

JAKARTA MONTESSORI SCHOOL

PARENT HANDBOOK

School Year 2022 -2023



Jl. Durian Raya 10, Jagakarsa, Jakarta 12620
+62 21 7272162
+62 818 882 131
jakartamontessori.sch.id

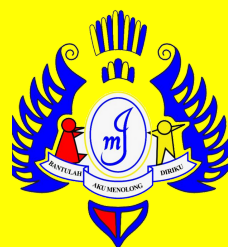




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Foreword

Welcome to Jakarta Montessori School!

As a Montessori school, we commit to following the best practices of authentic Montessori. We define our institutional identity based on the enduring values and beliefs of Montessori philosophies and principles. As a result, we are recognized as a centre of excellence for Montessori schools, from the Toddler right through the Secondary level. In each classroom, we have at least one internationally qualified Montessori teacher who helps your children understand the world in which they live and their role in it, both now and in the future. Our curriculum is integrated, emphasising self-discipline, independence, a freedom that has responsibility attached, and tolerance and appreciation of all cultures and traditions.

We believe children benefit most from education and care when parents and settings work together in partnership. We aim to support parents as their children's first and most important educators by involving them in their children's education and the full life of the setting. We ensure parents receive information about our school policies and procedures outlined in this Parent Handbook. We aim to provide a secure and accessible environment where all our children can flourish and all contributions are considered and valued.

This Parent Handbook contains information students and parents likely need to ensure a successful school year. Throughout the handbook, the term 'parent' means 'Father,' 'Mother' parent, or legal guardian of the student. The Parent Handbook is available to our Parents in our Parent Portal on our website.

Changes in policy that affect Parent Handbook provisions will be made available to the parents through newsletters and other communication and our Parent Portal on our website.

Dr. Maria Montessori: Her Life & Method

Dr Maria Montessori developed a method of education which is child-centred and is an education for life. Dr Montessori, born in Italy in 1870, became the country's first female doctor. Through her medical background, she began working with children. This led to her studies of them, their physical, emotional and intellectual needs, and thus evolved her educational method and philosophy.

The Montessori environment is designed so children can learn and develop, and their needs are always catered for. The method helps to develop their independence and self-confidence and to build concentration and logical thinking. They gain a sense of responsibility for themselves and others which fosters their respect for all human beings and is a gift for life.

Children teach themselves. This simple but profound truth inspired Dr Montessori's lifelong pursuit of educational reform, methodology, psychology, teaching and teacher training - all based on her dedication to furthering the self-creating process of the child.



Dr Montessori travelled the world during her lifetime, setting up schools and teachers training courses and promoting the understanding of the method. She spoke at international congresses and councils on education, World Peace and their associations. She wrote many books, and many have been written about her and her method.

Maria Montessori died in Noordwijk, Holland, in 1952, but her work continues.

A Brief History of JMS

Jakarta Montessori School was established on October 5, 1986, and has grown successfully ever since. We cater for both Indonesian and expatriate children with every class being supervised by qualified Montessori teachers. To optimise the quality of our teaching practice, we also regularly organise Professional Development seminars, conferences and workshops for all our teachers.

In September 2005, Jakarta Montessori School moved to new spacious purposely designed and built premises in Jl, Durian, Jagakarsa, and added the Primary level. We first opened our Adolescent Programme in 2012. In 2018, after a break of three years, we reopened our Secondary School. Now in 2022, we will be starting our Middle Secondary (SMA) level.

Our facilities include large open classrooms, a multi-function room, ICT lab, Library, Art Room, Music Room, Science Laboratory, Language Room, First Aid room, Counselling and Play Therapy Room, Musholla, guest room, and Parents Room. There are also large grassed areas where your child can enjoy playing outside.

We have dedicated classrooms for Toddler, Early Childhood, Primary and Secondary. Each classroom contains a complete set of Montessori materials appropriate for the age group within that classroom. All our Toddler, Early Childhood and Primary classrooms also have access to an outside area where children are able to plant vegetables and flowers or to work outside in the clean and fresh air. Our Secondary classes have a large 'farm area', separate from the school, where they grow fruit and vegetables and raise chickens and fish.

Our Core Values

We value...

1. Lifelong learner:

We strive to create learning environments for our community, the willingness to learn about every aspect of life with no limitation, lifelong love and thirst for knowledge, and eagerness to constantly renew one's knowledge and growth mindset.

2. Respect

We value self and mutual respect as the foundation for creating a harmonious society, treating people and the environment with kindness, love, and understanding in our thoughts, words, and actions.

3. Diversity

We cultivate dimensions of diversity, embracing the uniqueness of each human being, promoting tolerance, and appreciating different cultures. Like "One in All, All in One".

Profile of a Graduate

This is a description of the character, attitude, knowledge and skills that **graduates** are expected to develop during their studies at Jakarta Montessori School.

1. Peacemaker
2. Steward of the Earth
3. Global Citizen
4. Lifelong learners
5. Creative Thinker

JAKARTA MONTESSORI SCHOOL PROFILE OF A Graduate



Peacemaker

Having a sense of self-awareness and ability for self regulation.
Having integrity and good character.
Showing understanding and empathy for others.
Displaying kindness and, loving, and compassionate attitudes towards others in everyday life.
Exhibiting ability to resolve conflict independently.



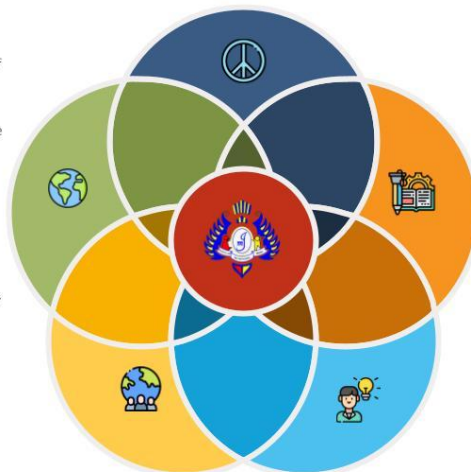
Steward of the Earth

Understanding our place in the Universe.
Showing awareness of the environmental issues.
Taking actions in preserving and protecting our environment..



