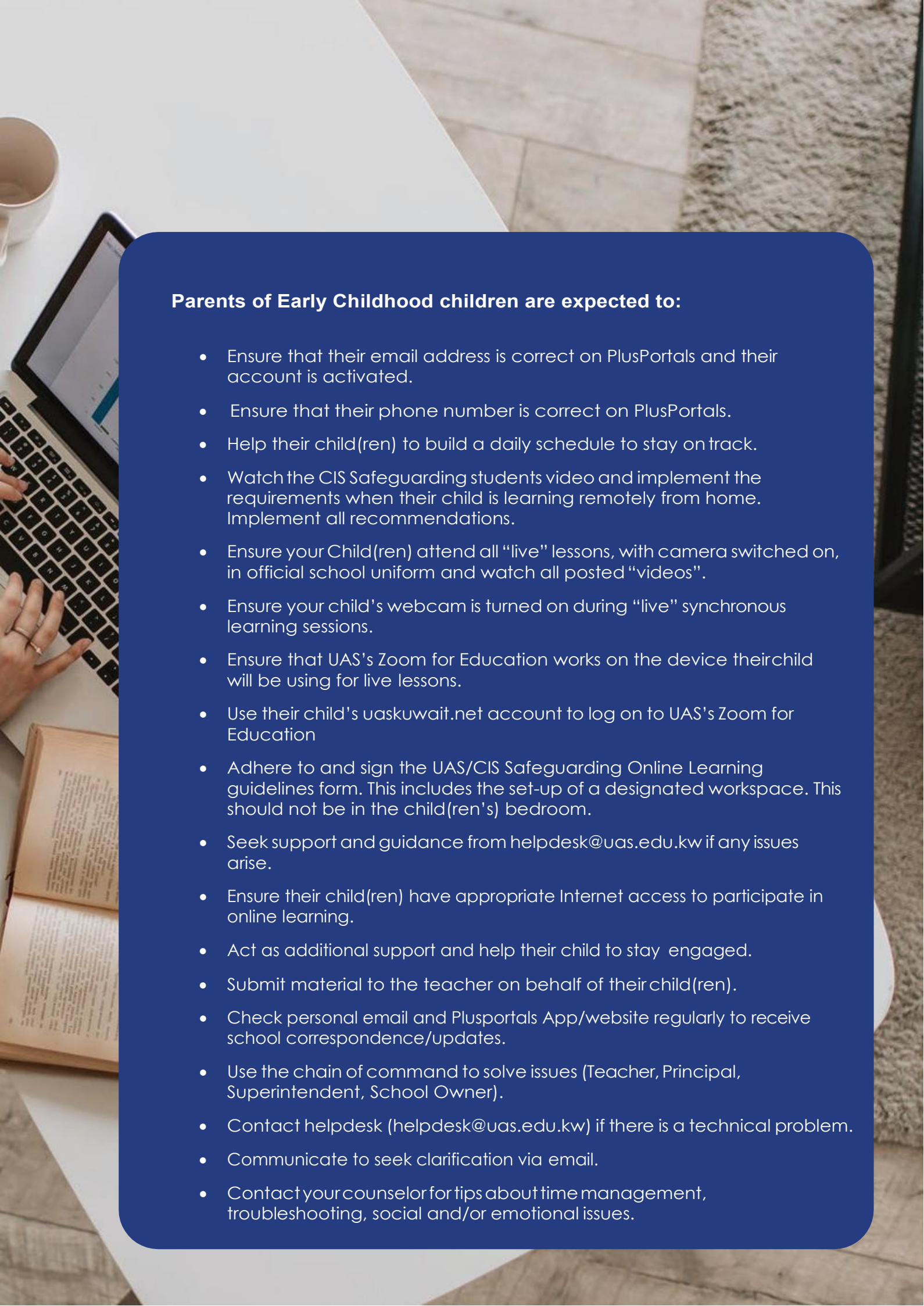
Please be advised that teachers will send out class schedules which will include Zoom links, Asynchronous "pre-recorded" lessons will be posted as directed by the teacher onto Seesaw Prior to September 2021, EC Parents are responsible to activate student emails, Zoom for Education and PlusPortals accounts to be able to access all learning platforms. Failure to activate these accounts prior to the beginning of school will strongly impact your child(ren)'s attendance and learning outcomes.

UAS eSchool Student and Parent Expectations



Early Childhood students are expected to:

- Follow the daily schedule by their parents in conjunction with their teacher for online learning set by their teacher.
- Ensure you are wearing the UAS uniform to all "live" sessions and when submitting recorded assignments. This is a requirement
- Make contact with their teacher or teachers by asking their parent/guardian to email or by posting work they have completed, contributing to discussions and more as required.
- Attend all "live" lessons, with camera switched on, in official school uniform and watch all posted "videos".
- Keep the link to UAS's Zoom for Education classes private.
- Connect to "live" lessons at the allocated times.
- Are responsible for completing activities to the best of their ability, during the school closure.
- Communicate with teachers for clarification of any set task, as needed.
- Honor academic integrity at all times.



