

Innate Montessori Pte Ltd

Parents' Handbook

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Revised edition: June 2014.

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1.0 OUR SERVICES

1.1 *Our Centre's History*

Innate Montessori is registered with MCYS and is managed by a team of Early Childhood professionals and Montessori teachers who specialize in training children in the eclectic pre-school programme and Montessori Method of education.

1.2 *Our Philosophy*

From the age of 2 to 6 years old, this period is when the most of the children are very curious and excited about exploring the environment around him/her.

Innate Montessori aims to develop the child's physical, social, emotional and intellectual potential to the fullest while becoming well-balanced individuals.

- We recognize each child is a unique individual with different learning styles. We offer a window of opportunities for our children to explore and maximize their potential to the fullest.
- We strive to provide a safe, caring, nurturing and conducive environment through careful selection of our teachers and curriculum.
- The management and teachers of Innate Montessori emphasize on the process of learning and not the end-product.

1.3 *Our Vision*

To be a learning institution of excellence where young children are able to explore their fullest potential.

1.4 Our Mission

We strive to provide the children with a positive and challenging environment for learning.

We believe that active learning through play can achieve better results. Our hands-on and interactive approaches not only leave a more lasting impression on children, they also get to experience both theory and practical aspects of life.

1.5 Our Objectives

With our environment and facilities that best supports learning through Multiple Intelligence.

Our objectives are:-

- To provide an environment that encourages children to develop their own personality and to express their thoughts and opinions comfortably and freely.
- To develop an understanding of the physical world as well as coping skills to deal with his/her environment.
- To cultivate a child has natural understanding and appreciation of the natural world.
- To stimulate and develop Interpersonal and Intrapersonal skill, with the self-control within the child and the ability to recognize distinctions among people, and appreciate their perspectives with sensitivity.

1.6 Our Curriculum

Innate Montessori offering creative preschool programs that emphasize Multi-intelligence through thematic and project approach curriculum.

In the Montessori curriculum, we believe, adopt and practice the philosophy, principles and method of Montessori education by Dr. Maria Montessori. At the same time, with the combination of the eclectic pre-school programme based on the child's physical, intellectual, emotional and social development (PIES); we believe that the child will be prepared for the high standards in both the local primary schools and any international schools.

Our Montessori curriculum comprises of:-

- Practical life exercises;
- Sensorial education;
- Phonics, guided reading and handwriting activities;
- Mathematics activities;
- Art and Craft handwork;
- Music and Movement;
- Cultural activities, which includes Geography, History Botany, Zoology and etc.

Physical, Intellectual, Emotional & Social Development (PIES)

Through PIES, we aim to provide children with an enriched pre-school education programme incorporating the Montessori Method of education whilst nurturing the child's development through structured activities and free play.

Physical development (Bodily Kinesthetic) involves the gross and fine motor skills, like the way children use their large and small muscles. Walking and running are large muscle activities whilst writing and drawing are small muscle activities.

Intellectual development (Logical Intelligence) involves children's ability to think reasons and solve problems.

Emotional development (Intrapersonal Intelligence) includes children's feelings, self-esteem and the ability to express their feelings.

Social development (Interpersonal Intelligence) involves children's interactions with peers and the adults in their lives.

A well-designed curriculum should be planned to foster wholeness by providing opportunities for integrated learning.

1.7 Our Programmes

Innate Montessori provides full-day and half-day child care and pre-school education for children above 18 months to below 7 years old.

Our classes are:-

- Playgroup - 18 to 30 months old
- Nursery 1 - above 30 months to 3 years old
- Nursery 2 - above 3 to 4 years old
- Kindergarten 1 & 2 - above 5 to below 7 years old

In addition, we also offer enrichment courses such as:-

- Art classes
- Reading programme
- Phonics & pronunciation
- Speech & drama
- Swimming lesson
- Computer lesson
- Gym for Kids

1.8 Operating Hours

Our official operating hours are:-

Monday to Friday	:	7.00 am to 7.00 pm
Saturday	:	7.00 am to 2.00 pm
Sunday	:	Closed
Public Holidays	:	Closed

For Full-day Care Programme:-

Monday to Friday	:	7.00 am to 7.00 pm
Saturday	:	7.00 am to 2.00 pm

For A.M. Half-day Care Programme:-

Monday to Friday	:	7.00 am to 1.00 pm
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For P.M. Half-day Care Programme:-

Monday to Friday	:	1.00 pm to 7.00 pm
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1.9 Center's Closure Days

The Centre will be operating on half a day on these days:-

- New Year's eve
- Chinese New Year's eve
- Christmas eve

Apart from these days, Sundays and gazetted Public Holidays, the Centre will be closed for an additional 5 ½ days per year (3 days for staff training and Curriculum planning), These additional Center's closure days which are to be decided by the school management and will inform the parents in advance.

