



# **PRESCHOOL PARENT ORIENTATION**

School Year  
2017-2018  
August 7, 2017

# 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. Zhanilou Naoe

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.**

B) 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.**

C) 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

D) 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.

E) After School Care: Students who remain in school after 4:00 pm will be charged for after school care. 4:00-5:00pm is 100 baht which includes snack.

## INFORMAL PARENT VISIT TO CLASSROOM

Our teachers would like to meet you on the following days:

August 7-9 – 2:45 to 3:30 p.m.

# 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



Picture is just an example.  
You can buy of any brand.



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



Picture is just an example.  
You can buy shoes of any  
brand.

# 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 any 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 any sport shoes on PE days.



# Chapel Programs and Other Activities

Activity	Date	Time	Venue
<b>Orientation</b>	August 7	8:15-9:00 a.m.	Building B Auditorium
<b>Mothers' Day</b>	August 10	8:15-9:00 a.m.	Building B Auditorium
<b>Loy Kratong</b>	November 2	8:15-9:00 a.m.	Building B Auditorium
<b>Field Trip</b> (1 <sup>st</sup> semester)	November 17	8:00–2:00 p.m.	
<b>Fathers' Day</b>	December 1	8:15–9:00 a.m.	Building B Auditorium
<b>Christmas Program</b>	December 15	8:30-10:00 a.m.	Building B Auditorium
<b>International Day</b>	January 18	8:15-9:00 a.m.	Building B Auditorium
<b>Sports Day</b> (Parlor Games)	February 14	8:00–10:00 a.m.	Building B Auditorium
<b>Field Trip</b> (2 <sup>nd</sup> semester)	February 15	7:30-2:00 p.m.	
<b>Songkran Festival</b>	April 11	8:15–9:00 a.m.	Building B Auditorium
<b>Kindergarten 3 Graduation</b>	May 23	8:00–11:00 a.m.	Building C Auditorium

# 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.**

# DRIVING YOUR CAR INTO SCHOOL

Following are the timings for driving into the school campus :

Monday to Wednesday : 5:00 a.m. to 6:45 a.m.

7:45 a.m. to 2:30 p.m.

3:30 p.m. to 5:00 p.m.

Thursday to Friday : 5:00 a.m. to 6:45 a.m.

7:45 a.m. to 1:45 p.m.

3:00 p.m. to 5:00 p.m.

Remark :

**1) Speed limit is 10 kilometer per hour**

2) Car parks not over 15 minutes

3) **Turn off** your car engine while waiting, as it is not environmentally friendly