



85 Soi Samaharn, Sukhumvit Soi 4, Klong Toey Bangkok 10110

Tel: 02-656-9084 / Fax: 02-252-8307

Email: [storytime\\_preschool@yahoo.com](mailto:storytime_preschool@yahoo.com). Website: [www.storytime-preschool.com](http://www.storytime-preschool.com)

[www.facebook.com/storytime.preschool](http://www.facebook.com/storytime.preschool)

## **Parent's Handbook**

This information sheet is designed to give you information on as many aspects of school life as possible. We welcome your questions on any subjects we may have failed to cover.

### **1. Rest Periods**

Since after hours of exciting, educational and fun activities your child needs rest, we have established a rest or quiet period for full day preschoolers. Parents are asked to provide mats, sheets and a light blanket and it's fine if your child brings a favorite sleep toy from home. Nursery and KG-1 classes have nap time every day for an hour after lunch.

### **2. Field Trips**

Field trips are great ways to teach your child through hands-on experiences. We make trips throughout the school year, including possible outings to nearby parks and museums. Of course we require your permission for your child's participation and will notify you prior to scheduled dates.

### **3. Homework**

From time to time we provide do-at-home activity suggestions and/or written practice, so children and parents can extend the learning experience to the home and can have fun at the same time. Parents can best support their child's learning by reading with their child each day. In fact, reading to your child is one of the most important things you can do to foster literacy development. If you feel it is too early for your child to take part in extended activities at home, we are happy to comply with your request, so please inform the office.

### **4. Potty Training**

To get over this difficult phase in development, teamwork is the key. We'll make every effort to coordinate our program with the one you start at home. (Most children start around two years of age.) When you do decide to begin with potty training, we ask you to supply us with at least two complete changes of clothing, disposable diapers and training pants for each day. If your child has just started toilet training, he/she may still wear a diaper during rest time.

### **5. Positive Redirection**

Learning self-control is a normal part of growing up, so at Storytime we never embarrass or ridicule a child. Instead, we use positive strategies that strengthen the self-esteem of children. Most situations can be handled by redirecting a child to another, more appropriate activity. This approach is called 'positive redirection'. Occasionally, when necessary, we use a procedure called 'time out'. It gives children time to think about their actions before coming back to the group activity. It's a positive form of awareness and 'time out' periods may last no more than one minute for each year of your child's age.

## **6. Parent-Teacher Partnership**

As part of our promise to provide the kind of care and education you want for your child, we feel you should be involved in every step of the way. We are available for three scheduled Parent's Conferences every year to discuss your child's progress. In addition, meetings at your request may also be arranged. A report is sent home as often as possible in the My Day Book. A newsletter is also emailed to you every 2 weeks.

## **7. The My Day Book**

Another very useful tool in keeping you updated on your child's progress is the My Day Book. The My Day Book is a book we place in every child's bag to allow easy communication between teacher and parents. The teacher regularly writes about the child's day, letting parents know how the day went, and parents may reply with any comments or messages they might have.

## **8. Fun Fridays**

We have selected Friday as a fun and 'free' day with no uniforms necessary. Your child will participate in various activities with other classes, such as baking, picnics in the park, water play, parachute activities, carnivals, sports, Zumba, dance and more. Various independent companies in Bangkok conduct most of the Friday activities.

## **9. Extra-Curricular Activities**

A selection of extra activities is offered after nap time to further enrich your child's school experience. Tennis and soccer lessons, Thai cultural class and piano class are some of the activities currently on offer. Students who participate in the piano class have an opportunity to perform for parents at our annual Christmas Show. Your child's progress in the chosen activity is reported to parents at the end of each term. Information about availability and cost of extra-curricular activities can be obtained at the school office.

## **10. Transportation & Pick Up**

Storytime has fully-insured vans to transport children to and from school with teachers in attendance on board. All vans are equipped with mobile phone numbers & safety belts. When your child is dropped off, a signature is required. Pick up and drop off times are always listed for your reference. For students 2 years and below, a car seat is required to be provided by the parents. If your child is unable to use the van service on a particular day, you are required to inform us in advance.

## **11. Story Time with Mum & Dad**

If you are interested in becoming involved in your child's daily activities, you might like to read a selected story of your choice to the children at school. They are always ready for someone new and interesting. All you have to do is make an appointment with the teacher and come have some fun with us!

## **12. Birthdays**

We'd like to help celebrate your child's birthday. We welcome any prepared treats you would like to provide. Preferably, we like to plan celebrations during the morning period at 8.45 am. Please discuss and schedule your plans with us ahead of time, the earlier the better.