1.10 Our Teachers

Our teachers are qualified teachers and native Chinese teachers. Our classes are kept small to provide a comprehensive educational programme. With a low teacher to student ratio, we ensure that your child will receive good quality care and education.

1.11 Meals

Meals served in the Centre comprises of breakfast, lunch and afternoon snack. The meals catered for the children depend on their respective programme.

2.0 FEES STRUCTURE

2.1 Our Fees

Our fees are as follows:-

Registration fee	:	S\$ 100.00
Insurance	:	S\$5.00 per annum
Transport fee	:	To be advised

Type of Programs'	Published Fees Without Subsidy
Full-day Care	S\$ 1000.00
Half-day Care	S\$ 750.00

- **Registration fee are non-refundable and non-transferable and is applicable to all programmes.**
- **School fee paid on monthly basis is non-refundable.**
- **All fees are to be paid in advance and no later than the 7th of each month, after which a late payment fee of S\$30.00 will be charged.**
- **Note—Permanent residents are not eligible for government subsidies.**
- **Note:- From the academic year 2009, only citizens are eligible for subsidy.**

Please note that in order to claim for subsidy, working mothers must submit poof of their employment status yearly.

2.2 Government Child Care Subsidy

Government child care subsidy is extended to both working and non-working mothers/single fathers. The maximum subsidy is **S\$300.00** for working mother and **S\$150.00** for non-working mothers. Pro-rated subsidy is also available for children who enroll in flexible care programme.

Amount of Subsidy

The rate of subsidy to parents is based on two criteria:-

- (a) the employment status of mother/single father;
- (b) The type of care programme, i.e., full-day, half-day or flexible care.

A mother/single father who places child in a licensed child care centre may apply for government child care subsidy at the following rates:-

Regular Programme (Daily Care)	Working	Non-Working
Full-day Care	S\$ 300.00	S\$ 150.00
Half-day Care	S\$ 150.00	S\$ 150.00
Flexible Programme		
12 hours to 24 hours per week	S\$ 110.00	S\$55.00
Above 24 hours to 36 hours per week	S\$ 165.00	S\$ 110.00
Above 36 hours to 48 hours per week	S\$ 220.00	S\$ 150.00
Above 48 hours per week	S\$ 300.00	S\$ 150.00

Eligibility Criteria

To be eligible, the following criteria must be met:-

- (a) At least one parent is a Singapore Citizen.
- (b) The child attending the child care centre is:-
 - i) a Singapore Citizen ;
 - ii) below the age of 7 years old and not attending primary school; and
 - iii) Of the first, second, third or fourth birth order.

Parents are required to submit the supporting documents to prove their eligibility for the child care subsidy. The documents to be submitted to the Centre for checking are:-

- a) NRIC of parents
- b) Birth Certificate of child; and
- c) Entry Permit / Re-entry Permit / Passport (if applicable)
- d) A copy of the Marriage Certificate
- e) A copy of the mothers' Employment letter.

Documentary evidence of the nationality of both parents and child must be given for verification by the Centre. For single father, the relevant legal document must be given to show that the custody of the child is with the father (e.g. Death Certificate of mother, Divorce Petition, Custody Papers, Statutory Declaration or police report stating that the child's mother has left home without known contact or whereabouts.)

Important: Any false information given or material information withheld by the applicant for the purpose of claiming government child care subsidy is an offence and the applicant is liable for prosecution.

Payment of Subsidy

Payment of subsidy will be made on a monthly basis to eligible mother/single father via the Centre. Subsidy will be given only from the month the application is submitted.

