

A background image of a bamboo forest with green stalks and leaves, creating a natural and serene atmosphere.

WINDOW TO THE WORLD

Parent Information Book
Early Childhood program

2014 | 2015

A GLOBAL FOCUS FOR BETTER LOCAL LIVING

What you can teach the child and how best you can teach him depends on what he has learned before and how well he has learned it

St. Nicholas Training Centre for the Montessori
Method of Education, Ltd

The Yayasan Rumah Alfred

Window to the World is part of the Rumah Alfred Foundation. The Rumah Alfred Foundation, founded in April 2003 in Singaraja, Bali, is a private independent, non-political and non-religious organization of people who want to reform schools and improve education for

everyone. To a great extent the foundation operates with funds generously contributed by sponsors. Our goal is to provide good quality and relevant educational services to all children from the Lovina community.

An Introduction

It is our pleasure to introduce you to the Early Childhood Program of Window to the World, our dynamic Educational Centre serving children from the Lovina area.

Education forms the basic in the development of every individual. It creates opportunities. A strong basic skills program in kindergarten prepares the child for the education it will receive in elementary school. It offers children the opportunity to achieve their full potential.

If you're looking for early childhood education for your child that meets national as well as international standards then Window to the World is the answer.

Our early childhood department offers modern, kindergarten education for children from age four (preschool) to five (kindergarten), in an activity-based, developmentally appropriate environment that promotes hands-on, inquiry-based learning. Our curriculum draws upon western educational theory and practice and is designed to meet the educational needs and abilities of individual students. Our teachers offer the students the best instruction and support throughout their time with us.

At the end of kindergarten the children will receive the diploma (ijazah) that is asked to enter SD (Indonesian elementary school).

What makes us different?

1. We keep the size of our classes small so each child will get individual care and attention.
2. Our classroom is equipped with child scale facilities and furniture and a rich array of instructional and manipulative materials

3. Parent involvement in their children educational development is encouraged and we are proud of the interaction between parents, teachers and students.
4. Four parent-teacher conferences and two progress reports are built into the academic calendar to allow parents the opportunity to keep abreast off their child's development.
5. The program has specialist support for art and music and English as a Second Language. Extra English courses are also available.
6. We provide the opportunity for children to develop an acceptance of and responsibility for, health and physical development.
7. We encourage students to recognize their responsibility towards environmental concerns

Our keywords are:

- Quality
- Inspiration
- Motivation

The program:

- Indonesian language development
- Basic mathematics
- Music, dance and drama
- Art
- English
- Physical education
- Environmental projects

A Commitment

Before parents enroll their children into our project we ask them to make a commitment. Our program can not become successful without cooperation between both teachers and parents. Educating a child does not stop at the doorstep of the school. It is a process.

It is a process that should be continued at home. It is a process that asks dedication from teachers as well as parents. Several things have to be taken into consideration.

Because our program draws upon international teaching methods parents will not always recognize these methods from their own experiences at school. There for the parents must have the will and commitment to understand these methods. Communication between teachers and parents is the first most important difference. The teachers will always be willing to explain to you the ideas lying behind our methods. What we ask from parents are:

- Parents (caretakers) realize the responsibility they hold towards the educational development of the child.
- Parents have an open mind towards our teaching methods.
- Parents work in cooperation with the teachers.

School Policies

The first week at our school

Entering school for the first time is a big step in the life of a small child. Even for the parents this moment where our children make their first step into the big world can be emotional. We have to let our little ones go and trust them into the hands of other people.

To make the entrance into the playgroup or kindergarten program a happy, successful experience for everybody involved, it is of the highest importance the child gets well prepared at home. The better you prepare your child of what is going to happen the easier the process of adaptation will be. Some tears shed on the first day are rather normal but children still crying after a week are usually either too young to enter (not ready) or not well informed and prepared by their parents.

We do have a lot of understanding for the children's emotions but we can not accept parents staying in the classroom for longer then two or three days (w.i. the first week). It makes other children insecure and disturbs the lessons. Please ask our teachers for advice if you have problems handling this at home.

How to prepare your child for “the new life”

Make sure your child gets enough sleep when it attends school. A four, five year old child needs at least 10, 11 hours of sleep a night. Most important are the hours of the deep sleep before 12 o'clock midnight. Prepare the child for his night time. Take an hour before going to sleep to wash face hands and feet and teeth brushing. After brushing the teeth no more food or drinks other than water, should be consumed. Get pyjamas on, and do a nice and quiet activity like story reading before the child goes to sleep.

