

# Bangkok International Christian Nursery

53 Soi 44, Patanakarn Road, Suanluang, Bangkok 10250, Thailand

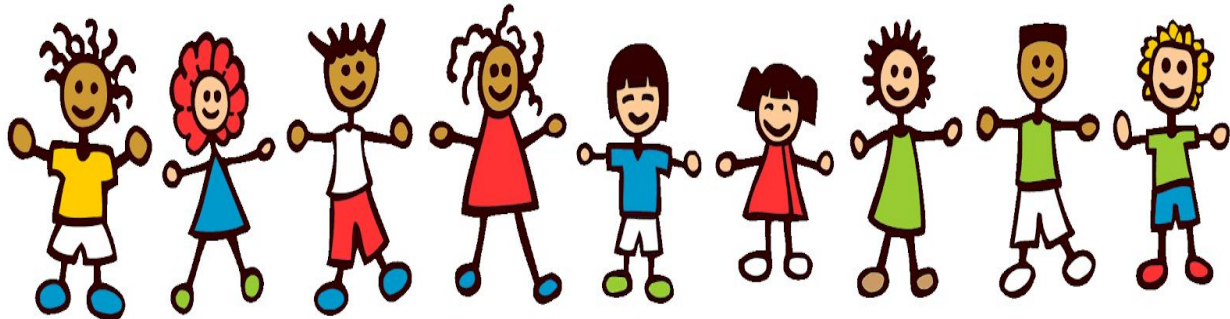
Tel. 0-2322-1979, 0-2322-1983, 0-2322-4440 Fax: 0-2322-1978

Website: [www.bcis.ac.th](http://www.bcis.ac.th) / E-mail: [bcisinfo@bcis.ac.th](mailto:bcisinfo@bcis.ac.th)

## Parents' Handbook

Academic Year 2018-2019

*"Train a child in the way he should go, and when he is old  
he will not depart from it." Proverbs 22:6*



# **BICN KINDERGARTEN DEPARTMENT QUICK REFERENCE INFORMATION**

## **Kindergarten Homeroom Teachers:**

**Nursery:** Mrs. Betsie Toerien

**Kindergarten 1:** Mrs. Maurice Sarmiento

**Kindergarten 2:** Mr. Adam Stark

**Kindergarten 3:** Mrs. Marla Panes (Department Head)

## **Kindergarten Teacher Assistants**

**Nursery TA:** Ms. Joann Manao

**Kindergarten 1 TA:** Mrs. Mattikar Saikhun

**Kindergarten 2 TA:** Mrs. Chuenjit Jitrungruangnij

**Kindergarten 3 TA:** Mrs. Supaporn Puipim

## **Kindergarten Subject Teachers:**

**K3 Thai for Thai:** Mr. Lamtap Suchada (Mr. Taa)

**K3 Thai for Foreigners:** Mrs. Chuenjit (Mrs. Chu)

**Chinese:** Mrs. Jenny Chen

**K3 Physical Education:** Mr. Francis Glenn Balleras (Mr. Francis)

**School Guidance Counselor:** Mr. Shyam Khatri

**School Nurse:** Siripa Nithimutrakul

**Mission Statement:**

To equip our students to live and serve effectively in our global community by teaching them to apply wisdom through the comprehension, appreciation, and evaluation of our world in light of God's inspired Word.

**Vision:**

Raising godly leaders of Christian integrity and values who positively impact all aspects of society for the glory of God.

**Educational Purpose Statement:**

To provide a quality international education within a caring Christian environment, encouraging leadership, independent thought, and the development of lifelong learning skills; to celebrate diversity, promote tolerance and foster understanding between people of all races and cultures.

# Bangkok International Christian Nursery

## **Welcome to Bangkok International Christian Nursery!**

Dear Parents,

Welcome to Bangkok International Christian Nursery. We are so delighted that you have entrusted to us your child's care and education. We considered it as a great privilege. We will do our best with the help of God to always give the best possible environment for the care and development of all our students.

Our fully trained teaching staff ensure that learning is fun for all our students, using a wide range of attractive teaching methods and resources. As a Christian school, it is also our aim to educate the whole child, developing important life skills such as self-discipline and promoting good values, which will equip our students well for their future society.

We hope that this handbook contains all the information you need to know about BICN. If you have any other questions or feel we have not covered something, please let us know.

May God bless us all in this coming year!

