

GENIUS schoolhouse

Child Care - Blk 637D Punggol Drive #01-385 S'pore (824637)

Meadows RC - Blk 642D Punggol Drive #01-313 S'pore (824642)

Tel: 63438130

PARENTS HANDBOOK

OUR PHILOSOPHY & AIM



We believe that every child is special and unique.

Hence, it is important to provide challenging, stimulating and enriching experiences that will meet the growing needs of our children.

In this respect, we ensure that our children play, learn and develop in a non-pressurizing environment that will make them feel secured, positive and confident.



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Dear Parents

Our School believes that each child has a different level of maturity and abilities, thus, in order to establish continuity and support for your children, we hope to foster open communication between parents and teachers through our 'Parent & Teacher Communication Book'.

We hope that parents will use it to the fullest to give us your feedbacks, express your views and ideas, or make queries pertaining to your child's development.

We hope that this two-way dialogue will help us manage your child's education more effectively.

Thank you.

*Mdm Lena Ng
Operations Manager*

OPERATING HOURS

Full Day

Monday to Friday = *7am to 7.30pm
Saturday = *7am to 2pm

*7am-8.30am – Arrival of children
(Please refer to our full time schedule)

Flexi Programme @ RC Centres

Monday to Friday
PlayGroup = 8.30am to 10.30am or 10.45am to 12.45pm



AGE GROUP

18 mths to 2 ½ yrs = Toddler class
2 ½ yrs to 3yrs = Playgroup class
3yrs to 4yrs = Nursery class
4yrs to 5yrs = Kindergarten One class
5yrs to 6yrs = Kindergarten Two class

FEES & CHARGES

CHILDCARE FEES

Age	Full Day	Half Day
18mths to 3yrs 11mths	\$900	\$600
4yrs to 6yrs 11mths	\$900	-----
Emergency Care	\$50	\$40

Fees shown before Government subsidy

Student Care 7yrs to 12yrs	\$280 (after school care) Additional \$20 per week during June & Dec holiday
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Other Incidental Charges:

Registration Fee	-	\$80 (cash)
School T-shirt	-	\$22 per set
Insurance	-	\$15 annually
Maintenance of Sleep Cot	-	\$80 annually (child care)
plus a one full month deposit (before govern subsidy)		

- The fees and charges are to be made **GENIUS SCHOOL HOUSE** via Bank Transfer to **DBS current 003-944903-8** or **PayNow to UEN 53027548A** or apply GIRO using the CDA acct.
- Deduction from CDA account (child care only) will be on the 28th of each month for the next month's fee.
A surcharge of \$10/- is chargeable for any unsuccessful transaction.
- Monthly fees are to be paid in advance and not later than the 5th day of each month.
A late fine of \$2/- per day is payable on the 6th day onwards.
There is no grace period before charges go into effect.
- No deduction in fees will be made when a child is absent or taken away for a holiday.

**The Child Care Programme is licensed under ECDA
Early Childhood Development Agency**

Flexi Programme @ RC Centres

Classes	
<i>PlayGroup A</i> <i>8.30am to 10.30am</i>	\$200
<i>PlayGroup B</i> <i>10.45am to 12.45pm</i>	\$200

Other Incidental Charges:

Registration Fee	-	\$80 (cash)
School T-shirt	-	\$22 per set
Insurance	-	\$15 annually
Material fee	-	\$100 half-yearly

plus a one full month deposit

- The first month incidental charges are to be made to **GENIUS SCHOOL HOUSE** via Bank Transfer to **DBS current 003-944903-8** or **PayNow to UEN 53027548A**
- *Monthly school fee of \$200 is payable to the RC Centre BEFORE the start of each calendar month, by logging on to **Onepa.sg** portal via singpass. Please note that portal will closed on the 1st day of the month*
- No deduction in fees will be made when a child is absent or taken away for a holiday.

**The Flexi Programme in RC Centres are licensed under PA
The People's Association**

GOVERNMENT CHILD CARE SUBSIDY

Government child care subsidy is available for children attending licensed child care centres under ECDA; and only Working Mothers / Single Fathers are qualified to apply.

Eligibility criteria:

Singapore Citizen child aged above 18 months to below 7 years enrolled in a licensed child care centre.