Parents of Early Childhood children are expected to:

- Ensure that their email address is correct on PlusPortals and their account is activated.
- Ensure that their phone number is correct on PlusPortals.
- Help their child(ren) to build a daily schedule to stay on track.
- Watch the CIS Safeguarding students video and implement the requirements when their child is learning remotely from home. Implement all recommendations.
- Ensure your Child(ren) attend all "live" lessons, with camera switched on, in official school uniform and watch all posted "videos".
- Ensure your child's webcam is turned on during "live" synchronous learning sessions.
- Ensure that UAS's Zoom for Education works on the device their child will be using for live lessons.
- Use their child's uaskuwait.net account to log on to UAS's Zoom for Education
- Adhere to and sign the UAS/CIS Safeguarding Online Learning guidelines form. This includes the set-up of a designated workspace. This should not be in the child(ren's) bedroom.
- Seek support and guidance from helpdesk@uas.edu.kw if any issues arise.
- Ensure their child(ren) have appropriate Internet access to participate in online learning.
- Act as additional support and help their child to stay engaged.
- Submit material to the teacher on behalf of their child(ren).
- Check personal email and Plusportals App/website regularly to receive school correspondence/updates.
- Use the chain of command to solve issues (Teacher, Principal, Superintendent, School Owner).
- Contact helpdesk (helpdesk@uas.edu.kw) if there is a technical problem.
- Communicate to seek clarification via email.
- Contact your counselor for tips about time management, troubleshooting, social and/or emotional issues.

Grading during eLearning at the UAS eSchool

Students will be graded using the same process as a regular school year and is based on observation. The first part of the school year will be geared towards building relationships with students and parents. This is a necessary step in establishing routines and expectations and to ensure that students fully participate in the eLearning Program. Actions will be taken according to the consequences chart in the Student/ Parent Handbook 2021/2022.

UAS Safe Learning Environment at Home

Parents are strongly recommended to dedicate an uninterrupted work space for your child(ren) at home to ensure their success. This consists of but is not limited to: reliable internet, individual desk space, laptop/computer, computer charger, learning supplies, a whiteboard/magnet board for your child to write down deadlines and filing materials to keep track of your child's learning resources provided by the teacher.

The EC online eLearning program is a virtual classroom between the teacher and student. Please review the following tips to help your child's synchronous ZOOM class lessons be more effective:

- Provide a quiet place with limited distractions as possible
- Limit background noises (turn off televisions and any other devices)
- Provide a comfortable chair/seating arrangement to help your child be more attentive (preferably a chair that doesn't move or swirl around)
- Be on time, come prepared and have all materials ready
- Check microphone and video
- Please have your child eat or drink before/after the session (no food or drinks during session). Pre-plan snacks for your Child(ren) to have during the "Get Up and Move" breaks in between sessions.
- Ensure that your child has established a routine and is well rested
- Students must be in UAS uniform (PE shirt is acceptable)
- Have your child do bathroom breaks before or after the sessions

We ask that an adult attends for support with technical issues however; dialogue and interaction should be strictly between students and the teacher. Please **do not** interact with your child or answer the teacher's questions for your child during lessons whether the questions are directly to your child or asked out in general.

*Note: It is of utmost importance that your child attends the full lesson times daily, failure to do so will impact your child's Progress in the EC program. Daily attendance will encourage and support your child's growth and development. At UAS excessive absences and tardy arrivals to lessons are monitored and documented.

UAS eLearning Supplies

The following supplies are recommended to ensure your child has a smooth eLearning experience:

- white boards (small, personal size)
- white board markers
- glue sticks
- liquid glue
- scissors (child safe)
- papers (A4 & A3)
- headset & microphone (to isolate the outside noise) *(optional for KG1/Nursery)*
- play dough
- paint
- paint brushes
- pencils
- sharpeners
- tray and salt (for KG 2)
- water colors palette
- colored markers or pens
- oil pastels (for KG 1)
- paper plates / cups
- crayons (for Nursery & KG 2)
- colored pencils
- chalk boards/chalks
- bottle caps (for KG 2)

Uniforms during UAS eLearning

Students are required to wear the UAS Uniform at all times when attending eLearning sessions. Not only does this prepare them mentally for learning, but it also maintains the sense of belonging to the UAS community. We stress that if you already have uniforms,which suit your children, *there is no need to purchase new ones.* If your child has outgrown their uniforms, or you have a newstudent, you may purchase uniforms online via the online uniform store on our website:
www.uas.edu.kw

Thursday Snack and Chat

During our eLearning time, Thursday will be dedicated for students to have an optional "Snack Chat" session with their peers and homeroom teachers. During this time, students will develop social and communication skills, which is detrimental to early childhood development.