## Table of Contents

Contents	Page
1. BICN Routines and Regulations .....	1
2. Out of Hour Program .....	2
3. Admission Information .....	3
4. Program and Curriculum .....	4
5. Christian Education .....	5
6. Homework.....	5
7. Report Cards .....	5
8. Graduation Day .....	5
9. Absence & Tardiness.....	5
10. Snack and Lunch .....	5
11. Field Trips .....	6
13. Birthday and Special Days .....	6
13. Holidays .....	6
14. Parent Participation .....	6
15. Tuition Fee .....	7
16. Vacations .....	7
17. Withdrawal from School .....	7
18. Uniform/Clothing .....	7
19. Other Matters .....	7
20. Discipline/ Guidance Procedures .....	8
21. Termination of Enrollment .....	9
22. Health and Safety .....	9
23. Illness at BICN /Medication/Medical Insurance Card.....	10
24. Communications with the Parents .....	11

# BICN Routines and Regulations

The safety of your child is our utmost importance and we ask parents to cooperate with the arrival and departure times in order to ensure our safety standards. It is important that students are brought to school and picked up within designated times to ensure they are supervised at all times. This is particularly important in the afternoons. Teachers are available for forty five minutes after class finishes to supervise children. If you are unable to collect your child within the allotted time frame please see the Out of Hours Program section.

## **Start of the Day 7:00 - 7:50 a.m.**

7:00 a.m. Parents may bring children into BICN building from this time onwards. Staff will be on duty to receive students. Your child should eat breakfast before coming to school. For working parents, you may use the cafeteria to feed your child in the morning from 7:00 to 7:30.

Parents or guardian bringing the child to school must sign the arrival book on the front desk. For school bus students, the driver's assistant is the one who should sign the arrival book. (Please know your child's bus driver and his assistant)

Even if the school gate is open please be reminded that BICN main door opens at 7:00 am. It means, we start to take charge of your child's care when they are inside the BICN assigned arrival room. Please don't leave your child unsupervised to ensure their safety.

7:50 A.M. The BICN day begins with Assembly for all students. We would urge parents to bring their children well in time for Assembly as this is an important part of the day. Your child will be marked Late or Tardy after this time. However, for very young students who belong to Nursery and K1 Classes, they will be marked Tardy after 8:00 A.M.

## **End of the Day 2:00 - 2:45 P.M.**

The BICN day finishes at 2:00 p.m. Parents can collect their children from 2:30 to 3:00 P.M.

For the safety of every child, parents are asked to follow the procedures below:

1. **Turnstile Gate:** To be able to enter the turnstile gate, parents are asked to contact the office for the Face and Finger scan setup.
2. **Guardian's ID Card:** BICN asks parents to name up to three (3) people who have permission to collect their child. Parents should provide photographs of these people so that they can be attached to the ID Card. For safety reasons, the ID must be shown whenever the child is collected. (If an ID Card is lost, please inform the BICN Staff. Parents are asked to pay 50 baht for a replacement card.)

School bus driver's assistant should show his ID to pick up the student. Parents/guardians or driver's assistant should also sign the departure book.

2. If for some reason the person collecting the child has not brought the ID Card with them, they are asked to sign the “No ID Form”.
3. The teacher on duty will check that the person collecting the child matches one of the photographs shown on the ID Card.
4. If parents wish for a person who is not one of the 3 people shown on the ID Card to collect their child, they must inform the office in advance. The person who collects the child must bring their national identity card along for verification.
5. Parents who wish to collect their child before 2:00 p.m. are asked to inform the office in advance. You will also fill up a permission slip to be presented to the Security Guard.
6. Parents and guardians must use the main gate at all times. The Kindergarten gate will just be opened on rainy days only.

### **Late Pick-up Policy**

Parents who are unable to collect their child at 2:45 p.m., BICN offers Out of Hours Program on Tuesdays and Thursdays from 2:30 - 3:30 p.m. If you are interested please inform our staff and we will give you more information.

For parents who will be delayed in collecting your child, you are required to pay a fine of 100 baht after 3:10 p.m. and 200 baht after 3:50 P.M. You may give the Late Pick Up Fee to the teacher on duty. Your cooperation in collecting your child at the appropriate time is much appreciated.

Request to send your child home with any of our staff members is discouraged for safety reason.

### **Out of Hours Program:**

**1. We offer Reading and Art Clubs on Tuesdays and Thursdays at 2:30-3:30. There will be 16 sessions per semester for each club.**

**2. One-on-one tutoring is also offered to help students improve their language and literacy skills. The tutoring begins at 3:00 P.M.**

**Please contact the office for the Out of Hour Program fees.**

## **Admission Information**

BICN welcomes children of all races, religions, and ethnic backgrounds.