Watching television until late will disturb a child's night rest. Also, late night programs are not suitable for a small child to watch. In the morning wake the child up on time so it can prepare calmly for school. Make sure the child gets a drink and something to eat before it comes to school for learning on an empty stomach is no fun, for no one!

Our “Morning circle”

Every morning from 8.45-09.00 we start our day with a program called “The Morning Circle”. The morning circle is important because through it we work on the development of the child's communicational abilities. The children are encouraged to speak, tell stories and listen to other children. This requires the utmost concentration for the children. Here for we can not allow your child entering the classroom late, while the morning circle is going on. It will destroy the momentum, the concentration of the other children. Please, when arriving too late, please wait until the morning circle is finished.

Rules according presence of family on school premises
To encourage independence in the children, no family members (or others) are allowed to wait on the school premises during school hours.

Security

When your child enters our program, school will provide the child with an identity card. Anytime the child is picked up from school by a family member (or care taker) who is not known to our teachers they will have to show the ID card.

Please ensure that the person to pick up your child always carries the child's ID card as without the card school will not let the child leave from the school premises.

Emergency Procedures/ Insurances

In the event of an accident or illness the school will make every effort to contact you. Therefore should you change address or telephone number it is important you advise us immediately so that we can be in touch with you if necessary. In the event of an emergency, and we are unable to contact you, we will call an ambulance from a clinic in the area, the costs of which will be covered by the parents.

Please be aware that the school does not have an accident or emergency insurance and cannot be held responsible for any injuries incurred on the school premises.

Food and Drinks

Something to eat and drink at snack time is important to raise energy levels. Please send in a healthy snack and drink, as we like to encourage healthy eating. Snacks with a high sugar level will raise the energy level instantly but for a very short time! After some time the child will feel more tired than before because of the blood sugar level dropping fast! Chocolate and sweets, etc. are not only unhealthy and bad for the teeth but can also create problems among children.

Mineral water is always available in school. Children are encouraged to have a glass of water regularly for not consuming enough water can cause dehydration.

Birthdays

Birthdays are important events in the live of a child. It is that one day a year children receive special attention from the people around them. It is good for the child's self esteem and an excellent occasion to memorize that coming into this world is something to be always remembered as being important. Children love to share birthdays with their friends. We will make the birthday a special day for your child.

Health

Do not send children who are unwell to school in the morning. Coughs bad colds, head lice and tummy upsets spread very quickly in schools. So please think of others and keep your child at home with any of the above. If your child has an illness, especially one that is contagious, please notify the school of the absence and possible duration of the illness.

If the child stays away from school without notification for two weeks we will concern the child as a drop out. Renewing registration won't be a possibility. We have a long waiting list for our kindergarten program so your child will be replaced by another child after two weeks of absence **without notification!**

We will check the children for head lice regularly. If any lice or nits are found, please do not send your child to school until the hair has been treated properly (e.g. with Peditox, tea tree oil, etc.) Washing their bed linen in a hot wash also prevents a continuous cycle.

In our program we put a strong emphasize on physical care. We will work with the children on the importance of keeping our body (washing hands etc.) clean. After our snack time the children will be encouraged to brush their teeth. It is important for children from the moment they grow their first teeth to take very well care.

Children "change teeth" naturally when they are around 8 years of age. Loosing teeth by letting them rot is not recommended. Rotting processes in small children teeth can cause damage for later because bacteria's will stay behind in the gums and destroy the roots of the "new teeth". We can not teach the importance of physical health to children in school alone. Parents will have to work on these matters at home as well.

Medication

If your child requires medication at school, you must inform the school in writing, with correct doses. No medication will be administered without written communication.

Uniforms

Please dress your child in the school uniform. This is; From Monday until Thursday; daily uniform with long white socks and preferable (black) comfortable shoes, for example sneakers or sport shoes. For the Fridays children should wear their sport outfit and comfortable shoes suitable for doing sports.

Communication

News letter

At the beginning of each term, parents will receive a letter informing you of themes being studied, holidays, and other relevant information. Also special attention will be put onto a specific subject like children's physical or mental health. Several newssheets will be sent home during the term, keeping you updated with what is happening at school.