Subsidy rates as below:

<i>Programme</i>	<i>Working Mothers</i>	<i>Non-Working Mothers</i>
<i>Full Day Care</i>	<i>\$300</i>	<i>\$150</i>
<i>Half Day Care</i>	<i>\$150</i>	<i>\$150</i>

Application for child care subsidy will be made by the child care centre on behalf of parents. To enable the child care centre to verify your subsidy claims, please submit supporting documents such as copies of both parents NRIC and child's birth certificate upon enrolment.

Working mothers and single fathers claiming the government subsidy must declare employment details such as name of employer, address, contact number, income and total working hours per month.

You are required to update your employment status to the child care centre at least once a year and any change of employment should be notified immediately.

For single fathers or guardians, you will need to submit relevant legal documents such as the decree nisi, deed of separation and court order with regard to your divorce and custody of your children.

The Ministry treats parents' non-compliance with the government subsidy guidelines as a serious matter and legal action may be taken against parents who fail to self-declare their working status and for giving false information.

DEPOSIT & REGISTRATION FEE

A one time non-refundable registration fee of S\$80/- per child must be paid at the time of the child's enrolment.

A deposit of the full fees before government subsidy is required upon confirmation of place in the School.

This deposit is non-refundable if the child fails to turn up on the specified date, unless one month's written notice from that date is given to the school to cancel the confirmed place.

WITHDRAWAL

In the event that you wish to withdraw your child, you are required to

- A one-month written notice must be submitted not later than the first day of each calendar month if you wish to withdraw your child from the School, failing which the deposit will be forfeited.
- Monthly fee is charged through the minimum of 30 days of advance notice until the termination date, regardless of whether or not the child has been in attendance.

TRIAL PERIOD

There will be a trial period of *two weeks* for newly-enrolled children. Should the child fail to settle in happily during this period, the child may be allowed to withdraw in his/her best interest.

- No written notice needed for withdrawal during the first two weeks trial period.
- Strictly NO REFUND of fees for these two weeks trial.
- Any unused portion of the monthly fee after the two weeks trail will be refunded.
- The one-month deposit will be fully refunded.

However, should you decide to withdraw your child after the two weeks trial but within his first admission month, you will have to follow the withdrawal regulation by giving one month notice on the first day of the next following month.

PRE-ADMISSION

Parents are advised to prepare the child mentally and physically before their admission to the School.

Parents of new children are allowed to accompany their children in the classroom for a maximum of two hours each day and for not more than three days.

Parents are also advised not to peep into the classroom as it may distract some new children or upset them emotionally.

DELIVERY & PICKUP TIME

To ensure the safety of your child, parents are required to update the School, the names and a copy of identity (relationships) of the person/s (not more than 3) authorized to pick your child from School. For safety reasons, we will release your child only to authorized person/s.

Our teachers will take photo as child's daily attendance that should indicate the time your child is being send or fetched.

Parents will receive the photo and information in their email address.

For Child Care

Parents are to send in your child between 7am to 8.30am in the morning.

Breakfast will be served from 8.30am to 9am.

Strictly NO serving of breakfast after 8.45am.

Parents can pick your child between 5.30pm to 7.30pm.

If you are unable to meet the indicated departure time, please arrange for another person to do so.

There will be a late charge fee of S\$10 for FIRST 10 minutes after 7.30pm and subsequent charges of S\$5 for every 5 minutes after 7.40pm.

Please update us the names and relationships of the persons (not more than 3) authorized to pick your child from School.

In case of emergency changes, please contact the School to inform us of the change, as this will allow us to prepare for it.

For RC

Parents are to send in your child on time for class lesson as gate will be Closed aft the first 15 minutes of the scheduled class time and child's attendance will be marked absence if late.

Parents are to pick your child as on the scheduled class time.

If you are unable to meet the indicated departure time, please arrange for another person to do so.

There will be a late charge fee after scheduled class time.

S\$10 for FIRST 10 minutes and subsequent S\$5 for every 5 minutes.

JEWELLERY & TOYS

Children are discouraged from wearing any jewellery (gold/silver) and bring their toys from Home to School.

They are not allowed to bring Home any toys or articles, which belongs to the School.