## **Enrollment**

Applications are accepted throughout the year. Parents can tour the school even while classes are in session. The application process will continue until all placements are filled.

To be eligible for enrollment, children must be at least two years old by August 15th of the school year in which placement is sought.

The school year is from August to the end of May. Occasionally a new child will be enrolled in the program during the year. This enrollment depends on available space, Diagnostic Test result, and the age of the child.

## **Enrollment Forms**

Our BICN office will provide all the forms.

## **Classroom Placement**

First-year students will be placed in a classroom with similar-age classmates. Second and third-year students will be placed by the head teacher after consultation with current homeroom teacher. Age, social-emotional skills and academic skills may be factors in classroom placement. We encourage parents to speak with the homeroom teacher and the head teacher about this important transition. Parents will be notified if there will be a change with their child's classroom assignment. Ultimately, the head teacher and the principal are responsible for all classroom placements.

A student applying for K3 class must pass the Entrance Test and interview. At the end of the school year, the new student needs to pass the Diagnostic Test and exit interview to be accepted in Grade 1. If he/she fails, the student will be placed in EFL 1 Class.



## Program & Curriculum

**Daily Schedule** Program hours are 7:30 - 2:00 p.m. Monday through Friday on regularly scheduled school days. Our curriculum emphasizes learning through a wide range of instructional strategies. From a child-initiated learning ( through hands-on exploration on interest areas ) to teacher-directed learning where students acquire pre-reading and pre-mathematical skills and concepts. All designed to best respond to children's needs, strengths, and interests.

### Objectives for Development and Learning

**Social-Emotional:** regulates own emotions and behaviors; establishes and sustains positive relationships; participate cooperatively and constructively in group situations

**Physical:** demonstrates traveling skills; demonstrates balancing skills; demonstrates gross-motor manipulative skills

**Language:** listens to and understands increasingly complex language; uses language to express thoughts and needs; uses appropriate conversational and other communication skills

**Cognitive:** demonstrates positive approaches to learning; remembers and connects experiences; uses classification skills; uses symbols and images to represent something not present

**Literacy:** demonstrates phonological awareness; demonstrates knowledge of the alphabet; demonstrates knowledge of print and its uses; comprehends and responds to books and other texts; demonstrates emergent writing skills

**Mathematics:** uses number concepts and operations; explores and describes spatial relationships and shapes; compares and measures; demonstrates knowledge of patterns

**Science and Technology:** uses scientific inquiry skills; demonstrates knowledge of the characteristics of living things; demonstrates knowledge of Earth's environment; uses tools and other technology to perform tasks

**Social Studies:** demonstrates knowledge about self; shows basic understanding of people and how they lived; explores change related to familiar people or places; demonstrates simple geographic knowledge

**The Arts:** explores the visual arts; explores musical concepts and expression; explores dance and movement concepts; explores drama through actions and language

**English Language Acquisition:** demonstrates progress in listening to and understanding English; demonstrates in speaking in English.

**Language Subjects:** demonstrates basic knowledge in Thai and Chinese languages

4

## **Christian Education**

As a Christian School, worship, prayer and teaching from the Bible are seen as an important part of the children's daily program. Assemblies have a Christian focus and all classes have a lively and interactive Bible knowledge session once a week. This is led by our staff. In this way, BICN aims to ensure that children develop a foundation of good values and attitudes for life.

## **Homework**

We reinforce their learning in the class by giving them homework. Homework for K1 is sent on Mondays and Wednesdays. As our children are still at a very young age, we do not see homework as being a critical part of their education at this stage. However, for K2 and K3 we would like to encourage the parents to help their child to complete their homework. It is set from Monday through Thursday so as to leave weekends free for family time.

## **Graduation Day**

At the end of the academic year, BICN holds a special graduation ceremony for the students who have completed K3 requirements and will be moving to Grade 1 or EFL 1.

## **Absence**

Please inform the office if your child is absent for any reason. If you intend to take your child on a trip or holiday during term time please contact the homeroom teacher in advance.

## **Tardiness**

A student arriving after 7:50 without valid excuse is considered late.

## **Snack and Lunch**

Morning snacks and lunch are served each day. Your child may bring milk and afternoon snacks. However, unhealthy foods such as chips and candies are discouraged.

