



Parent Handbook



Independent Learner with a Love of Learning

Prep's Foundation for Child Development

Our Philosophy:

Children's desire to play is fundamental to their process of development and learning. In a well-prepared environment where children feel secure and have freedom to play and make their own decisions they can develop all the qualities needed to achieve their full potential and be successful learners.

Our Motto:

"Play is the Language of Kids"

Prep ESLR*:

"Independent Learner with a Love of Learning"

Our Process

- Prep's play-based and Montessori methods give children the motivation to learn by themselves from their own experiences in and out of the classroom.
- Teachers create a learning environment in which children can be focused and successful in their tasks and feel the joy of being engaged in their learning.
- Recognizing the uniqueness of each child, Prep offers a structured & creative curriculum using fun activities.

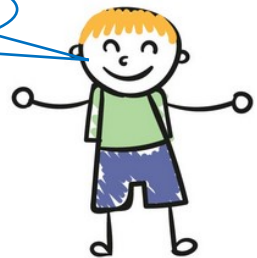
** The **Expected School-wide Learning Result** describes the qualities that a child gains from learning at a school.*

Parental Involvement

Children can gain a lot of benefit from growing up with the same rules at home as at school. Parents therefore play an important role in their child's development while at Prep. We ask that you promote good learning attitude and behavior at school by doing the following at home:

- Talk frequently to your child about what they have done at school and encourage them to explain any work they bring home.
- Do not allow your child to watch TV programs or cartoons with aggressive behavior.
- Let your child play with hands-on toys to build fine motor skills and develop coordination & focus.
- Let your child eat by themselves—no spoon-feeding.
- Read to your child regularly—in any language.
- Give your child freedom to make simple choices—such as wearing the blue shirt or the green shirt.
- Give more responsibilities to your child as they grow older. Examples include:
 - tidying up their rooms and play spaces
 - helping prepare meals; setting the dinner table

I learn best when you let me try to do things by myself first, even at home!



Throughout the year Prep holds activity days to celebrate special holidays and events. Parents are invited to join these activity days and join the fun with their children.

Parent Communication

Every Friday Prep sends home a big Weekly Work Envelope, which may contain artwork or paper-based work done by your child, as well as an email describing the week's activities. You are most welcome to respond to the email with questions and comments. We ask that you look through the contents of the envelope with your child and talk with them about what they have done. Please keep any large art work at home and return the envelope on Mondays.

Child Work Folders

The contents of the Weekly Work Envelope will be compiled into an A4 size Work Folder, which your child will receive at the end of the school year.

Parent-Teacher Conferences

We believe that school and home should work closely together for the child's best benefit. During the final weeks of each semester parents can meet with the teachers to review the Progress Report and discuss their child's development. We strongly encourage parents to attend and have informative dialogue with the teachers.

If you wish to talk with teachers at other times during the semester, you are most welcome. Please contact the office to make an arrangement for an after-school meeting.

Bringing Items from Home

Children are not permitted to bring their toys and books to Prep, because teachers have no control over how children play with such toys and they are easily broken or lost. Also, small toys carried in the pockets are often a distraction for children during learning times.

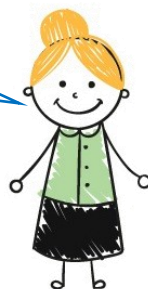
Prep also does not permit jewelry or makeup of any kind, including nail polish.

Show and Tell

There is a Show & Tell activity each Friday, when your child is encouraged to bring a single toy or item from home. During the activity the teacher helps the children to speak in front of the class about their toy, which builds their confidence in speaking English. Children also learn how to share their toys with their friends. All Show & Tell items are kept by the teacher in a basket, so the teacher can control the children's access to them. We encourage interesting or educational things for Show & Tell. Please do not send expensive or precious items.

Please remember:

- no toys from home &
- no jewelry or nail polish



Snacks and Milk

Prep children get snacks & milk in the morning, lunch, and fruit in the afternoons before going home. In addition, clean drinking water is available for children at all times.

We ask that parents not provide extra snacks for their children to eat, unless they have a restricted diet due to allergies. Prep has a healthy food policy for the benefit of the children – sweets, jellies, salted snacks and crisps are not permitted on school grounds.

Prep gives plain formula milk to the children. If your child has a preferred brand, you may provide it, however please do not bring sweetened or flavored milk.

Nursery children may drink milk from a bottle, provided from home. However bottles for milk are not permitted for K1 children or older.

Allergies

Prep needs to know about any allergies or food restrictions your child has. In particular, please let us know about any new allergies of your child.

Please remember:

- no snacks from home &
- no sweetened or flavoured milk



Child Health and Safety

Parents can play their part in preventing the spread of viruses by following basic practice in hygiene for their child and being diligent about keeping children at home when unwell.

Please ensure that your child is well before sending them to school. If your child is ill during the night or has a poor sleep, they should be kept at home the following day. Key signs of illness are coughing, runny nose, sore throat, drowsiness, fever, and sores on fingers or in the mouth.

A child should be free of fever for at least 24 hours before he/she returns to school. In case of a contagious illness such as seasonal influenza or virus, parents must notify us at once. Parents will be notified by Prep when a class member has a contagious illness.