Global Citizen

Embracing diversity.
Understanding global issues.
Displaying a sense of humanity.
Challenging ignorance and intolerance.
Taking an active role in serving community.
Being able to voice own opinions
Knowing own power to act and influence the world



Lifelong Learner



Pursuing own interest with passion
Continuously working to build own knowledge and skills.
Being able to take learning onto the real world
Showing a strong commitment to achieve personal goals.

Creative Thinker



Showing resilience and persistency.
Displaying ability to work independently or collaborate with others to come up with new ideas or solution.
Displaying curiosity
Being open minded and flexible.

Revised: July 2022

Accreditation and Affiliation

As an SPK (Satuan Pendidikan Kerjasama), Jakarta Montessori School works together with The Montessori Foundation to bring in a high quality Montessori programme here in Jakarta. We also work with The Center for Guided Montessori Studies, a subsidiary of The Montessori Foundation, to bring high quality teacher and leadership training to Indonesia.

Our school from Toddler to Secondary is nationally accredited and also Montessori accredited through Montessori Evaluation and Accreditation Board, UK (MEAB) and we are in the process of gaining Montessori Accreditation from International Montessori Council (IMC) USA.

Besides the International Montessori Council (IMC), USA; Jakarta Montessori School is also affiliated with Montessori School and Centres Australia (MSCA). In Indonesia we are affiliated with Perkumpulan Sekolah SPK Indonesia (PSSI), the Association of National and Private Schools (ANPS) and the Organisasi Montessori Indonesia (OMI).

Through our affiliations we have access to a vast amount of Professional Development for our teachers and staff.

IMC Code of Ethics and Principles of Good Practice

Membership in the International Montessori Council implies that member schools strive to follow high professional and ethical standards in their relationship with their own students, families, and employees, as well as with other schools. This is particularly necessary when there may be overlapping interests between schools with respect to faculty, employment and student enrollment.

The following Code of Ethics and Principles of Good Practice are based on the concept that our strength as Montessori schools is derived from both the diversity that exists among us and from the support and cooperation that we can give to each other.

Members of the International Montessori Council are committed to standards of exemplary integrity in their professional relationships with parents, students, faculty, and other Montessori schools. Although our philosophies and programs are diverse in their emphasis, structure, and style, we follow a common code of ethics that emphasises fair and consistent policies.

As a member of the International Montessori Council, our school agrees to abide by the following code of ethics and principles of good practice:

Our school is worthy of trust

As a member of the International Montessori Council, we pledge to represent our school truthfully and accurately to the general public and internally to our parent community.

We further pledge ourselves to respect the diversity of the community of Montessori schools.

We will not engage in negative public relations nor make any negative statements about another Montessori school.

Our school honours its financial commitments to parents, staff, vendors, and others.

Core Values

Our primary focus will always be the well-being and best interests of our students.

We recognize that a Montessori school is more than a place of learning; it is a community of children and adults that have a significant impact on our students' capacity to learn, grow, create, develop, assimilate values, and relate peacefully and respectfully to other people and to the natural world.

We treat all students, families, teachers, and staff members with kindness, warmth, and respect.

Our school uses the Montessori approach to discipline that includes peace education, conflict resolution, and grace and courtesy.

Our school will never permit the use of corporal punishment.

We consciously teach our students values fundamental to Montessori education, which include: respect for oneself, others, and their property; peacefulness, empathy and kindness; truthfulness; a search for the solution fairest to all; the pursuit of independence and self-mastery; and a love of work and a passion for excellence.

We endeavour to provide a school environment that will promote and protect the physical and emotional well-being of our students and staff.

We seek to instil in our students, parents, and staff not only a reverence for the earth, its waters, and all living things, but also a sense of stewardship for the environment based on a conviction of our individual responsibility for the beauty of the land and the health of our ecosystems.

We are committed to the principles of diversity. In that spirit, we do not discriminate in matters of admission or employment on the basis of race, religion or creed, colour, sexual orientation, age, physical challenge, nation of origin, or gender. We consciously teach principles of acceptance, respect, and celebration of the rich cultural diversity of the global community.

We consciously work to build a constructive partnership between the family and school in support of each child's educational development.

Within reasonable guidelines established to ensure the integrity of our educational program and the privacy of other students' records, parents are welcome to visit the school to observe their child in class or to review his/her academic progress.

We will promptly consult with parents should it ever become clear that a student is not benefiting from the school's program, or if the school is not the best program to meet his/her needs.

Transfer and Enrollment of Students

Our school recognizes each family's right to visit and consider other schools and to hold preliminary discussions regarding admission without feeling compelled to notify the school, which their children presently attend.

While we welcome inquiries and interest in our school, we will never knowingly attempt to directly recruit a student who is presently enrolled in or committed to attend another Montessori programme.

Where applicable, as part of the admissions process we will request from the child's present school a copy of the child's academic records and student recommendations. Upon filing an application for admission, we ask that families advise their children's present schools and authorise in writing the release to us of their children's academic records and student recommendations.

Employment

We consciously follow fair and equal employment practices in hiring, assigning, promoting, and compensating both teaching and non-teaching staff members. We endeavour to employ persons solely on the basis of the factors necessary in the performance of the job and the operation of our school. We do not discriminate in matters of employment in violation of the law on the basis of race, religion or creed, colour, sexual orientation, age, physical challenge, nation of origin, or gender.

No official of our school will seek to induce a teacher who is under contract at another school to break that contract. There is nothing deemed improper if a member of the teaching or administrative staff of one school independently approaches another school about possible employment beyond the obligations of their current contract.

Our school will take all reasonable and lawful precautions to maintain the confidentiality of records and information concerning teachers and other staff members who are applying for employment at another school, in accordance with the rights of the individual.

Non Discrimination Policy

Jakarta Montessori School does not discriminate on the basis of race, colour, class, gender, gender identity and/or expression, age, sexual orientation, religion, culture, nationality, or ethnic origin in the administration of its admissions policies, educational programs, hiring practices, financial aid or other school-administered programs.

Admission and Enrollment

Jakarta Montessori School admits students of all races, colours, religions, and national origins.

Relevant age parameters include:

Toddler — 18 months to 3 years.