5

## **Field Trips**

Each year all students participate in a field trip and smaller excursions may also take place. These outings are designed to stimulate students' interest in particular topics. The fees for these trips are covered in the school fees.

## **Birthdays and Special Days**

Parents are always welcome to come into the classroom to take part in the celebration. Please make arrangements in advance with the teachers and keep the food simple and healthful.

## **Special Activities**

Special events are held throughout the year. The different activities are organized with the following goals:

1. To promote cultural awareness and practice family traditions:

Father's Day, Mother's Day, Teacher's Day, Songkran Celebration and Thanksgiving Day

2. To understand and experience the world around them:

Field Trips, Costume Party, and International Day

3. To enhance their developmental skills:

Fun Fair, Sports Day, Team Color Activity, Graduation Ceremony, Summer Camp and Cooking with parents

4. To develop a foundation of Christian values and good attitudes for life:

Christmas Presentation, Christmas Party, Easter Day Celebration /Egg Hunting and weekly chapels

## **Parent Participation**

Parents are always welcome at BICN. They are invited to demonstrate skills, hobbies or occupations in the classroom. Parents may also plan special activities for a class in coordination with the classroom teachers.

BICN values our partnership with parents. We expect parents to participate in scheduled parent-teacher conferences. Sometimes parents will be asked to fill out a school survey. This is beneficial for future planning.

## **Tuition Fees**

Please check it out in our office.

## **Vacations**

Families who take children out of school for vacations will be held responsible for the full tuition.

## **Withdrawal from School**

If a family moves or finds it necessary to withdraw a child from the school, please inform the child's teacher and the office as soon as possible.

## **Release of Information**

All child information is confidential and will not be released either orally or in written form unless BICN has received written permission from the child's parents / guardian.

## **Uniform/Clothing**

Wearing the school official uniform is mandatory.

The following guidelines will help make your child's school experience more enjoyable:

On Fridays: School Uniform and flat black shoes

On Mondays, Tuesdays, Wednesdays and Thursdays: P.E. uniform, polo shirt with either shorts or jogging pants and sneakers.

Last Friday of each month: Non-uniform

Last Thursday of each month: Team Color Shirt

Please provide sandals to wear while inside the school and extra clothes (everyday).

Please label all clothing.

## **Other Matters**

Children should not bring toys and gadgets from home into the school. BICN cannot be held responsible for the loss or damage of any such items.

However, students are asked to bring objects from home for Show and Tell every Thursday.

We recommend children **not** to wear jewelries when they come to BICN.

## **Discipline/Guidance Procedures**

BICN views each child as a unique individual and attempts to create a classroom environment in which children feel free to explore new and appropriate behaviors. In order for children to be able to grow in positive ways, they must feel that they are in a setting that respects their individuality while providing an environment that is emotionally and physically safe. Limits and consequences of inappropriate behavior will be made clear to each child and enforced calmly and kindly.

Should a child show inappropriate behavior at school, the teachers will take steps to help the child who is having difficulties. The techniques teachers use may involve:

- (1) redirecting the child with a positive statement to an appropriate activity,
- (2) providing verbal cues and problem-solving words that the child may use to communicate how s/he is feeling and what she/he wants in resolving a conflict with a peer,
- (3) holding a child until she/he regains composure
- (4) accompanying the child to a quiet area to do an activity together until the child is ready to return to appropriate play with his/her classmates.

BICN views discipline as a teaching opportunity. The word "discipline" is translated from the Latin word meaning "to learn." It is a mechanism to help children develop self-control and to assume responsibility for their actions. In working with children, teachers will never use demeaning or abusive language, corporal punishment, humiliation or shame tactics or withholding snack as punishment.

Teachers will consult with parents about recurring difficult behaviors and develop a plan with them to help the child develop appropriate behavior. No child will be allowed to hurt others, themselves or equipment.

If a child does not respond to the class teacher's discipline, the child will be referred to the school counselor for counselling and to the principal.

In extreme cases of misbehavior, after exhausting other efforts and in consultation with the principal, appropriate disciplinary measures will be implemented. Discipline plan of actions include:

1. Calling the parents and sending the child home for the remainder of that class session
2. Loss of privileges
3. Student behavior contract
4. In-school suspension
5. Out-of-school suspension

## **Termination of Enrollment**

BICN provides a group setting for young children. It is assumed that children enrolling in our school will benefit from and be able to successfully function in the appropriate group setting.