Parents are always welcome to contribute to our newsletter!

Communication books

These books go home daily. Please read the book everyday your child has been to school to see if there are any messages from the school. Any messages should be signed. Communication books will also be checked by the teachers for any messages from your side.

Sharing time

Every first Friday of the first month, after we finish class (at 12:00 o' clock), parents are invited to come inside the classroom to watch the work of their child. This can vary from drawings, bookwork, class projects or small performances. Parents are always welcome to discuss any matter concerning their child with one of the teachers.

Parent Help

Parents are always welcome at our school. There are many different ways in which they can be involved in the school activities e.g. Reading, art and craft, excursions,

extra-curricular activities. Please let us know if you would like to be involved. We have a parent's suggestion box that will be reviewed monthly by the board and coordinators. The results will be placed in the newssheet.

Parent meetings and reports

Parents will have the opportunity to discuss the progress of their children towards the end of every term. Both parents are encouraged to attend these interviews. All aspects of a child's progress to date are discussed. A progress report is handed out twice a year. Parents have the opportunity to look at these reports again at home. Reports are a tool used to see how the children are progressing. It helps your child in the process of reaching its full potential.

Children should never be punished for comments or results written in.

Holiday schedule

All public holidays are recognised by the school.

School holidays in 2014-2015 are going to be:

Date	Events
1 Thursday, 1 Januari 2015	Tahun Baru 2015
2 Thursday, 19 Februari 2015	Tahun Baru Imlek
3 Friday, 20 Maret 2015	Hari Raya Nyepi
4 Friday, 3 April 2015	Wafatnya Yesus Kristus
5 Friday, 1 Mei 2015	Hari Buruh Sedunia
6 Wednesday, 6 Mei 2015	Pagerwesi
7 Thursday, 14 Mei 2015	Kenaikan Isa Almasih
8 Tuesday, 2 Juni 2015	Hari Raya Waisak

The academic year will end on June 19, 2015.

The holiday schedule for 2015 will be handed out in the first school week of 2015.

Year schedule 2014 – 2015

Term 1: 21 July 2014 – 10 Oktober 2014.

Term 2: 13 Oktober 2014 – 19 December 2014.

Term 3: 5 January 2015 – 27 March 2015.

Term 4: 30 March 2015 – 19 June 2015.

School hours

- School hours are from 8:20 am – 12:15 pm.
- Children should arrive at school between 8:20 and 8:30. If children arrive before 8:20 they must be supervised by a parent or designated adult as teachers are engaged in preparation and meetings and are not available for supervision before this time.
- Children should be picked up promptly at 12:15 by a parent or designated adult. (see security rules). If you are delayed please notify the school so that we can reassure your child. Teachers are unable to supervise children after school time so they must be picked up on time.
- Children attend school 5 times a week.
- Also we do not wish to have a class capacity of more than 24 students. For every class two teachers are available.
- So each teacher accompanies never more than 12 children.

Enrolment and Fees

School fees for the early childhood program are as follows:

- Yearly fee for the school year 2014-2015 is Rp 2.400.000 for one child.
- This includes 2 uniforms, one for daily use and one sporting outfit. Would you like to obtain an extra uniform, please order it directly at the beginning of the year, on registration day. For further info, contact our teacher.
- Registration fee is Rp 20.000.
- There are four (4) terms per year. Tuition fees must be paid one week before the start of each term. For late payers there will be a charge of 2,5% per week. After two weeks without payment, the school will return the child home.
- Maximum class capacity is 20-24 students. Where there is a place available in a class it can be guaranteed for a child by paying the enrolment fee.

When classes are full, children can be put on the waiting list which will give spaces according to the place on the waiting list.

- Fees can be paid in cash at school.
- No fee reduction can be made if the child is absent from school for whatever reason during the school term.

For families who can not afford the full school fee, the foundation provides full or partly scholarships. Fees are then based on parents' income

Statement

NAME PARENT

FATHER MOTHER CARE TAKER OF (NAME STUDENT):

.....

I Hereby declares that I have read and agreed on the content of the “Window to the World” Parent Information Book 2014-2015.

HANDED OUT BY (NAME TEACHER):

FATHER MOTHER CARE TAKER OF (NAME STUDENT):

DATE:

DATE:

SIGNATURE:

SIGNATURE: