

# **PRESCHOOL PARENT ORIENTATION**

School Year 2016-2017  
August 3, 2016

# PROGRAM

Welcome

Mr. Peter Munasinghe  
Principal

Opening Prayer

Mr. Peter Munasinghe

Presentation

Mrs. Sophia Anand Rao Manduri  
Head of Elementary School

Mrs. Veverly Mamulang  
Guidance Counselor

Ms. Leila Cadoy Fernandez  
School Nurse

Closing Prayer

Wilawan Kanthawong  
K3A Homeroom Teacher

# DROPPING OFF POLICY

A) Please drop your child on time, 8:00 a.m.

B) Parents are allowed to drop their kids at playrooms only.

C) Parents are allowed to watch morning assembly.

# PICKING UP POLICY

A) Only registered parents/ guardians are allowed to pick up their children. ID card must be shown when picking up kids every day. **In case, parents forget to bring the ID, they should get a permission slip from the PR and show it to the teacher/TA/Nanny before pick up.**

C) Parents/guardians/school van caretakers should wait at the Playrooms to pick up the kids. **Please check the playroom schedule which is on the bulletin board.**

D) Pick up Time:           Monday – Wednesday       2:45pm  
  Thursday – Friday           2:05pm

Vans will leave at 2:50 p.m. Monday to Thursdays and 2:30p.m. on Fridays

E) Signing Out

1. Please fill in the Sign Out Form every time you pick up your child to ensure that all students are safe.

2. We hope to have your full cooperation.

# SIGN OUT FORM SAMPLE

<b>Student</b>	<b>Time</b>	<b>Parent's Signature</b>
1. Johnny		
2. Peter		
3. James		
4. Anna		
5. Dianna		
6. Tommy		
7. Elle		
8. Alisha		
9. Emma		
10. Daniel		

# KINDERGARTEN UNIFORM

## Boys

- A) Hair must be tidy and it should not cover the eyes and ears.
- B) Nails must be clean and short all the time.
- C) The white polo shirt, must have school logo and should be clean with no stains.
- D) School pants should fit well and are not too short.
- E) Students wear only plain white socks to school everyday.
- F) Students wear only plain black shoes to school.



# FORMAL SCHOOL SHOES FOR BOYS





Shaved hair is not allowed.



# KINDERGARTEN UNIFORM

## Girls

- A) Long hair must be tied up neatly.
- B) Nails must be clean and short all the time.
- C) The white shirt, must have school logo, and should be clean with no stains.
- D) School dress must fit well and should be long enough to cover the knees.
- E) Students wear only plain white socks to school everyday.
- F) Students wear only plain black shoes to school.



# FORMAL SCHOOL SHOES FOR GIRLS



# KINDERGARTEN PE UNIFORM

## Boys

A) Hair must be tidy and it should not cover the eyes and ears.

B) Nails must be clean and short all the time.

C) The white polo shirt, must have school logo, and should be clean with no stains.

D) Dark blue or black long pants should fit well.

E) Students wear only plain white socks to school everyday.

F) Students wear only plain white sport shoes on PE days.



# KINDERGARTEN PE UNIFORM

## Girl

- A) Long hair must be tied up neatly.
- B) Nails must be clean and short all the time.
- C) The white polo shirt, must have school logo, and should be clean with no stains.
- D) Dark blue or black long pants should fit well.
- E) Students wear only plain white socks to school everyday.
- F) Students wear only plain white sport shoes on PE days.



# PURE WHITE SHOES FOR PE DAYS



# Chapel Programs and Other Activities

<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Orientation	August 5, 2015	8:15–9:00 a.m.	Auditorium Building B
Mothers' Day	August 10, 2015	8:15–9:00 a.m.	Auditorium Building B
International Day	September 22, 2015	8:15–9:00 a.m.	Auditorium Building B
Field Trip (1 <sup>st</sup> semester)	November 6, 2015	All day	Children Museum Bangkok
RAIS Festival (for performance)	November 15, 2015	8:00 a.m. – 2:00 p.m.	Football Field
Loy Kratong	November 24, 2015	8:15–9:00 a.m.	Auditorium Building B
Fathers' Day	December 3, 2015	8:15 a.m. – 9:00 a.m.	Auditorium Building B
Christmas Program	December 17, 2015	8:30 –10:00 a.m.	Auditorium Building B
Fire Drill	January		ES Green Court
Field Trip (2 <sup>nd</sup> semester)	January 29, 2016	All day	
Sports Day (Parlor Games)	February 12, 2016	7:30 – 11:00 a.m.	Auditorium Building B
Songkran Festival	April 6, 2016	8:15 a.m. – 9:00 a.m.	Auditorium Building B
Kindergarten 3 Graduation	May 26, 2016	8:45 a.m. – 11:00 a.m.	Auditorium Building C

