



MARIS STELLA KINDERGARTEN

Parent Handbook

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General Information

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 to comply with the policies and procedures so that our staff will be able to carry their duties more effectively for the common good of the children, parents and for the glory of God.

MISSION STATEMENT

The mission of Maris Stella Kindergarten is to

1. create an atmosphere of natural affection and security for our children.
2. instill correct values in children so that they become a blessing to their family, community and country.
3. to help children grow into morally and spiritually upright individuals.

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 which is homely and conducive for the physical, social, spiritual and intellectual growth of children.
- ❖ Most importantly, it is 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 child'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.

POLICIES & PROCEDURES

LEVELS

Admission for our nursery/kindergarten programme is governed by the age stipulated by the Ministry of Education.

- Nursery : The child is 3 turning 4 years old.
- Kindergarten 1 (K1) : The child is 4 turning 5 years old.
- Kindergarten 2 (K2) : The child is 5 turning 6 years old.

ENROLLMENT:

To enroll a child in Maris Stella Kindergarten a personal interview with the Principal may be required prior to admission. The interview with the child and the child's parent will determine if the kindergarten is able to meet the needs of the individual child. Each child will be admitted on his or her individual merits regardless of race, colour, religion, national origin or ancestry.

1. Operation Hours

Two sessions at the following time slots:

Morning Session (AM)	Mondays to Fridays	08:45am – 11:45am
Afternoon Session (PM)	Mondays to Fridays	12:00noon – 03:00pm

- In order for your child to receive the ultimate kindergarten experience, he/she must be in class no later than 8.55am (morning session) and 12.10pm (afternoon session).
- Please call the kindergarten admin office, if your child is going to be late or absent, especially when field trips are planned to start at these times.
- The school will not be able to accommodate your child when he/she arrives after the nursery/kindergarten classes have left for the field trip.

2. School Term

The kindergarten year consists of 4 terms. Each term is approximately 10 weeks. We will be closed on government designated school holidays, exceptional holidays and public holidays.

3. School Fees & Other Payments

All fees paid are non-refundable. Maris Stella Kindergarten reserves the right to revise its fees at any time.

Non-Refundable Fees	Nursery	K1 & K2
Registration Fee	\$50.00	\$50.00
School Term Fee	\$480.00	\$450.00
Annual Miscellaneous Fee	\$80.00	\$80.00
Catered Breakfast /Lunch per term	\$75.00/\$125.00	\$75.00/\$125.00
Computer Term Fees	Not Applicable	\$130.00 (incl. 7% GST)

- **No Pro-Rated or Refund in Fees:** There will be no pro-rate, refund of Term Fees, or make-up classes in the event of school closures mandated by the Ministry of Education and any other government authorities, or if your child is absent for any period of time for any reason whatsoever.
- **Children** who register and join at any time after the new term begins are required to pay the full term fees.
- **Withdrawal Notice:** Two (2) months' written notice or 2 months' fees in lieu of such notice must be given if you wish to withdraw your child from Maris Stella Kindergarten. If such written notice is not given or if the child is withdrawn prior to the expiry of such notice, the Management shall be entitled to claim for the balance of the fees due to the Kindergarten.
- **Information Updates:** Notify the office of any change in address, home and mobile phone numbers, caregivers' and their contact numbers, transport arrangement and any other important information.
- **Teacher-Child Ratio:** The teacher-child ratio is in keeping with the Ministry of Education Preschool Branch.

Levels	Nursery	K1 & K2
A trained teacher & a teacher aide	20 children	25 children

- **Class Placements:**
 - Children's placement in particular classes is done with discernment to help each child achieve his/her best potential.
 - **Reallocation.** Groups of K1 children from each class will group with another to form a new class grouping when they progress to K2. This is to help children widen their circle of friends and to learn to be proactive in relating.
 - The Kindergarten's decision on your child's placement and reallocation shall therefore be final. We seek parents' cooperation and understanding.
 - In the event the quota for the minimum class number is not met, the Kindergarten reserves full rights to transfer its students to other classes of the same level.

OUR TEACHERS:

The nursery/kindergarten teacher is professionally trained in the field of Early Childhood Care & Education - Teaching.