Early Childhood — 3 to 6 years.

Primary — 6 to 12 years.

Secondary — 12 to 18 years.

Enrollment preference is given to families with a firm commitment to Montessori philosophy and who intend to keep their child in the classroom for the full cycle of the programme and beyond. Class placements are made after careful consideration of classroom communities and individual student needs. These are professional decisions made as a result of faculty and administrative discussions. Classroom placement is based on several factors — personality and developmental level of your child, space availability, social and age mix ratios per classroom.

Registration Process

Registration Process

- The prospective Parent will complete the child and parent details form for the JMS Administration files.
- A specific time will be scheduled for a guided tour of the facility and to see children working in the classroom such that the Parent/s will have a clear understanding on how Montessori works.

- After the tour, the Administrative manager will present the fee structure and the admission policy of the school and highlight the age suitability and cut off date for the child. Parents will also be advised about existing promotions and offers
- A one-day trial class for the child, on payment of the pre-registration fee, to be offered to the Parent giving them the basis to determine whether or not the program is suited to the child's needs. This fee will be deducted from the registration fee if the parents decide that they wish their child to attend JMS
- During the trial the Principal or The Administration Head will meet the parents to present key elements of the Montessori at JMS, and to discuss parent expectations, the vision of the adult they want their child to become to determine whether or not it is aligned with the school vision and mission.

Registration and Enrollment guidance

- Once the school decides to offer a spot for the child and the parents agree to accept the offer, the school's welcome packet will be handed over to Parent/s. The welcome packet will contain the following:
 - * Welcome Letter from Principal/Administration Head
 - * Registration form of Child and Parents' particulars
 - * Child's Medical Information Form
 - * Pick-up Authorisation form
 - * Permission for Photographing/videoing children Form
 - * Parental advice on Separation Anxiety
 - * Parental advice on 'Things to remember'
 - * Checklist of documents needed for administration purposes.
 - * Medical exclusion advisory
 - * Examples of the domicile letter and statement letter (for expatriates)

- Parents to ensure that the following documents to be submitted to JMS including :
 1. JMS Registration Form duly completed
 2. Child's Medical Form with proof of vaccinations.
 3. Authorization form for Pick - up
 4. Permission for Photographing/videoing children Form
 5. 2 recent colour photos of child (size 3x4)
 6. Coloured copy of child's Birth Certificate
 7. Coloured copy of father's KTP/passport and KITAS
 8. Coloured copy of mother's KTP/passport and KITAS
 9. For expatriates, the domicile letter and the Statement letter

School Fee Policy

Tuition Structure for Academic Year 2022/ 2023 (in Rupiah)

Class Level	Registration (One off Payment)	Yearly	Semester	10 monthly
Toddler	15,000,000	74,000,000	37,000,000	7,400,000
Early Childhood		90,000,000	45,000,000	9,000,000
Primary Secondary	17,000,000	119,000,000	59,500,000	11,900,000

**Pre-registration Form Rp. 500.000,- Include 1 day Trial Class. This fee will be deducted from the Registration fee.

School Fee Includes:

1. Stationary, books, class materials
2. Snacks for Toddler, Early Childhood, Primary and Secondary
3. Field trip (In Jabodetabek area)
4. Events (Concert, Independence Day, UN Day, etc)

Uniform

Class Level	Uniform	Prize
Toddler Early Childhood	1 Gym Polo Shirt 1 Gym Short 1 School Cap	300,000

Primary Secondary	1 Gym Polo shirt 1 Gym Short 1 School Cap 2 Set White shirt & shorts/skirts 2 Set Batik shirt & shorts/skirts	1,900,000
	1 Set Scout plus accessories	350,000

School Bus

Area	One Way	Two Ways
Jagakarsa	4,500,000 / semester	7,500,000 / semester
Pondok Indah, Cilandak, Kemang, Pejaten, Jati Padang	7,500,000 / semester	12,000,000 / semester
Pakubuwono, Setiabudi, Kuningan	8,500,000 / semester	13,000,000/ semester

Payment of Registration Fee

The Registration Fee must be paid before the child enters the school for the first time. This is a non-refundable one-time payment for each level only. Should the child want to enter the school again after having a break of two or more semesters, the Registration Fee will be charged again.

Payment of School Fee

The School Fee must be paid in full for each semester in advance, before the semester starts, according to the due dates set by the Management of Jakarta Montessori School.

If the child begins attendance at school part way through the semester, the payment of the School Fee will be as follows

For Semester 1 and 2

- Starting school before the 6th week: 100% of the semester's School Fee to be paid
- Starting school before the 12th week: 75% of the semester's School Fee to be paid
- Starting school after the 12th week: 50% of the semester's School Fee to be paid

Discount

If full payment for an entire School Year (both semesters) is received in one payment before the due date, you will be entitled to a discount of 10%

If full payment for one semester is received in one payment before the due date, you will receive a 5% discount.

There are no discounts for monthly payments or for registration fee or bus fees.

Penalty of Late Payment

Payments paid after the due dates set by the management of Jakarta Montessori School will be subject to a penalty charge 2% each month

Delinquent Accounts

Tuition and fees must be current by the child's start date or the child will not be able to attend or return to the program. If the family's account becomes more than 30 days delinquent, the parents must make arrangements to bring the account current or the child will not be permitted to attend school.

Refund of School Fee

If you have paid the full school fee for the semester, and you decide to pull your child out part way through the semester or your child will only be attending part of the semester, the school needs to have an advance written notice about it and you may have a refund of the school fee as follows :

For Semester 1 and 2

- Attending school up to the 6th week: 50% of the semester's School Fee refunded
- Attending school up to the 12th week: 25% of the semester's School Fee refunded
- Attending school more than 12th week: No refund available

Financial Assistance

We firmly believe that all children, regardless of socio-economic background, can benefit from a Montessori education. Financial assistance in the form of a special discount is available for a limited number of families. Parents must submit a request letter and supporting documents, such as salary slips or tax reports, to apply for financial aid.

The financial assistance is valid only for one academic year; to extend it, parents must submit new letters of request along with the supporting documents.

The availability and the amount of financial assistance given are subject to the management and the Yayasan's assessment and approval.