Social and Emotional Development during UAS E-Learning

EC Counselor will:

- Develop ongoing 'needs assessments' to encourage EC students
- Provide support to families
- Produce a video/week relevant to EC student development
- Follow up with parents/teachers with students benefiting from encouragement
- Hold Zoom meetings with students, teachers, parents and administration in support of EC student development and encouragement
- Follow up with students to encourage participation
- Provide training and supervision in the area of the Child Protection Protocols, and in particular to online learning
- Joining in on teacher's lessons during the first week to introduce myself and remind student what I do
- Counselor lessons synchronous and asynchronous-these lessons will be from the Second Step SEL curriculum with a strong focus on community building
- One on one video sessions with identified students (either from teacher referral OR from my interactions with them)
- Calling families of students to check in
- Emailing teachers any vital information from my check ins or video sessions (keeping in mind confidentiality)
- Conducting "Counselor Chill and Chat" sessions.

UAS eLearning Attendance and Tardiness Policy

The synchronous (live) sessions and timetable have been carefully developed to maximize the independence of the older students, while recognizing that the younger students will require parental support to access their learning. Attendance of, and participation in, the synchronous lessons will be graded. It is the parent's responsibility that their child has the necessary equipment and environment to be fully present and involved in the eLearning, as outlined and adopted by the school. It is the student's responsibility to be prepared for learning during the live sessions. As during regular school, attendance during eLearning is critical for success. Tardies and absences will be recorded during each live session, across all grade levels. Excessive tardies and/or absenteeism will result in full consequences up to probation and dismissal from UAS.

Tardy for a synchronous session: It is the responsibility of students, and in the case of the younger children, the parents, to ensure that students are punctual for synchronous sessions. All materials should be prepared and ready for learning.

Attendance will be taken for each live session and you will be marked tardy if you enter the session any time five minutes after the scheduled start time. Being tardy will affect your participation grade for that session. Repeated tardiness will not be tolerated as it interrupts the teacher's ability to teach and the learning of the other students.

Absences:

- **One synchronous session: For EACH session: Parents must email the teacher(s) and secretary in one email, not individually, explaining the absence.** The level administrator will decide if the absence is excused, or not. You will receive an email from the secretary notifying you of the decision. All work must be made up, but only if the absence is excused will the work receive a grade. Missing synchronous sessions will negatively affect your participation grade.

- **Absent for an entire day of eLearning: Parents must call the school secretary and email the teacher(s) and secretary in one email, not individually, explaining the absence. The level administrator will decide if the absence is excused, or not. You will receive an email from the secretary notifying you of the decision. All work must be made up, but only if the absence is excused will the work receive a participation grade. Missing synchronous sessions will negatively affect your participation grade. Students will have only two days to make up any missed work.**

- **Absent for two, or more days, consecutively of eLearning: Parents must call the school secretary and provide a doctor's note stating the dates excused, or the absence is unexcused. The doctor's note must be emailed to the secretary within 24 hours of it being issued. Missing synchronous sessions will negatively affect your child's progress.**

- **If you are not in Kuwait when school begins due to extenuating circumstances: Parents will need to email** the relevant level administrator(s) and secretary(ies) for the child(ren) affected. **Students are still required to attend the synchronous lessons and follow the timetable(s) for submitting work, as though in Kuwait.**

E-Learning Helpdesk support

All required technical support can be provided through the UAS helpdesk. All parents and students must activate all their accounts independently following the activation instructions for, PlusPortals, Seesaw for Schools (EC/ES only), Zoom for Education and Emails. Parents and students cannot visit the IT Helpdesk on the UAS Campus to resolve technical matters, all requests is serviced virtually. Parents and students must pre-organize their requests as the helpdesk will assist them within 48 hours of the request submitted and during only school hours. Visit the following link for more information, https://www.uas.edu.kw/contact-us/

or email the UAS help desk at: helpdesk@uas.edu.kw.

Disclaimer

Policies and procedures, information, programs and courses are subject to change at the discretion of the School Administrative Team.

While every effort was made to ensure that the information provided is accurate and up-to-date, some information may have changed between the printing and actual distribution of this document.

All members of our UAS learning community are accountable at all times regarding all UAS contents/rules/regulations while they are enrolled at UAS. This includes school hours and periods of time when school is not in session.

Regards,

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Universal American School, Kuwait

Ms. Rawan Al Ostath
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Universal American School, Kuwait

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