LICENSED AND INSPECTED BY:

The Ministry of Education (MOE), under the Education Act (1985 Edition).

DISCIPLINE AND GUIDANCE:

- The teacher will firmly and kindly address the unacceptable behaviour of the child rather than the child per se when assisting him/her in finding appropriate ways of expressing feelings. We seek parents' full co-operation with our teachers in this area.
- The Kindergarten recognizes and respects each child's individuality and uniqueness. The nursery / kindergarten teacher will provide the child with the freedom to explore, experience, problem-solve and learn through play.

YOUR CHILD MATTERS:

- **Snack Time:** Snack time is at approximately 9.00am / 12.15pm.
- **Size of bags:** Ensure backpacks or bags are not oversized as your child need only to bring a pencil case, a fork & spoon, a water bottle, an extra set of clothes, i.e. a school t-shirt, an underwear, shorts/culottes and a pair of socks for emergency purposes.
- **Label Items:** All items must be clearly marked with your child's name.
- **Shoes & Socks:** Children are required to wear socks and Velcro strapped shoes to school daily ... no sandals please.
- **Gold & Silver:** Children are not allowed to wear expensive necklace, bracelet, ear-rings, etc to school. Maris Stella Kindergarten will not be held responsible for any lost, damaged or stolen personal property.
- **Daily Bag Checks:** We hope you will assist us by checking your child's bag daily for updates in the communication book, for circulars, newsletter etc. Should you have any queries, please contact the office to verify any information or leave a message and the class teacher will return your call.
- **English & Chinese Readers, Activity Sheets & Plastic folder with kindergarten logo:**
 - Readers will be kept by the school. It will be returned after each pre-reading sessions.
 - Activity sheets completed in class will be filed into your child's plastic folder and kept in class. This folder and its contents will be returned home with your child's Progress book just before the Parent-Teacher Conference (PTC) at mid-year and before the end of term 4. Kindly return only the Progress book and the plastic folder to the teacher after the mid-year PTC for term 3 & term 4.

- **Verbal messages:** We will be training your child to try to pass on messages verbally to you; however, any notice of importance will either be by the communication book or directly communicated.

SAFETY ISSUES

- **Car parking:** Parents driving their children to school are to park at the school's designated car park lots or alternatively to park at Maris Stella Convent car park. Parking is subject to availability and only in non-reserved/designated lots.
- **Kindergarten Porches.** It serves as a drop-off point only. Parking at the Kindergarten porches for 5 minutes or more is illegal as it may cause traffic congestion.
- **School Buses Priority Parking:** Priority is given to school buses to park along the school bus bay during arrival and dismissal times. Kindly give way to school buses to help ease traffic congestion. Courtesy and co-operation is expected of all motorists. Parents and caregivers are advised to follow the directions of our staff on duty as traffic wardens.
- **Supervision of Children:**
- For AM (morning) session, we request that parents do not bring their child to class before 8.15am or pick them up later than 12.15 pm as **no adult supervision** will be available.
- For PM (afternoon) Session, parents are requested not to bring their child before 11.30 am or pick them up later than 03.15pm as **no adult supervision** will be available.
- Maris Stella Kindergarten Management and Staff will not be held responsible for any child if the parents/guardians/caregivers do not observe punctuality and the essential safety rules.
- **Parents' Waiting Areas:**
- Parents or other family members who are waiting to pick up their children after classes are required to wait outside the main entrances at the designated "Parents Waiting Area".
- Please refrain from waiting along the corridor outside the classrooms. For security reasons, our Kindergarten teachers and staff reserve the right to inform and escort parents/caregivers out of the unauthorized areas. Your cooperation is much appreciated.