Children who develop signs of illness while at school will be separated from their classmates and parents will be called to come and collect them.

Insurance and Hospitalization

Prep children are covered by an accident insurance policy while in the school. Small injuries are treated by Prep staff, but in the event of a major injury or medical emergency children will be taken directly to Bangkok Hospital on Rama 9.

Please remember:

- keep sick children at home



Personal Hygiene

Children attending Prep must have a tidy haircut and their fingernails must be short and clean. Children brush their teeth every day after eating lunch. Please ensure they also brush at home each morning and evening.

Frequent hand washing is a very effective protection against many illnesses. While at school, the children are regularly reminded to wash their hands. Please do the same at home.

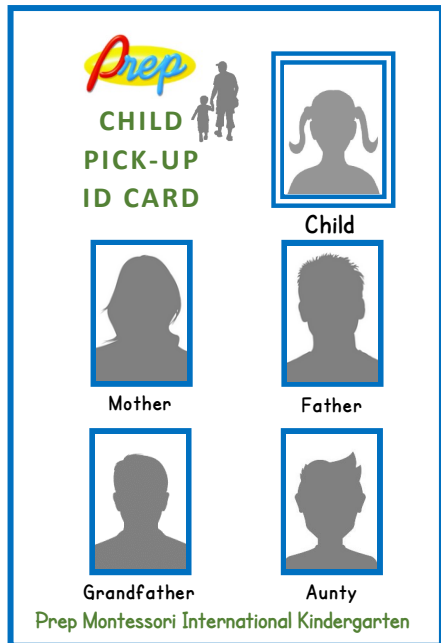
I need to wash my hands often,
at home and at school!



Child Security

Prep uses Pick-Up ID Cards with photos of the people who pick up each child. This allows staff to positively identify the people who collect your child each afternoon. Please provide the office with pictures of those people who will pick-up your child. Grandparents and other family members can be included.

A sample card is shown.



Parent Entry into Kindergarten

Morning Entry

We ask that parents not follow their children into the school grounds after they bring them in the morning. This is to help the children build up their independence and allow them to begin the morning activities without the distraction of parents.

If you need to enter the school in the morning to speak with a teacher or go to the office, please drop off your child first, park your car and then walk into the school.

Our program begins at 8:30 a.m. Children may be dropped off from 8:00 a.m. onwards.

Afternoon Entry

We ask that parents pick up their children as follows:

- pick up between 2:30 and 3:00 p.m.
- please call the office if you cannot pick up your child by 3:00 p.m.
- parents can stay in the playground and play together with their child

Please note that there is no teacher supervision in the playground after 3:00 p.m.

Bring your children on time so they can join the morning exercise!



Child Drop Off and Pick Up

By following these simple guidelines, drop off and pick up times can be straightforward for all parents with minimal chances of delay.

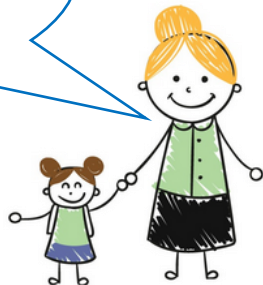
During pick up and drop off times a staff member will be at the gate to take/bring your child to/from the car. Please help speed up the transfer of children by:

- having your child ready to leave the car promptly when arriving in the morning
- rolling down the window as you arrive in the afternoon so we can identify you and call your child

Please position your car where it is least likely to cause inconvenience to others. This can be achieved by:

- following directions given by Prep traffic staff
- not leaving your car unattended in the Drop Off & Pick-Up Zone during busy times
- using the available parking spaces efficiently

Parents & caregivers please
remember:
**Always hold your child's hand
when outside the gate.**



Uniforms and Spare Clothes

Children must wear their school uniform every day, except for P.E. days, when the P.E. uniform must be worn. All children must also have a spare set of clothes in their school bag every day, in case a child needs to change clothes.

Children should come to school wearing proper shoes (no sandals or high heels). Shoes must be of good fit and easily taken on and off by the child. All socks must be labelled.



Mummy, I need to wear proper shoes at school!

Shower and Bedding for Nursery & K1

Children in the Nursery and K1 classes have a nap after lunch each day. Before the nap they are given a wash and made ready for sleep. The nap rooms are equipped with mattresses and pillows.

A bedsheet, pillow case and carry bag are provided by Prep. Parents must also provide a towel and blanket. The complete shower & bedding set will be sent home each Friday. Please wash all items and return them on Monday in the blue carry bag provided.

Extra items such as special soap, baby powder or a favorite pillow can also be provided.

Checklist of items to bring to Prep

At start of semester

- Toothbrush
- Small tube of toothpaste
- Sturdy cup in which both brush and tube can stand up
- Set of spare clothes in case of messy accidents

Weekly (Nursery & K1 only)

- Fitted sheet*
- Pillow case*
- Carry bag for bedding*
- Towel
- Blanket

* Provided by Prep

Daily (Nursery & K1 only)

- A set of comfortable clothes for children to change into after shower time. Please note that the children will nap and then go home in this set of clothes.

As required

- Extra items such as special soap, powder or a favorite pillow.
- Small cartons of milk for your child to drink.

Many thanks for your
support and cooperation!