School Hours

<i>Age Level</i>	<i>Monday to Friday School Hours</i>
Toddler	8:30 - 12:00
Early Childhood	8:00 - 14:30
Lower Primary	8:00 - 14:45
Upper Primary	8:00 - 15:00
Secondary	7:30 - 15:30

Arrival and Dismissal

Drop-Off Procedures

All students are to be dropped off as per their class schedule above. To follow COVID-19 Safety Protocols, a designated person will take children's temperature before they can enter the school. Children with the temperature above 37.3 degree Celcius are not permitted to enter.

Independence is the cornerstone of Montessori education. Upon the children's arrival and dismissal, we encourage parents or caregivers to refrain from giving unnecessary help. The children should be allowed to carry their own bag(s) and walk independently to their

respective classrooms.

Student Security Card

All students will receive the Student Security Card after enrollment which is valid for the duration of the current academic year. The purpose of the Student Security Card is for the safety of each student and has to be presented at the door to the security personnel before picking up a child. If the security card is not presented, the school will call the parent first to verify the person who is picking up the child. Then, release the child upon parent's approval.

Early or Late Pick-Up

Parents must contact the school office if the child is going to be picked up early or late. Younger children who are pick-up late will wait in the classroom with the teacher. Since our days are scheduled tightly, and teachers often have an immediate obligation following a dismissal time, please pick your child up promptly at their dismissal time.

Tardiness

School begins promptly as scheduled. When younger children arrive late, it violates their sense of order, their sense of what is right and what is expected, and their sense of how things are supposed to be. For the older child, there is a sense of embarrassment and disorientation. Late arrivals also disrupt the classroom community, the work of the other children, and the teacher. Out of respect for your own child, the classroom community, the other children, and the teachers, please help your child arrive at school on time. If tardiness becomes excessive, the head of school will contact the parent, and together they will discuss how to manage more timely arrivals.

Attendances and Absences

Consistent attendance is important. The children who benefit most from the Montessori environment are those who attend regularly.

There are several reasons for this:

- A consistent routine provides security for children; a sense of security enables children to learn more readily.
- A child's experiences in the classroom and with the materials are cumulative; consistent attendance bolsters learning.
- Your own commitment to your child's presence in school affirms the importance of school and learning. If you often invite your child to stay out of school for different activities, you implicitly undermine the importance of school in their mind, which can affect their performance.
- Intermittent attendance, or periods of long absence, can affect both your child's adaptation to school and their learning.

Please make every effort to ensure your child's regular attendance. In this regard, we specifically request that you:

- Schedule family vacations and trips to coincide with school holidays. **There are numerous breaks during the school year. Please plan your family trips out of town during school vacation times so that your child will be in class on school days.**
- Schedule appointments with doctors, dentists, orthodontists, or other professionals outside of classroom hours when possible.

We do not, however, expect you to send your child to school when he is sick or recuperating. Please reference our Illness policy found in this handbook. Absences are also considered excused in the event of a family death or funeral, religious holiday, and doctor's appointment. Parents please call the office when your child has an unexpected absence for sickness or other reason. It is not the responsibility of the child to phone their teacher to inform them of absences.

Phase In/ Adjustment Period

Entering school is a change for both children and adults. We ask both new and returning families to be flexible for the first few weeks of the school year. Often, the first few days are shorter for younger children, and students may require assistance from a parent or caring adult to whom the child is attached. Children will be phased into the class slowly and securely. Each child is different, so each phase-in time will be different. Thank you for your understanding and cooperation during this time.

Before the first day of school, your child will visit the classroom with you and will have the opportunity to explore and meet the teachers. In the beginning, your child will come to school every day unless you are told otherwise. Please make arrangements for you or someone who is close to your child (a friend or relative) to be available for your child these first days.

On the first day please bring your child into the school; one of the classroom faculty will greet you and your child. For some children, separation will be more difficult, so we might ask you to stay for a couple of minutes in a designated area. We ask you not to initiate interaction with your child or any classmates during this time, as this helps the students more easily engage in the environment without distractions. Once your child has gained the confidence to explore and be independent in the classroom, you may leave. From then on you may choose to drop off your child in the carline

The following tips will help with this process:

- Talk about school. Explain to your child what to expect: how long you'll stay, who will be in the classroom, the teachers' names, etc.
- Be positive; your child can sense your own separation anxieties. If you're enthusiastic, they will likely be enthusiastic, too.
- Read books about going to school when you're home.

- When/if your child cries, remain calm. Try not to say, “don’t be afraid,” or “there’s nothing to be afraid of,” or “there’s no reason to cry.” It’s best to address your child in a positive way. “It’s okay to be afraid. Your teachers will take care of you.”
- Never sneak out, or “slip away.” Tell your child that you’re leaving the classroom. Make sure you are consistent and give one quick goodbye each time you leave.
- When you leave, tell your child where you’re going, when you’ll be coming back, and what you’ll be doing. For example: “I have to go to work now. I’ll be back to pick you up when school is over.” Please follow the teacher’s instructions on when to come back, when to leave, etc.
- Don’t ask your child for permission to leave the classroom. For example, “is it okay if I go now?” This can be confusing to your child. Be straightforward instead.

When you’ve successfully completed phase-in, we ask that you have a clear and consistent separation routine with your child. Teachers will get your child from your car and allow them to WALK on their own into the classroom. Sometimes your child may cry and resist exiting the car. This reaction is not unique and often your concern for your child can transfer to feelings of anxiety for them. Say goodbye kindly and firmly. We will comfort your child.

Snack and Lunch

Snack

Jakarta Montessori School provides snacks: whole wheat bread, butter, cheese spread and fruits in every classroom this year. However, children are also encouraged to bring their own snacks to school. We request parents to provide an individually packaged, nutritious snack labelled with the child's name.. Each classroom will decide on their own snack procedure following health and safety guidelines and developmentally appropriate. Snacks for toddlers should already be ready to eat, requiring no further preparation. If a snack needs to be cut up or broken into smaller pieces, this should be done at home, to minimise teacher contact with the child's food. For snacks that are not individually wrapped, please package them either in a reusable snack bag or a disposable baggie, such as a ziplock baggie or wax paper baggie. Please ensure your child can open any containers their food is packed in.