# SNACKS AND FOOD FOR SCHOOL

Fresh Fruits

Milk

Nuts

Dried Fruits

Pure Juice

Low Sugar and Whole Grain Snacks and Food



## LUNCH MENU

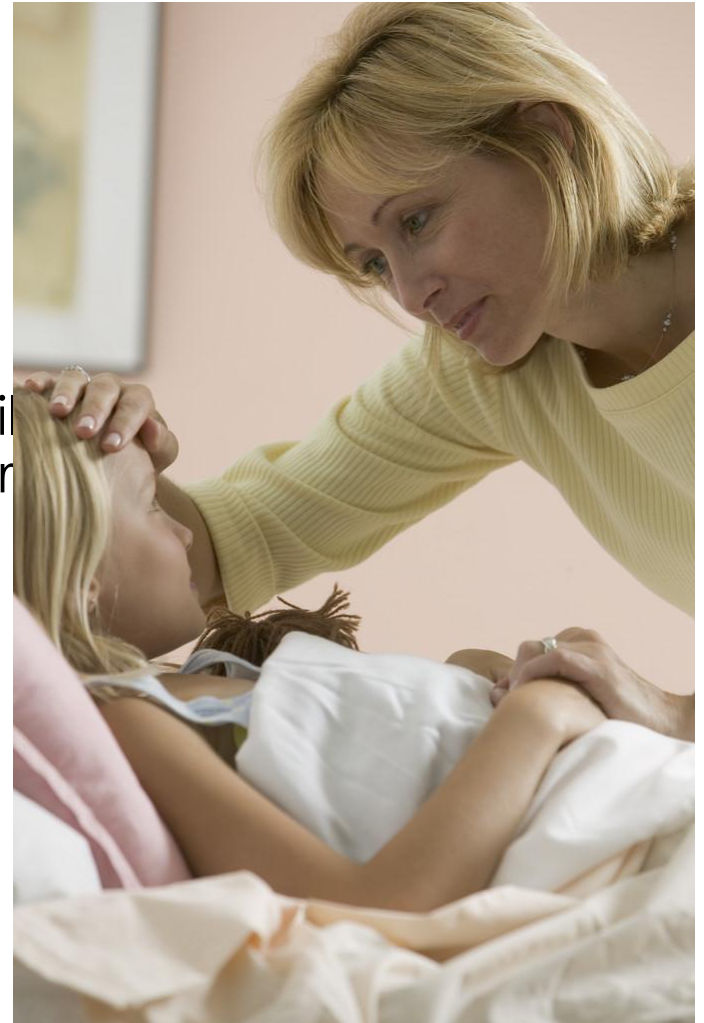
Posted on the bulletin board outside playroom B and also on school website.



# SICKNESS

Please keep your sick child at home until he/she is well.

When your child is sick at school, we will immediately inform you to pick him/her up.



# COMMUNICATION

Contact School PR for Emergency

A) School phone number is 023700316-7

Meet Teacher in Person

A) Before 8:00am in front of Building B, or after 2:45pm at the playrooms/classrooms.

Weekly Report and Student Work

A) Weekly Report and student work will be sent home every Friday.

Student Folder

A) The folder should be kept inside your child's bag every day.

B) Check your child's folder everyday for letters or documents from school or teacher.

# GENERAL SCHEDULE

8:00 am – Students Get Ready for Morning Assembly

8:10 am – Morning Assembly at the Green Court

8:30 am – First Period

9:05 am – Snack Time

9: 20 am – Classes Begin After Snack

11:00 am – Lunch

12:00 pm – Brushing Teeth & Nap Time (except K3)

○ 1:00 pm – Milk Time

○ 1:15 pm – Classes Begin

○ 2:40 pm – Get Ready to go Home

○ 2:45 pm – Dismissal

**Regular School Days on Exam Days of Grade  
1-12.**