ITEMS TO BRING ON THE FIRST DAY

Parents are requested to prepare the following items for your child first day of School.

For Child Care

1. a school bag – for safety reason, No Trolley bag
2. a pair of school T-shirt and shorts
3. a bath towel
4. a plastic bag (for soiled clothing)
5. few set of extra home clothing
6. few pcs of diapers & milk bottle + 2-3 feeding of milk power
7. a comb
8. a water bottle with sling

For RC

1. a school bag – for safety reason, No Trolley bag
2. a set of home clothing & diaper
3. a water bottle with sling

DRESS CODE FOR CHILDREN

Children should wear the school's attire – school T-shirt & shorts at all times while in School.

To facilitate identification and ensure the speedy return of lost items, it is necessary to mark your child's name on all clothing and personal belongings.

We will notify you when there are activities, such as water play or excursion, which require special clothing.

We provide aprons for each child to ensure that cloths are protected during messy or wet activities.

While out of the School (eg: in the playground), children are require to wear shoes to protect their feet from injuries. Shoes should fit well and be comfortable. Slippers are not permitted: they impede walking, make running and climbing dangerous, and do not stay on.

EXCURSION (child care)

The School will organize group excursions for the children.

A nominal fee will be collected from parents to cover the costs of transport, entrance fee and incidental charges. Children who are not able to participate in the excursion will remain in the School and will be attended to by Teachers.

HEALTH & SAFETY

The School needs the cooperation from the parents to keep both the children and adults in the school healthy and safe.

If your child has any of the following symptoms of illness, please keep them at home.

- Fever above 37.8 Celsius
- Sore eye
- Running nose
- Cough

- Diarrhea
- Vomiting
- Infectious disease such as Chicken Pox, Measles, Mumps, Rubella, Hand Foot and Mouth disease, Heat rash etc.

Parents will be notified of any communicable or serious illness of children or adults in the School.

To protect your child and other children in the School from contagious diseases, the adult accompanying the child to school must wait while our teacher checks him.

If the child is not permitted to stay at School as he/she shows any of the above symptoms, this adult is responsible for either sending the child home or makes other arrangements.

Home rest will prevent spreading of an illness and help the child regain his health. Before a child returns to School after having a communicable disease, the parent must check with a doctor and to produce the doctor's letter of certification.

For Child Care

If your child needs to consume medicine during the day, you must write and state clearly the names of the medicine, dosage, and its frequency.

Our teachers will not be able to feed your children the medicine if there is no written instruction from the parents.

We only allow feeding prescribed medicine from doctors, and medicine bought from pharmacy is not allowed to be given in School. In an emergency, the nearest medical aid will be sought and the medical fee, if any, is to be borne by the parents.

INSURANCE POLICY

All children are advised to be covered under the Group Personal Accident Policy.

An annual premium of S\$15/- per child is payable on admission and thereafter in January together with their January fees.

BIRTHDAYS

Birthdays are special to children and they are naturally happy and proud to share this meaningful occasion with their friends.

Parents are welcome to liaise with your child's teacher if you wish to send in a birthday cake or treats for the class on such occasions.

For Child Care

- celebration starts at 11am – 11.30am or 11.30am to 12pm
- size of birthday cake range between 1.5kg to 3kg
- provide the name of bakery
- parents are to supply paper plates and plastic spoons (50 pcs)
- goodie bag (refrain from sweets & chocolate)

For RC

- celebration starts 45mins before class ends
- size of birthday cake - 1kg
- provide the name of bakery
- parents are to supply paper plates and plastic spoons (20 pcs)
- goodie bag (refrain from sweets & chocolate)

PARENTS CONTACT

In order to establish continuity and support for the child, we hope to foster open communication between parents and teachers.

It is essential that parents make their telephone/mobile numbers and email addresses available to facilitate speedy communication during emergencies.

Any change of numbers should be notified to the School immediately.

We hope that parents will use the email platform to give us your feedback, express your views and ideas, or make queries pertaining to your child's development.

Teachers' email : teachers@geniusschoolhouse.com

Management's email : supervisor@geniusschoolhouse.com

PARENTS – TEACHER SESSION

Our teachers will arrange to meet parents on an individual basis after each semester.