Lunch

All children should bring a packed, trash-free lunch to school. Please provide an insulated lunch bag, cloth bag, or knapsack. We recommend reusable containers or a thermos. It is imperative that the child is able to open their lunch container to minimise assistance from the teacher. Prepackaged food in single serving containers is often difficult for children to open, and since it can't be resealed, often results in wasted food. The school is unable to refrigerate or heat lunch for Early Childhood students. Primary and Secondary students may use the classroom microwave to heat their own lunch. **Please do not order and send fast-food to school for your child's lunch as they do not meet our criteria for healthy nutritious lunch.**

Each classroom has a slightly different schedule for lunch. If you would like to send your child lunch around their lunch time, please ask the teacher for a specific time.

Some ideas for a healthy lunch:

Protein: Tuna fish, hard-boiled eggs, slices of meat, chicken, nuts (NO peanuts or peanut butter!), beans, tofu, yoghurt, cottage cheese, other cheeses, etc

Fruits & Vegetables: Carrots, celery, lettuce, cucumbers, apples, bananas, oranges, grapes, green, orange, yellow, and red bell peppers

Grains: Whole wheat bread, rye crackers, whole wheat crackers, rice.

Dairy: Milk, cheeses, yoghurt

Please do not send the items listed below in your child's snack or lunch:

Juice boxes (they squirt all over the children and are high in sugar)

Gogurts (they squirt all over the children and their lunch area)

Candy and other sweet foods (they make it difficult for the children to rest or work afterward)

Items with caffeine (all chocolate contains caffeine)

We suggest that the children be included in the lunch-making process at home as they are more apt to eat the food they bring if they have helped to choose or make it.

All unfinished foods and beverages will be repacked and sent home with your child. This allows you to gauge your child's appetite and adjust the size of portions according to his/her consumption.

Peanut Free School

Jakarta Montessori School is a PEANUT FREE SCHOOL.

Please DO NOT SEND ANY PEANUTS, PEANUT BUTTER, or PEANUT INGREDIENTS into the classroom for snack or lunch. Your cooperation in carefully reading all ingredient labels is greatly appreciated.

What to Wear

Toddler and Early Childhood

One of the qualities fostered in a Montessori classroom is independence. Sending Toddler and Early Childhood students in easily manageable clothing such as elastic waist pants or shorts, and slip over shirts or dresses will help develop confidence in their own abilities. For all students, clothing and footwear must be appropriate for active and creative play. Also, children will paint, play, and get dirty! Please make sure clothing can endure our busy days.

Footwear needs to have both a closed front and some type of back, allowing children the freedom to climb and play safely. We also recommend a closed toe to protect feet from the cement. Please do not send children in shoes with significantly high heels. Sneakers are always a good choice.

Each Toddler and Early Childhood family will need to provide their child(ren) with two complete changes of labelled clothing that are kept in or near their cubby in a separate container. Please include: two shirts, two pairs of underwear, two pairs of pants or shorts and socks. Even children who no longer have bathroom “accidents” may encounter water, paint spills, or puddles. When a child has an accident, an adult will be available to help the child to clean their body with wipes and put on clean clothes.

Toddler and Early Childhood students must wear the Gym uniform for the field trip. Also starting this academic year, Early Childhood students will join Primary and Secondary students for a Flag Assembly every Monday. Although there is no specific uniform for the Early Childhood students, we require them to wear a school cap. Please contact the office if you would like to purchase one for your child.

Primary and Secondary

Primary and Secondary students must wear school uniform everyday following the schedule below:

Monday - White Shirt and Blue Shorts/Skirts/Trousers

Tuesday - Batik Shirt and Blue Shorts/Skirts/Trousers

Wednesday - White Shirt and Blue Shorts/Skirts/Trousers

Thursday - Batik Shirt and Blue Shorts/Skirts/Trousers

Friday - White Shirt and Blue Shorts/Skirts/Trousers

Gym uniform is worn/brought to school on the days that the class has Sports and the Scout uniform is brought to school every Friday.

Issues of uniform and presentation are often quite open to individual interpretation. The premise underlying this guideline is that the ultimate judgement as to whether uniform or presentation complies with school expectations lies with the Jakarta Montessori School management.

Students should always maintain a neat and tidy appearance. Clothes must be clean and in good condition. Girls' skirts should come down to the knees. Makeup is not allowed.

Jewellery:

- Girls: Watch, simple short earrings, simple hair accessories. No necklaces. No body piercing or tattoos.
- Boys: Watch. No necklaces. No body piercing or tattoos.

Backpack

For Toddler, Early Childhood and Lower Primary, we recommend you to send your child to school with a backpack or shoulder bag instead of a suitcase with wheels, as these usually come with a size that does not fit the children's cubby hole. If you prefer them to use a suitcase, please make sure that the dimension fits the school's cubby hole (width 26 cm, height 30cm, depth 30cm).

Electronic Devices and Toys

Handphone

Handphone (including cellular-based watches) use is strictly prohibited for all students during school hours and on class trips; and cellular devices must remain packed away, out of sight. Visible handphones during school hours will be confiscated and returned directly to parents.

With permission, students may use school phones for necessary phone calls. **Parent calls to students or teachers will NOT be forwarded directly to the classroom during school hours.** Messages may be left with the School Office.

Computers and Tablets

Jakarta Montessori School implements safety filters on all classroom computers, laptops, and/or tablets. Additionally, teachers determine specific research sites that are permitted for class use and only these sites may be used. Teachers also establish parameters for computer usage by all students. Personal computers and tablets are permitted ONLY with teacher's permission and guidance. Inappropriate use will result in confiscation of the device.

Toys

Please do not allow students to bring toys to school. This includes electronic toys and games. We find these types of items can distract children from the special environment of the classroom and can cause stress if they are lost or damaged. These items also cause arguments and feelings of possessiveness. If balls are brought to school then they will be the responsibility of the child if they are lost or damaged.

Children, however, can share personal treasures and experiences with their classmates by bringing item, such as:

- Natural specimens (rocks, shells, flowers, nests, etc.)
- Item which connects to an important story the child can relate from his personal life.
- Interesting books, especially those depicting a real-life situation..
- Items from other cultures
- Something the child has made
- A photo or a newspaper article which has particularly interested him

If items are to be returned, please label them. Please do not bring pets or other animals to school without first checking with your child's teacher.

Lost Property

Lost and Found

All lost property is stored at the school entrance or in the administrative office. Children are expected to be responsible for their things. At the end of each year all unclaimed lost property will be donated to a charitable organisation. The school will take no responsibility for lost belongings.

Personal goods brought at the owner's risk

Private property brought to school is at the owner's risk. Expensive toys and handphones should be left at home.

Prayer Time

At our school, we provide the best environment for the wholesome development of our students. It is also important that they not only understand the diversity that exists in the school community but they also respect that diversity. Each of our students has the freedom to pray while not engaged in school activities. However, Prayer should not disrupt the educational guidelines of the school.

Due to the time sensitive nature of Islamic prayer, male students are permitted to visit the Musholla on campus, with other students and staff between 11.30 pm and 12.30 (lunch time break), Monday through Thursday. Female students will be accompanied by a female member of staff to be led in prayer throughout the school week.

On Fridays, male students will be permitted to leave the school campus to attend Friday prayers at the local Mosque. Students who choose to leave campus for Friday prayers must have consent from their parents to leave campus and can only do so under the supervision of a male member of staff who will accompany the student from 11.30 to 12.30 pm (depending on the prayer time). Students will not be permitted to leave campus with a guardian for prayers at an alternative location.

This policy is designed to support religious understanding and harmony, respect for different systems of beliefs and is applicable to those involved in prayer experiences within the school community.

Birthday

We have a very special birthday walk for children celebrating birthdays. Parents are welcome to attend their children's birthday ceremonies virtually, via Google Meet. Please be in touch with your child's teacher to set a date and time.

Children love to share a birthday snack with the class, and to celebrate their special day, children can bring individually packed snacks to share with their classmates and teachers. These will not be eaten at school but will be taken home by the children. Your child may bring a birthday cake for blowing out the candles, however to follow the health protocols during COVID time, we will not share this cake with other children in the classroom and will return it back home to you after the celebration. **No goodie bags are allowed. As this Montessori birthday celebration in school is not a party, please do not send in any party decorations including balloons and banners.**

It is a Montessori tradition for children to present their class with a book for the classroom library as a part of their birthday celebration. This act enables children to learn the value and pleasure of giving rather than receiving and is harmonious with the school's "spirit of giving" theme that is present for all holiday celebrations. Parents wishing to participate in this tradition can inscribe the book with the child's name, birth date, and the number of birthdays the child is celebrating. For parents' convenience, you may ask the classroom teacher if there is a book that the class would particularly enjoy. Participation, of course, is voluntary.

For birthday celebrations outside the school, parents need to send the invitation directly to other parents. **Please note that our school policy prohibits teachers from attending a student's birthday party outside the school to avoid the possibility that some students may feel excluded.**

Field Trip

Going out on trips is encouraged for our students at all levels. Overnight trips for Upper Primary and Secondary are facilitated. The purpose of these field trips is to foster independence by making connections with the world beyond the school in order to support ongoing classroom work. Parents will be informed of these outings and will be requested to provide a signed consent for all outings beyond school premises and adjacent neighbourhoods.

Driving to School

Students under 17 **may not** drive to school. Students who drive to school must have a legal driving licence and a permission letter from their parents. Those students eligible to drive to school are not permitted to transport other students to or from Jakarta Montessori School.

Developmental Screening

To better understand your child's needs and interests, we conduct developmental screening at the beginning of the school year. Accompanied by the parents, Toddler and Early Childhood students will be assessed by a professionally trained paediatrician and child psychologists using the **Denver Developmental Screening Test**.

Primary and Secondary students will be assessed using the **Strength and Difficulties Questionnaires**.

All parents will receive a copy of the test result. In some special cases, we may require parents to follow the recommendation given in the result, such as providing extra therapies for your child.

ANBK

Around the month of September or October every year, the Asesmen Nasional Berbasis Komputer (ANBK) is administered to Year 5 and Year 8 students to assess their competency in Literacy, Numeracy and Character Development. This assessment aims to see if a school has provided enough opportunities for children to develop their higher order thinking skills. Following the government guidance, no result will be shared with parents.

Dates for the socialisation and the ANBK itself will be shared via email or WhatsApp.

After School Activities

Enrichment classes are offered after school to various age levels. These lessons vary depending on interest and specialist availability. ASA in the past have included classes like Taekwondo, Choir, Photography, Mandarin, Gymnastic, etc.

After School Activities typically run in approximately 12 week sessions . Please contact the office to get more information about it.

School Calendar



SCHOOL CALENDAR 2022-2023

- 5 Popsicle Day
8 First day of Academic Year
10 Meet the teachers
16 Independence Day Celebration, early release
17 Independence Day
18 - 1 Sept Developmental Screening for Toddler & EC
31 Maria Montessori Day

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- 8 Classroom & Community Meeting
18 Isra Mi'raj
20 - 24 Mid-term break
27 School reopens

- ** Parent Talk - TBA
14 Classroom & Community Meeting
16 New Student PTC, No School
19 - 30 Parent Visitation Weeks
21 Peace Day Celebration

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- ** School Concert - TBA
8 Classroom & Community Meeting
20 - 31 Grandparent/ Parent Visitation Weeks
22 Nyepi
23 Nyepi Presentation

- 3 Parent Talk Moving Up, EC to LP
4 Parent Talk Moving Up, Toddler to EC
5 Parent Talk Moving Up, LP to UP
5 Classroom & Community Meeting
6 - 7 Parent Talk Moving Up, UP to Secondary
8 Prophet Muhammad's B'day
10-14 Mid Term Break
17 School reopens

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- 24 United Nations Day Celebration, early release
25 Diwali Presentation

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- ** Parent Talk - TBA
4 Photo Shoot
6 Easter Celebration, early release
7 Good Friday
10-28 Easter & Idul Fitri Holiday
22-23 Idul Fitri

- 2 Classroom & Community Meeting
7 Professional Development Day, no school
19 Parent Talk, Montessori Silent Journey
25 Teachers Day

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- 1 Labour Day
2 School reopens
3 Idul Fitri Celebration, early release
6 Waisak
8 Waisak Presentation
10 Classroom & Community Meeting
18 Ascension day
19 Family Sport Day, early release
20 Last Compass Out

- 7 Classroom & Community Meeting
14 Christmas Celebration
15 Meet Santa, early release- Last Day of semester 1
16 PTC
19-6 Jan Christmas Break
25 Christmas Day

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- 1 Pancasila Day
7 Classroom & Community Meeting
10 Graduation Day
22 Last Day of Academic Year, early release
23 PTC
29 Idul Adha
26 - 4 Aug School Holidays

- 19 Dec - 6 Christmas Break
9 School Reopens, Semester 2
11 Classroom & Community Meeting
20 Chinese New Year Celebration, early release
22 Chinese New Year

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- 19 Islamic New Year
26 Jun - 4 Aug School Holidays
7 Aug First Day Of Academic Year 2023-2024, Semester 1

Communication

The school office will generally be staffed from 7:30. to 16:30., Monday through Friday, throughout the school year. During school hours, staff will strive to answer and return calls as soon as possible. Office hours may be modified when the presence of office staff is required elsewhere or when children are not in attendance. Any messages for the teachers during school hours need to be made through the office, as the teachers may not have time to check your message or reply to them.

Changes to Contact Information

If you've had a change of address, email, or phone number, please call or email the school at your earliest opportunity. It is vital that we have current contact information, especially phone numbers, to be able to reach you at any time during the school day.

Parent Observation

Parents are welcome and highly encouraged to observe their child's classroom during the school year, particularly before each Conference. Observations are typically 30 minutes in duration. Advanced scheduling is highly recommended. Teachers will generally only have time to acknowledge you, giving their full attention to the class. Please WA or email the teacher if you have follow up questions about the observation.

Parent Visitation Weeks

Every semester, Jakarta Montessori School hosts Parents Visitation Weeks as an opportunity for you to get a glimpse of what life is like in a Montessori classroom and also enables the child to show their parents how they work with the Montessori materials.

Parent Teacher Communication

Strong parent - teacher communication is a key component to a vibrant and happy school community. It is important that any issues, concerns, or feedback regarding your child be addressed directly with the teacher. Secondhand sources of information are unreliable. Please make plans to talk with teachers outside of classroom hours, and avoid:

- Dropping by the classroom to speak to the teacher during the school day
- Holding extended conversations with the teacher in the carline
- Sending oral messages to the teacher via your child

Teachers will make themselves available to talk with you when students are not present until **18:00 weekdays**. Unless it is an emergency, any message sent to teachers after that hour will be replied by the teacher the next day.

Meet the Teachers

"Meet the Teachers" is an evening event for you to get to know your child's teachers, learn about special events, daily schedules and classroom projects, build your community, and ask all your questions. This year, "Meet the Teachers" will be conducted offline with strict health protocols. Negative antigen test result is required for parents to attend this event.

Parent/ Family Education Program

It is essential that all Jakarta Montessori School parents make a habit of attending parent education events offered by the school throughout the year. The purpose of these events is to strengthen the relationships between parents, teachers, and children by offering programmes, speakers, and publications that focus on Montessori educational principles and practice, parenting skills, and child development issues. Dates for these events are available on the school year calendar.

Community Building Event

We encourage parents to participate in our other community building events, such as:

- The United Nations Day Celebration
- The Family Sports Day
- The Classroom and Community Meeting

Please refer to the school calendar for the specific time.

Parent Teacher Conference

Conferences for all parents and teachers are conducted in December and June for all students. Your child's teacher will discuss your child's use of time and materials, cognitive development, how they respond to the environment, and how they are developing social relationships. This is also a wonderful time for both parent/guardian and teachers to ask questions and share ideas. Students will receive a progress report prior to each conference to provide parents time to process and formulate questions.

New families will have a short conference with the child's teacher in September. This will not be accompanied by a written progress report, and is meant to be a check-in on the child's first six weeks in school.

Weekly Montessori Compass Report

Observation and record keeping are the essential parts of Montessori education. We use Montessori Compass as our online record keeping system. Through the Montessori Compass, you will be able to see the lessons that your child has received that week. A notification will be sent to your email address every weekend to alert you that a new report has been created.

The first Montessori Compass will be sent around the 2nd week of school and the last one usually sent in May.

Missing Child

Child going missing on the premises

- As soon as it is noticed that a child is missing the member of staff will alert the Head of School.
- A thorough search of the building and outdoor area will be done.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The manager talks to the staff to find out when and where the child was last seen and records this.

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The designated person from the office contacts the Head of School
- The Principal contacts the parent, who makes their way to the outing venue as agreed with the setting coordinator. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.

Cleaning Permission

Parents of Toddler and Early Childhood students are required to sign a permission slip permitting teachers to clean your child after toilet time.

Sun Safety Policy

To promote sun safety, children are required to wear hats during playground time. Please provide your child with a hat/ cap to be used during our playground time.

Illness and Health Policy

When to Keep a Child Home?

For the protection of all our students, teachers and staff, your child should be kept AT HOME if they show ANY of the following symptoms:

- A temperature of 37.3 degrees or more
- Discharging eyes or ears
- Diarrhoea or vomiting
- Nausea
- Fatigue
- Headache
- New loss of smell/taste

- New muscle aches
- A bad cold (w/ colored discharge)
- An unexpected rash
- Coughing
- Chills
- Sore throat
- Any other signs of illness
- If they have been in close contact with any person known to be infected with COVID-19 in the last 14 days.

Children must be free of the symptoms listed above for a minimum of 3 days (without medication) and submit a negative antigen test result in order to come back to school.

Children who are sent home from school with any of these symptoms, must be kept home from school the following day.

If your child becomes ill during school, we will contact you immediately. A child who may be contagious will be temporarily isolated until parents can be reached. If you do not pick up your child within 30 minutes, we will begin to call the Emergency Contacts you have on file. We will keep them as comfortable as possible until the parent arrives. It is important that we have on file the health history and emergency information form with a listing of persons to contact in case of a health emergency and a phone number where a parent or guardian can be reached.