- Whilst all reasonable care will be taken to ensure the safety of your child, you shall not hold Maris Stella Kindergarten liable for any damages to property, accidents or personal injuries sustained or suffered by your child (i) arising from or out of any occurrence in, upon or at Maris Stella Kindergarten whether during normal lesson time or otherwise; or (ii) whilst attending any outings or events organized by the Kindergarten outside the premises of Maris Stella Kindergarten.
- You shall also indemnify Maris Stella Kindergarten against all claims, demands, costs, losses and expenses of any nature whatsoever which Maris Stella Kindergarten may suffer or incur in connection with any personal injuries, accidents, damages or loss of personal belongings arising from or out of any occurrence in, upon or at Maris Stella Kindergarten, or the use of the premises by your child in the Kindergarten or your non-compliance with the rules and regulations herein.

HEALTH ISSUES:

Maris Stella Kindergarten is committed to provide a safe and healthy place. To avoid the spread of viruses, parents/caregivers (including domestic helpers) are obliged to:-

- do daily checks on their child's temperature and body for the following symptoms:-
 - has a persistent fever of 38°C or higher;
 - has symptoms such as unexplainable rash, vomiting, diarrhea, chronic cough or pink eye;
 - becomes ill at school or develops new symptoms.
 - contact the Kindergarten within 24 hours when your child contracts a communicable disease (i.e. chicken pox, dengue, hand, foot, and mouth) or a parasite (i.e. lice).
 - Ensure that after a suspected or confirmed communicable disease or parasite, a child may only return to the nursery/kindergarten with a written medical consent.

MEDICATIONS:

- First Aid will be provided without any form of medication.
- An attempt will be made to contact the child's parent/guardian or the alternative person (emergency contact) prior to any medical treatment by a medical professional.
- Parents/guardians are encouraged to administer medication at home. The teacher will only administer medication at the written request of the parent and according to the doctor's orders as noted on the original pharmacist dispensed container.
- Non-prescription medication must be pre-approved in writing by your family doctor.
- Children who are taking medication orally may only return 24 hours after the start of the medication and when the child has not displayed any adverse reaction to the medication.
- Medication that is added to a container of liquid will not be administered by the teacher.

OTHER MATTERS

- **Subsidy:** Kindly note that fees subsidy from Maris Stella Kindergarten will be granted only upon written approval with relevant supporting documents, on a case-by-case basis, begin given by the Management Committee of Maris Stella Kindergarten.
- **Children with Special Needs:** Maris Stella Kindergarten is only able to accommodate one high functioning child with special needs per class. In the event that your child has special needs and you have not informed us upon registration, Maris Stella Kindergarten reserves the right not to admit/or de-register your child if our quota of Children with Special Needs has been met.
- Parents/Guardians/Grandparents/caregivers/domestic helpers will not be allowed to remain in the classrooms with their children after the first two days of school without prior permission from the Principal of the Kindergarten (on a case-by-case basis).
- Maris Stella Kindergarten reserves the right to revise and amend all terms, conditions, policies and procedures as and when it deems necessary. Any updates or changes will be highlighted in the school's newsletter, "The Pipeline", a circular or a note written in your child's communication book.

POLICY FOR THE RELEASE OF A CHILD FROM MARIS STELLA KINDERGARTEN

1. Late Pick Up

If a guardian has not picked up a child or called fifteen (15) minutes after school dismissal, the teacher will try to contact the family and then the person(s) from the authorized pick up list.

2. Unauthorized Pick Up

- Please verbally inform the admin office or your child's teacher if you wish to appoint another person to bring your child home, even if it is a temporary arrangement.
- If the person appointed to bring your child home is not known to the teacher, information about the person must be provided (name, phone number and physical description). The person will be asked to show identification.
- If an unauthorized person arrives to pick a child, the child will remain under the supervision of the teacher/caregiver. The teacher/caregiver will speak to the individual and explain the policy that no child will be released without written authorization from the guardian and the teacher/caregiver will phone the parent/guardian.
- If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children.
- If necessary, the police will be called for assistance.

3. Custody and Related Court Orders

- If a custody or court order exists, a copy of the order needs to be placed in the child's file.
- The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. *Without a custody or court order on file, the teacher/caregiver cannot deny access to the non-enrolling parent.*
- If the non-enrolling parent is not listed on the authorized pick-up list, the policy on authorized persons will be implemented.
- The guardian will provide all consents.

Thank you. We look forward to having your child and you with us. To Love through Love! God bless you and your family!