Termination of Subsidy

Payment of subsidy will be terminated for the month for which:-

- (a) the child is withdrawn from the Centre

Innate Montessori Pte Ltd

- (b) the child does not attend the Centre for a minimum of one (1) day (i.e., the child must attend the Centre for at least one (1) day); or
- (c) Fees for the full month are not paid for either a full-day, half-day or flexicare programme.

Employment Status

Working mother/single father is required to inform the Centre as and when there is a change in her/his employment status using Form 4, "Notification of Change". This is to ensure that the amount of subsidy claimed is correct.

Important: Non-disclosure of a change in employment status is an offence and the applicant for subsidy is liable for prosecution.

(Excerpts taken from MCYS – Application for government child care subsidy in child care centre.)

2.3 *Deposit Of School Fee / Transport Fee*

The Centre requires a one month's full school fee/transport fee deposit to confirm the enrolment of the child. The deposit will be collected at least one month before your child commences school in the Centre. It is only valid for the type of programme/transport service enrolled.

The deposit paid is non-transferable. For change in half-day care to full-day care programme, parents need to top up the difference in deposit required. For change in full-day care to half-day care programme, the difference in the deposit will be refunded to the parent by cheque. For refund procedures, please refer to "Withdrawal".

2.4 *Payment Of School Fee / Transport Fee*

To confirm the enrolment, parents are required to pay the school fee/transport fee at least one month in advance before the child commences school at the Centre. Parents who confirm their child's enrolment sometime during the month will have the school fee pro-rated for the first pro-rated month. Claiming of subsidy will take effect on the following month.

Parents are required to continue to pay the school fee/transport fee in full should their child be away from school due to illness, holidays and etc.

All fees must be paid in advance and not later than 7th day of each month. Parents will have to pay a late surcharge fees of **S\$ 30.00** should school fee/transport fee is paid late for the current month.

Cheques are preferred. The Centre is not responsible for any cash lost in transaction to staff other than the Centre Supervisor or Operator.

2.5 *Late Pick-up Charge*

An administrative fee will be charge if parents come to pick their child late from the Centre. This fee will be charged after the stipulated time of care.

The late pick-up charge is S\$ 10.00 per half or part thereof.

2.6 *Baby Bonus Scheme*

Innate Montessori Childcare Centre is an approved institution for the Children Development Co-Savings Scheme (Baby Bonus Schme). Parents are to fill up the appropriate forms before the commencement of the child's enrolment in school.

The scheme will take effect after an approval is given.

3.0 REGISTRATION & PREPARATION FOR SCHOOL

3.1 Registration

Parents should register in person so that they can have a chance to look at the Centre. During registration, the Centre Supervisor will also explain the rules and policies of the Centre.

To register, parents are required to complete the Registration Form (to sign on every page) and pay a Non Refundable registration fee of S\$ 100.00 to the Centre Supervisor/Operator. Upon receipt of the completed Registration Form, the child will be listed in the waiting list (if any) for the year requested in the Registration Form.

Innate Montessori Pte Ltd will reserved the right to allocate the places strictly according to the position in the waiting list for any particular year and month of registration and being on the waiting list does not guarantee a place at Innate Montessori for the year and month for which the registration is made.

During registration, parents are required to bring the following documents for verification purposes:-

- the child's birth certificate,
- the child's immunization record and health book,
- both parents' identity papers/documents,
- marriage certificate, and
- Mother's proof of employment.

3.2 Trial Period

Parents can choose to enrol their child for a fourteen (14) days trial period initially. To enrol for the fourteen (14) days trial period, parents must register and pay the fourteen (14) days' school fee in full.

School fee paid for the fourteen (14) days initial trial period is non-refundable and non-transferable. No amount or part thereof of the fourteen (14) days' school fee will be refunded upon early withdrawal.

Should parents decide to continue with Innate Montessori after the initial trial period, parents are required to pay the balance school fee for the current month (if any) and the registration fee of S\$ 100.00.

Parents are allowed to accompany their children for the **first two (2) days** of school only. The Centre Supervisor/Operator reserves the right to decide otherwise.

3.3 Absence From Centre

Parents are advised to inform the Centre when the child is absent from the Centre. The cause of absence must be made known to the Centre. The centre will return a courtesy call to the parents/ primary caregivers; to enquire about the child only after two day of consequent absence.

Declaration forms of the centre are to be signed by the parents whenever the child is going away on long family leave.

If the child is absent for more than 3 days without payment of school fee and a written notice to the Centre Supervisor/Operator, we will consider the child as having withdrawn from the Centre.

Parents will also be required to pay the registration fee again to re-register. All re-registration will be subjected to vacancies available in the Centre.

3.4 Change of Programme

Parents who intend to change the type of programme for their child must inform the Centre Supervisor/Operator in writing at least 30 day's in advance. The change will only be allowed if a vacancy is available.

3.5 Refund Procedures & Withdrawal from The Centre / Transport Service

Thirty (30) days written notice is required for the withdrawal of the child from the Centre/transport service. Less than thirty (30) days written notice will not be accepted. The school fee/transport fee and will then be forfeited. No amount or part thereof of the school fee/transport fee will be refunded.

For eg- If you need to withdraw your child from the centre on July 15th; you are hence required to serve the written request by 15th of June.

School fee/transport fee collected for the thirty (30) days notice period is non-refundable. No amount or part thereof of the school fee/transport fee will be refunded.

Parents who withdraw their children without thirty (30) days written notice will also have their deposit (if applicable) forfeited.

Upon sufficient notice of withdrawal, full refund of the refundable deposit will be made without interest and less any amount due, subjected to the conditions that not less than ONE MONTH written notice has been given in writing to the Principal or Operator personally to sign the necessary documents for the withdrawal. (For example withdrawal of a child whose last day in on 30th June, notice must be given on or before 31st May).

Oral notice for the withdrawal of the child from the Centre will not be accepted. For such cases, the deposit will automatically be forfeited. No amount or part thereof of the deposit will be refunded.

The Centre will not refund parents the paid school fee during nation wide closure period (for example, SARS, HFMD and etc).

There will no refund on the transport fee and enrichment courses' fee either during the nation wide closure period.

4.0 GENERAL INFORMATION

4.1 Personal Effects

Each child is required to bring the following items (with his/her name labeled on them) to the Centre daily or whenever required:-

- Toothbrush and toothpaste
- Mug for tooth-brushing
- Comb
- Bath towel and face towel
- A spare change of clothes
- Pillow, blanket and mattress cover (124cm x 60cm)
- Plastic bags (for wet/soiled clothing)
- Water bottle (to be returned daily)
- Milk powder formulae and milk bottle
- Sandals/slippers
- Pacifier (if necessary)
- Diapers (if not toilet-trained)

Note: No responsibility will be taken for lost or damaged items.

Laundry services are not provided in the Centre. All clothing and towels are to be brought home daily for washing.

Parents are advised not to allow their children to wear any jewellery or bring any money to the Centre. We also do not encourage the children to bring any toys to the Centre except for show and tell sessions only.

4.2 Collection Of Child From The Centre

Parents are to advise the Centre when someone other than themselves comes to pick up their child from the Centre. Parents required providing photograph(s) and details (name, NRIC, address, relationship to child) of the authorized person(s) for picking-up the child in the Parental Authorization Form.

The authorized person must be above the age of 16 years old.

In the event that a person other than the authorized person(s) stated in the Parental Authorization Form comes to pick the child up from the Centre, Innate Montessori Pte Ltd will not release the child until further instructions were given by the parents.

4.3 Absence from The Centre Due To Illness

For the protection of all children at the Centre, any child suffering from communicable disease such as influenza, hand-foot-and- mouth disease, SARS, measles, chicken pox, mumps, rubella, nit and lice, infectious conjunctivitis (eye infection) and etc will not be allowed to attend school.

Parents must obtain from a registered medical practitioner certifying the child's full recovery and fitness for school. This certification must be submitted to the Centre Supervisor or Operator before the child is allowed to resume school in the Centre.

4.4 Administration Of Medicine

Parents are required to inform the Centre upon registration of the child of any allergy, illness or impairment that the child may be suffering from.

It is the responsibility of the parents to submit a duly signed **Medical Authorization Form – Administration of Medicine** to the teachers before any administration of medicine be given to the child.

Please be informed that teachers will only administer medicine with parents' consent and as prescribed by the doctor in the child's name. Parents are responsible to clearly record the child's medication /dosage with the specified time and frequency as stated in the **Medical Authorization Form**.

***Procedures for Handling Illness/Emergencies and Exclusion Due To Contagious Diseases and Illness**

Parents are responsible for their child's health. Children with contagious diseases or illness will **Not** be allowed to return school without **a certificate of fitness by a certified medical practitioner.**

INFECTIOUS DISEASES

Hand, Foot & Mouth Diseases
Chicken Pox
Measles
Mumps
Rubella
Dipteral

CONTAGIOUS DISEASES

High fever above 37.5C
Throat infection
Diarrhea
Vomiting
Conjunctivitis (Sore Eyes)
Nits & Lice

4.5 Emergency Treatment

The Centre will endeavour to ensure the safety of your child. However, the Centre accepts no liability whatsoever for any injury, loss or damage caused in the course of operating the Centre or whilst providing its services or be held responsible for any mishap.

In the event that a child should sustain any minor external injuries, the Centre staff will perform First Aid or emergency procedures that the Centre staff deem appropriate.

In case of an accident/emergency, our staff will try to contact the parent concerned on the telephone to inform him/her and receive his/her instructions. In the event that the parent cannot be reached by telephone, the Centre will be authorized by the parent through his/her signing of the "Consent for Treatment" form, to seek appropriate medical consultation and treatment for the child. The Centre will endeavour to the best of its ability to consult with emergency medical personnel or the family physician wherever possible. The authorization is valid until the child is withdrawn from the Centre.

In an emergency, your child will be taken to the nearest hospital or clinic, for medical attention and treatment. Under such situations, the medical expenses incurred will be borne by the parents. However, the Centre does not assume any responsibility or liability whatsoever in the event of any repudiation of your claim by the Insurers.

5.0 Other Useful Information

5.1 Transport

School bus service can be arranged at **an additional fee**. Parents are to liaise directly with the Centre with regards to any transport arrangements where such transport services are available.

The parent is also expected to continue the payment of transportation fee to the Centre even when the child is not attending class due to illness, holidays and etc.

Upon arrival and departure from the Centre, the children will be under the supervision of the Centre's staff. The Centre is however, not responsible for the children when they are traveling to and from the Centre. The parents are required to sign the "Transportation Request" and "Indemnity Waiver for Transportation Service" forms.

Parents are advised to inform the Centre and school bus driver when his/her child is not traveling by the school bus on a particular day.

5.2 Field Trips & Excursions

As a part of the Centre's curriculum, the children will be brought on field trips and excursions **at additional fees**, so as to expand their knowledge and exposure. On such occasions, the usual daily programme will not be adhered to. Formal lessons will also not be conducted for those children who opt out of these trips. Some informal activities such as indoor play, story telling, block building, outdoor games and activities and etc will be conducted for these children who remain in the Centre instead.

Parents are required and hereby agree to sign the Indemnity & the Parent Consent Form for any outing.

INDEMNITY CLAUSE:

The parent accepts that the child may wish to participate in physical education and extra-mural activities as part of the curriculum at the School, and agrees that the child in so participating, does so at the child's own risk and that Innate Montessori Pte Ltd shall not be liable or responsible for any accident or personal injury sustained or suffered by the child or any damage to property or either of them. The parent further agrees to indemnify Innate Montessori Pte Ltd, its officers, staff and pupils and other persons authorized by Innate Montessori Pte Ltd and any of them from all claims that the child, the child's personal representatives and dependents may have for any accident or personal injury or loss of personal belongings whatever and howsoever caused, sustained or suffered by the child while participating in such physical education and extra activities (including outing and excursions).

5.3 Parent Involvement

The only way in which a child can be developed to best of his/her ability, is when parents and teachers work together. We can only be effective with your trust and support. At the same time, we hope that parents can be understanding towards the demanding nature of the teacher's role.

Besides sharing information and experiences on child-rearing through Parent – Teachers meeting, newsletters, parents are also invited to drop by the Centre to make enquiries regarding the progress of their children and participate in birthdays, excursions, to contributing materials for recycling for Arts and learning, to sharing information from their experiences from their occupations, interests and etc. On-going feedback and suggestions to the Centre are most welcomed.

5.4 School Safety

- All students must be signed in and out of the Centre each day. An attendance book is placed in each respective classroom.
- The person who brings your child to the Centre is responsible for accompanying your child into his/her classroom and letting his/her teacher know of his/her arrival.