COVID-19 Testing

Depending on the numbers of positive cases and positivity rate of COVID-19 in Jakarta, the school may require all students, teachers and staff to be tested regularly.

The result of the antigen test needs to be sent to the school handphone number - 0818-882-131 by Sunday evening 22:00 at the latest.

The students who come back from an out of town trip by any means of transportation also need to submit a negative antigen result (taken after they arrive back in Jakarta) before they come back to school.

COVID-19 School Closing

If one student/ teacher is confirmed positive COVID-19, in compliance to the Government regulation, all close contacts will be notified and the classroom will be closed for a minimum 5 days to be disinfected. All close contacts are required to have 5 days quarantine and can come back to school with a negative antigen test result.

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Communicable Diseases

If a child has been exposed to a contagious disease, Jakarta Montessori School must be notified immediately. A message from school will then be sent to alert other families in the school. No mention of the child's name will be made.

We specifically need to know when a child will return to school after a communicable disease according to the following schedule:

- Chicken Pox: One week to ten days after appearance of blisters AND after ALL blisters have scabbed over
- Streptococcal Infection (aka "Strep Throat"): 24 hours after medication has started (must continue medication for 10 days)
- Conjunctivitis (Pink Eye): 24 hours after medication begins and no visible drainage from eye or with written physician permission
- Impetigo: 24 hours after oral medication begins or 48 hours after ointment medication begins
- Head lice: 24 hours after the first treatment, **Please note that the lice eggs (nits) cannot be killed by shampoo or any other treatment. They must be removed from the hair and the home manually. Lice shampoos only kill the live lice.**

Illness, Accidents, and Emergencies at School

The school employs a proactive safety program which focuses on prevention to minimise accidents and injuries to children and faculty. We review our policies and procedures regularly, and conduct safety inspections to correct any potential hazards. In addition, we review the staff coverage to ensure proper adult supervision is maintained. All faculty and

staff receive training in First aid, CPR, and EpiPens. If an accident or injury occurs, faculty responds immediately and follows emergency procedures.

An Incident Report is completed whenever an accident or injury occurs, and the report is reviewed to determine if any corrective action is required. We maintain records of all such occurrences. Parents and guardians are asked, upon enrollment, to sign an Emergency Release Form empowering the school to seek and approve emergency medical treatment when medically necessary.

Minor Injury

In the event of minor injury, an adult tends to the child and administers first aid. The lead teacher informs the parent about the situation, either by phone, in person at dismissal time, or by note. If the child has sustained an injury to the head, we will advise the parent as soon as possible. The lead teacher completes the Incident Report and routes it to the head of school, who reviews and maintains it in the student's file in her office.

Serious Injury

In the event of serious injury (for example - unconscious), a faculty member will immediately call the emergency service and notify the administration. The staff will administer first aid until the arrival of emergency medical technicians. Parents will be notified at the earliest opportunity, so they may come to the school or hospital if the student is to be transported there. Staff will never transport students in private vehicles in medical emergencies. Either a parent must come and retrieve the child, or if it is necessary, the child will be sent by ambulance with two staff members to the emergency room. If a parent cannot be reached immediately, a faculty or staff member will remain with the child, accompanying them to the hospital and remaining with the student until a parent arrives. After the emergency is handled, the teacher and other witnesses fill out an Incident Report. The head of school will contact the family to check on the condition of the injured child later in the day, or that evening after school.

Life-Threatening Allergic Reaction

We follow the steps outlined above under "Serious Injury." Please complete an Allergy Action Plan and provide any emergency medications. All staff and faculty who work with your child have been trained to recognize allergy symptoms and know how to administer the EpiPen. We will follow the steps outlined in the plan. Contact the office if your child needs this form.

Medication

If your child requires medication, please confer with your doctor and, if possible, obtain medication that can be administered twice daily, in the morning and in the evening at home. Medication prescribed to be taken three times daily should be taken in the morning, after school, and before bed. If it is absolutely necessary that your child have medication administered during school hours, please contact the office to obtain and fill out a **Permission to Dispense Medication form** at the time medication is to be dispensed.

School staff will not administer medication, including aspirin or other over-the-counter pain relievers, without written authorization of a parent. Never send medication to school in your child's lunch box. Medications must be delivered to the school office in the original container, labelled with the child's name, a date, and dosage directions for administration, the physician's name, and pharmacy name. The school will administer the medication only as stated on the label instructions, or as amended in writing by the child's physician.

Follow these guidelines to allow school staff to dispense over-the-counter medications:

- The child must fall within the correct age range written on the label instructions of over-the-counter medication, or else we must receive a doctor's written instructions stating the amount and dosage schedule.
- We cannot give medication "as needed" without prior detailed written instructions or verbal consent from a parent at the time of administration.

- Parents must give written notification when a child is to stop taking a medication
- Parents must provide dispensers for medication.

Animals at School

Some classes do have a variety of classroom pets. Please indicate on your child's Emergency Release Form (ERF) if they have an allergy to animal hair or dander. The teacher will check this information before introducing an animal to the class. In addition, some children have fears about animals. It will be helpful to inform the teacher in writing about such fears.

Fire and Earthquake Drill

Fire or Earthquake drills will take place several times during the school year.. For the first several times, the teachers will prepare the children for the drill and let them know that the alarm will be going off. In the second semester the drills will not be announced to children, teachers and staff.

Communication During an Emergency

Our first priority in the event of an emergency is to ensure that the children and school staff are safe. Our second priority is to contact parents and to keep you informed.

The school will communicate with parents via email and WhatsApp. It is important that parents keep the school up-to-date on emergency contact information. Depending on the circumstances, communications may be limited; even if the school phone lines remain open, they will be tied up if there are multiple calls that come in at the same time.

Parent Handbook Acknowledgement Form

After reading this Academic Year's edition of the Parent Handbook thoroughly, please take a moment to fill and submit the **Parent Handbook Acknowledgement Form** to the school office.. We will be updating the Parent Handbook each year. Please note that the school reserves the right to amend policies and procedures written in this Parent Handbook when necessary. Parents will be notified and the changes made will be distributed by the school