



MARIS STELLA KINDERGARTEN

PARENTS' HANDBOOK

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OUR MISSION

We aim to create an atmosphere of natural affection and security for our children, to inculcate in them the right values so that they will be a blessing to their families and community, and to train them to be morally and spiritually upright individuals.

At Maris Stella, we believe the purpose of education is to produce creative personalities – markers in art, in love, in home and in society.

And we convey this to our children in an atmosphere of love, hence our school motto



‘TO LOVE THROUGH LOVE’

WELCOME

The Management and Staff of Maris Stella Kindergarten would like to extend a warm welcome to you and your child. Our policies and procedures are aimed towards ensuring a safe, positive and nurturing environment for your child. We would appreciate your strong support in complying with the policies and procedures so that our staff will be able to carry out their duties more effectively for the common good of the children, parents and for the glory of God.

OUR PHILOSOPHY

- ❖ Learning never stops.
- ❖ The Kindergarten will exist as long as there is a purpose for it – to serve and give the children the best.
- ❖ To provide an environment that is homely and conducive for the physical, social, spiritual and intellectual growth of children.
- ❖ Most importantly, it is an environment where love prevails.

OUR GOALS

1. To provide a fun learning environment.
2. To enable children to have positive self-concept.
3. To develop healthy children with physical co-ordination.
4. To help children interact with other children and adults in socially accepted ways.
5. To expand the children's concepts and ideas about the world.
6. To use language to communicate.
7. To develop self-expression.
8. To develop and sustain their curiosity and love for learning.

Home-School Partnership

To establish home-school partnership, there will be opportunities for parents to be involved in activities and events during the course of the year. We will invite you to share your time, interests and expertise as and when the occasion arises.

Operation Hours

AM Session: 8.45 am to 12.15 pm

PM Session: 12.30 pm to 4.00 pm

The PM Session children upon arrival, before 12.15 pm, will gather in the K1 Hall.

Curriculum

MOE i-teach Curriculum Framework

- The 6 learning areas will be covered weekly and they are:-
 1. Aesthetic & Creative Expression (art & craft, music & movement)
 2. Numeracy
 3. Language & Literacy (includes phonics & Chinese Language)
 4. Physical Development (*Sportball* & playground time)
 5. Self & Social Awareness
 6. Environmental Awareness
- **Timetable.** Each activity is approximately 30 minutes.
- **Chinese Lessons** 30 minutes (three times a week) / 45 minutes (twice a week)
- **Faith Formation** Bible story (once a week) 20 minutes

Our Approach. Integrated thematic lessons.

Themes for the Year:- (subject to change)

<u>Nursery</u>	<u>K1</u>	<u>K2</u>
Term 1: My school / Myself	Sea Creatures	My Community: Self, School & Local
Term 2: Pets/Zoo animals	Food & Nutrition	Senses & Feelings
Term 3: Plants/Fruits/Insects	Occupations	Occupations & Nocturnal animals
Term 4: Transportation/ Celebrations	Traditions & Cultures	Save Mother Earth – Reduce, Reuse, Recycle

Field Trips

We believe that learning beyond the classroom is important. Our teachers will organize trips to places that will reinforce the children's learning in class.

School Fees & Supplementary Fees

All fees paid are non-refundable either before or after the start of the school term or any event for which payment is collected at an earlier date.

Term fees are to be paid within the stipulated time stated in the letter to parents. A \$20.00 levy will be imposed for late payment, rejected cheques and unsuccessful CDA deduction. Thereafter an additional \$10.00 levy will be added to each day if payment is not made.

If you should decide to withdraw your child from school, a month's notice in writing is required before the commencement of the school term. There will be no refund of any fees paid before or in the middle of the school term.

Uniforms

The school uniform can be purchased at the Atelier, 49C Holland Road.
School t-shirts can be purchased from the school's Admin Office.

Children must be in their school uniform except on days when they have outdoor play, when they are required to be in school t-shirt and shorts/culottes. No other t-shirts or shorts/culottes are allowed.