### **13. Celebrations**

We love celebrating! We take the opportunity to celebrate different festivals throughout the year that can bring families of the Storytime community closer together. Some of our favorites are Valentine's Day, Easter, Songkran, Halloween, Loy Krathong and Christmas. Other special events are Sports Day, Book Week and International Day. We love to open our doors and welcome families of every ethnic and religious background to celebrate these special events together!

### **14. Uniforms/Clothing**

Uniforms as well as closed-toe shoes are worn to school Mondays to Thursdays. Since a day at school can include painting, dancing, playing, and eating, both indoors and outdoors, and clothing might become soiled, we ask you to always bring a change of clothes along. Please label all clothing, including towels, with your child's name.

### **15. Personal Items**

As your child will be playing with fun educational toys every day, we ask you to keep your personal toys, jewelry or special personal items at home for fear of loss or breakage. Comfort toys are an exception to the rule and can be brought for the first few days to help ease the child's transition from home to school. Occasionally there is a 'Show and Tell' when your child can bring in an item from home, as long as it is safe and labeled.

### **16. Snacks & Lunch Time**

Our weekly menu - sent out together with our newsletter - provides a healthy snack and a nutritional lunch each day. Please let us know of any food allergies your child may have. We will gladly work with you and your pediatrician to try to accommodate your child's needs. Vegetarian, Halal, and Jain food is available. We request parents to pack an afternoon snack for your child to eat before they go home. Parents who do not wish their child to eat the food provided by the school must inform the school in writing, and in such cases, parents will have to make alternative arrangements.

### **17. In Case of Accident**

Each child is covered by accident insurance, whereby parents may claim up to a maximum amount of 10,000 Baht per occurrence. Should an accident occur and we feel medical attention is needed, we will immediately call you or your designated contact. If it is a small incident, a 'Boo-Hoo Form' is sent home with your child to inform you.

### **18. Pick Up Authorization**

In order to maintain the security and safety of our children, we request you to inform the school in advance if there are any changes with regards to the person responsible for picking your child up from school. The school will not release your child to any person unknown to us unless we receive an email or phone call from parents.

### **19. Sick Children**

It is important for us as a preschool to adhere to our sick child policy, which aids in helping to maintain a healthy school environment, keeping our children well, and stopping the spread of illness. We implement the following measures and we request parents to kindly support us.

- 1) Upon arrival every morning, the children's hands are cleaned with sanitizing hand gel and their temperatures are taken. A child is considered sick and not fit to attend school if they are found to have a temperature of 100° F (37.7° C) or higher.

- 2) Any child with a communicable disease such as flu, measles, chicken pox, mumps, rubella, nit and lice, hand, foot, and mouth disease, infectious conjunctivitis (eye infection), etc., is requested to stay at home until completely recovered. The parent of the child must obtain a certificate from a registered medical practitioner, certifying the child's full recovery and fitness to attend school and submit the certificate to the school administration before the child is allowed to return to school.
- 3) The school will only administer medication after receiving parental consent. All medicine must be clearly labeled with the child's name and class, the appropriate dosage, and the nature of the medicine. Parents are required to enter all details into the medication log book available at the front office. If your child travels to school via the school bus, a signed letter or a note in the My Day Book should be sent, giving all the relevant details.
- 4) If your child becomes ill at school and the teacher or administrator feels the child is too sick to benefit from school or is contagious to other children, you will be asked to pick your child up immediately.

## **20. Attendance**

The bell rings at 8.30 am every morning. Teachers must personally receive all children. Parents must ensure that school staff is aware that their child is in the playground or on the premises before they leave. No child should be left unattended at the entrance of the school. Parents must stay with their child if they arrive at school before 7.45 a.m. until school staff meets the child. School ends at 2.30 p.m. Parents are requested to pick up their child not later than 2.45 p.m. In case of a delay, parents should call and inform the office immediately. After school care can be provided till 5.00 pm for an additional charge. Parents are requested to notify the school immediately of any changes in address, telephone numbers, emergency contact person(s) and person(s) authorized to pick up their child.

## **21. Absence from School**

If a child is absent for part of the term, no refund or reduction can be made. If a child is absent for the whole term, the school reserves the right to allocate the seat to the next student on our waiting list and return the refundable deposit of 10,000 Baht. Absence for a whole term is considered to be an official withdrawal from the school and the parent will have to register the child again with the registration payment in full if the child returns for the following term and only if there is a vacancy in that class.

The school reserves the right to amend any clause stated in this handbook without prior notice. An amended copy will be issued to all parents.