We will discuss and update you on your child's progress.

Teachers may offer suggestions on how you can help your child at home during these sessions.

However, at any point in time, should you have any questions, you may visit us or request an appointment with the respective class teacher.

CLOSURE OF CENTRE

Our school is closed on Sundays and Public Holidays.

In addition to the public holidays, the School will be closed for an additional Six days (6) in a year, for Teachers' Day, Teachers' training, Children's Day, spring-cleaning or administrative purposes.

For RC

Our school is closed on Weekends and Public Holidays.

In addition to the public holidays, the School will be closed for an additional Six days (6) in a year, for Teachers' Day, Teachers' training, Children's Day, spring-cleaning or administrative purposes.

We will also be Closed for one (1) calendar month semester holiday in June and December.

Parents will be notified of the dates scheduled in the beginning of each year.

TERMINATION

The School reserves the right to have any child withdrawn from the School.

In such a case, the parents will be given one month's notice.

Thank you for your co-operation

A Typical Day in a child care

TODDLER TO KINDERGARTEN 2

<i>Time</i>	<i>Activities</i>
<i>7am - 8.30am</i>	<i>Arrival / Group activities</i>
<i>8.30am – 9am</i>	<i>Breakfast</i>
<i>9am – 12pm</i>	<i>Lesson / Class Activities</i>
<i>12pm – 1pm</i>	<i>Shower / Lunch</i>
<i>1pm – 3pm</i>	<i>Nap</i>
<i>3pm – 4pm</i>	<i>Tea Break</i>
<i>4pm – 6pm</i>	<i>Class Activities / Enrichment Programme</i>
<i>6pm – 7.30pm</i>	<i>Group or independent activities / Departure</i>

CARING for your CHILD

Disciplining Methods

- Positive measures to promote good behavior like rewards, praise, and sticker chart etc.
- No corporal punishment or deprivation of basic needs like food
- Disciplining strategies used depends on aged group
- Include “counselling”, “time out”, “reduce play time”

Health policies/procedures

- Parents’ cooperation & support critical to ensure a healthy and safe environment for all children
- Only children who are well should attend school
- Daily health checks will be conducted by class teachers (twice per day)
- Sick children will be isolated and parents informed
- Children with contagious disease like chickenpox, HFMD, sore eyes will only be allowed to return upon doctor’s certification

GET your CHILD prepared for SCHOOL

PROVIDE INFORMATION on your child

- Share with us information about your child – this will help us get to know your child better

BOOST your child’s IMMUNITY

- Close interactions with other young children may make your child more prone to common illnesses like cough, colds, fever etc.
- Increase resistance levels through vitamin supplements etc.

SEPARATION ANXIETY

- A normal part of development in young children
- Fear of being separated from their loved ones
- Some children go through this fear while others don’t
- Anxiety more due to not knowing what to expect rather than the act of separation itself

Be CONFIDENT of your DECISION

- Be absolutely comfortable with the school that you have chosen for your child.
Any fears or misgivings will be transferred to your child and increase his anxiety

PREPARE your child for the SCHOOL EXPERIENCE

- Spend sometime today at our centre with your child – school will then be less of a foreign place to your child on the first day
- Talk to your child positively about school – make your child interested in school
- Share with your child the expected routine – knowing what to expect will lessen the anxiety

school starts.....

1st DAY

- Accompany your child for the first 2 days
- Encourage him to take part in class activities (but do not force)
- Talk to him about school at the end of the day or at home.
- Highlight the positive things about school – fun activities, toys to play with, many friends and teacher etc.

DO'S

- Do have a proper goodbye
- Do let your child know where you will be when you are not with him
- Do bring in your child to school regularly
- Do continue to talk positively about going to school
- Praise your child for any progress made
- Do let us know if you need additional support & cooperation
- Do bring in a “comfort” item if this will help your child feel more of ease

DONT'S

- Do not sneak away!
Your magician's act will make your child feel more insecure
- Do not give in to crying by staying longer.
If your child is in safe hands, say your goodbyes and take your leave
- Do not show your anxiety – your child will pick up this mood from you
- Do not get easily disheartened by the separation anxiety, give your child time to get used to the new people and environment