Footwear. Comfortable footwear such as white shoes with velcro and white socks is recommended. Please encourage your child to practice putting on his/her socks and shoes at home too.

Punctuality. We would appreciate that you arrive punctually before and after school as this will help lessen the separation anxiety that your child may be experiencing. It will also help your child to be familiar with the class routine and lessen unnecessary anxieties.

Arrival Time. Children should arrive 10 minutes before the assembly.
Nursery and K1 parents may walk their child to class for the first three weeks. Thereafter our staff-on-duty will direct the children to their respective classrooms.

Assembly Time & Venue:

8.45 am / 12.30 pm. K1 Hall - Nursery. K2 Hall – K1 & K2

Dismissal Time.

12.15 pm / 4.00 pm. Parents are to arrive 5 minutes before the dismissal time. The children will be dismissed promptly at dismissal time.

Dismissal Venue & Pick up points:

By school bus

All children will board their respective school bus at the front entrance of the K2 Hall.

By private car

- Bluebell & Daffodil will exit by the side entrance of Shalom House
- Daisy, Golden Shower, K1 & K2 will exit by the front entrance of the K2 Hall (*after all children taking the school bus have boarded them.*)

Meals and Birthdays

Breakfast/lunch time varies in different classes. Your child is required to bring his personal fork, spoon and a 500ml water bottle to school daily. We would appreciate your assistance to avoid providing sugared drinks.

Birthday celebrations are to be kept simple during the 30 minutes meal time. Please inform the class teacher if you intend to celebrate your child's birthday.

Insurance Scheme

All children are insured under a Group Students Protection Plan. The payment per year is borne by parents.

Illnesses and Accidents

Should children fall ill or are hurt during school hours, the class teacher will contact the parents as soon as possible, so that the child may be taken home or to the doctor's.

Transportation

Fares are fixed by the respective bus operator according to the distance to and from the school.

On the first day of school, please ensure that your child is accompanied and help to recognize the bus driver and the chaperon. Should there be days when you do not wish to use the bus service, kindly inform the bus driver and the class teacher a day in advance.

You are to be present at the agreed waiting venue, for the bus, at least 5 to 10 minutes before the stipulated time, both before and after school. This is in the best interest of all.

Video-Taping

Video-taping of the children and the school is not allowed.

Size of Bags. Big bags, backpacks or trolley bags are not appropriate as the children are only required to bring a pencil case, a water bottle, an extra school t-shirt and shorts/culottes, underwear and a pair of socks to school daily.

Daily Bag Checks. We hope you will assist us by checking your child's bag daily for updates, such as circulars or newsletter, in the communication book.

Verbal Messages. We will be training our children to try to pass on messages verbally to you; however, any notice of importance will be either by the blue communication book or by email.

Communication Book. Every child has a blue Maris Stella Kindergarten communication book. Parents may communicate with the Form Teacher by writing messages in the book. The Form Teacher will be checking the book daily. She will try to reply to your queries on the same day.

Label Children's Items. Please label children's items such as water-bottle, bag, school uniform, school t-shirt, Velcro shoes and cap.

Name Tags. The children will be given colour-coded name tags on the first day of school and be allowed to wear it home. Please ensure that your child wears his/her name tag daily during the first 2 weeks of school. This will help teachers and staff in identifying your child and his/her class. From the 3rd week, name tags will be kept in class.

Jewelry. Children are not allowed to wear expensive necklace, bracelet, ear-rings, etc to school. Our Kindergarten will not be held responsible for any lost items.

Urgent Messages. If you need to leave a message for the Form Teacher, you may call our Admin Office at telephone no. 64743590. Kindly mention your child's name, class and session at the end of your message.

English & Chinese Readers, Workbooks, Activity Sheets, Plastic Folders with Kindergarten Logo.

- **Readers** will be kept by the Form Teacher. It will be returned during the Parents-Teacher Conference held twice yearly.
- **Work books and Activity Sheets** completed in class will be filed in your child's plastic folders and kept in class. This folder and its contents will be returned, with your child's Progress Book, during the Parent-Teacher conference.

Recycled Items. There will be occasions where the children will be asked to bring items to school, such as 'ang pow' packets, recycled materials such as toilet roll tubes, tissue boxes, milk or fruit juice cartons, etc. These items will be required for art and craft activities.

Parking. Car park lots are available at the Shalom House car park, the kindergarten car park, and at the Maris Stella Convent car park.

Please park in a designated lot at all times. Double parking will cause traffic congestion, inconvenience and delays to the school buses leaving the kindergarten compound.

Updates & Changes

Parents will be notified of any updates or changes to schedule in one of the following ways:

- ❖ Our Pipeline – our quarterly newsletter
- ❖ A note or circular in your child's blue Communication Book.
- ❖ Email

Kindly update our teachers and the admin staff if you have a new email account, change of address, mobile number and land line.

TO LOVE THROUGH LOVE

To love through love,
To love through care,
To love dear God and one another.
To love my school,
To love my friends
To love my teachers, yes I do!

I love through love,
I love through care,
I love dear God and one another,
I love my school,
I love my friends,
I love my teachers, yes I do!

M for the music i move to,
A for the art that I do,
R reading, writing, 'rith-mic'
I and S for my interest in Science.

S for the school that I love,
T for my truly dear teachers,
E double LA, extra love always,
That's MARIS STELLA !

THE LORD'S PRAYER

Our Father who art in heaven
Hallowed be thy name,
Thy Kingdom come, thy will be done
On earth, as it is in heaven.
Give us this day our daily bread
Forgive us our trespasses as we forgive those who trespass against us
Lead us not into temptation
But deliver us from evil, Amen.

GRACE BEFORE MEAL

Bless us, O Lord, and bless all this food
Bless all the hands that worked to make it good
Fill us, O Lord, with love and care today.
Grant that this meal may help us walk your way. Amen

MAJULAH SINGAPURA

("Onward Singapore")

by Zubir Said, 1958

Malay

Mari kita rakyat Singapura
Sama-sama menuju bahagia
Cita-cita kita yang mulia
Berjaya Singapura

Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

English translation

Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success

Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

The First Week of School

Nursery children will start their first day of school after the New Year's Day and stipulated public holiday (where applicable).

All K1 and K2 children will begin their first day of school on Friday of the first week of January.

This will allow our nursery class teachers to help their nursery children become familiar with the learning environment and its routines. All other level teachers will be lending the nursery teachers a helping hand on the first three days of school.

- **Shorter School hours:** AM session : 8.45 – 10.15 am / PM session : 12.30 pm – 2.00 pm
Applicable as stated below

<u>Level</u>	<u>Duration</u>
Nursery	the first 4 days only
K1 & K2	the first day only

Normal school hours resumes on the Monday of the second week of school.
AM session - 8.45 am to 12.15 pm and PM session - 12.30 pm – 4.00 pm.

- **Arrival** Please proceed to your child's class on arrival.
- **Dismissal** Children taking the school bus transport will be dismissed first. Children waiting for their guardians will exit by the front entrance of the K2 hall.
- **We Care.** Parents we would like to assure you that we will take good care of your child from the very start. Even if your child comes to school crying we will be able to comfort him/her.
- **Child's Safety & Needs.**

Nursery & K1 Parents: On the first two days of school, there will be many parents in the classroom and along the corridor. Hence to keep watch on every child's safety and needs would be challenging for the teachers.

We would appreciate it if parents could help the teachers to keep an eye on your child. Our teachers and assistant teachers will have their name tags on.

You will not be allowed to be in the classroom with your child on the third day. Kindly wait at the appropriate waiting areas such as outside the entrances of the K1 & K2 halls.

K2 Parents. Kindly leave the classroom by 9.15 am on the first day of school. Your child has learnt to be independent and is familiar with the school routine.

Thank you! We look forward to seeing you and your child next year.

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