BICN reserves the right to decline to enroll or to terminate enrollment of a child if it is determined by the principal, the teachers and the family that an individual child:

1. will not benefit from our setting, or
2. requires closer supervision than is possible in a group setting, or is potentially harmful to other children and staff.

If such a situation arises, the principal will attempt to identify the appropriate resources and alternatives available to the family.

Parents will be asked to sign the Enrollment Release Form.

## **Health & Safety General Information**

BICN shares parents' concerns about the health and safety of children and continually strives to provide a safe and healthy experience for students at all times. Please communicate any health problems or concerns to the director or the child's teachers. BICN will let you know if we observe any changes in your child's health while s/he is with us. A sick child will not be permitted to attend classes for his/her protection and for the protection of others. We ask that parents keep their child home when an illness is present.

### **Health Education**

To help develop good hygiene habits, classroom routines will include frequent hand washing and reminders to cover mouths while sneezing or coughing.

### **Reporting Illness**

PLEASE CALL IF YOUR CHILD IS ILL FOR ANY REASON.

This helps BICN alert other parents and staff if your child has a communicable illness or has been exposed to a contagious illness. The following are highly contagious:

Chicken	Pox	Conjunctivitis	Fifth Disease	Head Lice	Impetigo
Measles	Mumps	Pin Worms	Ring Worm	Scarlet Fever	Strep Throat

## **Illness at BICN**

If a child becomes sick while at school, BICN will notify the parent / guardian immediately and ask him/her to come for the child as quickly as possible. Sick children will be removed from the classroom and stay with school nurse until a parent / caregiver comes to pick up the child.

BICN will call the parent and ask them to pick up the child if she/he has any of the following symptoms: a fever, vomiting or diarrhea, a rash, discharge from nose, ears or eyes, if the child seems very uncomfortable or lethargic or complains of a headache, stomachache, sore throat or earache.

If a child has vomited or had diarrhea in any time within 12 hours before a school day, BICN asks that parents keep him/her at home. If a child is sent home from school with a fever or diarrhea BICN asks that the child be kept home for 24 hours after the temperature has broken and diarrhea has stopped.

## **Medication**

The nurse cannot give a child a nonprescription drug. Only emergency medication will be dispensed by the school nurse. This medication will be given only after the parent (s) or guardians meet the requirements stipulated in the "Consent Release Form" obtained from the school office. Parents are encouraged to discuss specific health concerns with their child's teachers and the director.

**Hand Washing** is important for preventing the spread of illness. Children will wash hands at the beginning of a session, after outdoor play, after using the toilet, after coughing into hands and before and after eating snacks and lunch.

## **Other Health Services**

Vaccination, physical health checkup and weight/height measurement are provided to all students. Details are sent to the parents for their information and written consent by the school nurse.

Body temperature is also checked on a daily basis.

**Accident Insurance** School insurance is provided for all students. The coverage for this insurance is as follows: Students are covered during school hours and during school sponsored activities whether in Bangkok or not. Check with the office about coverage benefits. Coverage is for 12 months. New coverage begins on the first day of school.

**Insurance Medical Card-** must be brought always in case of emergencies to present to any hospitals when accident occurs.

## Communication with the Parents

**1. Renweb** is the official school information management system. You will be able to see Announcements, Calendar, Attendance and Report Card of your child. Please go to [www.renweb.com](http://www.renweb.com) and sign in to the ParentsWeb. The District Code is BC-THA then use the email you gave to the school. Click **Classes** under the School Information Section then click your child's class.

### 2. Parents and Teachers' Conference

For urgent meeting with the homeroom teacher, parents need to call the office for an appointment. Parents/guardians are not allowed to enter in your child's classroom unless you have an appointment arranged with the homeroom teacher beforehand. The meeting must be done after school.

For the scheduled PTC, parents are encourage to meet their child's homeroom teacher to know their child's progress in school and discuss the best way to support their child's learning development.

**3. Report Cards** -At the end of each term, parents are issued with a Report Card showing details of their child's performance. Parents are asked to sign the card and to write a short comment about their child's progress.

**4. Parent/Teacher Communication Book-** Your child will be provided a Communication Book at the beginning of the school year. This is created to serve as a quick means of communication for both parents and the homeroom teacher. The calendar, Class Schedule, Important Reminders and the Show & Tell Schedule are attached in the book.

**5. Kindergarten Corner** - It is a monthly newsletter. It contains information about the latest and the upcoming special activities in school. It also includes the important dates to remember, reminders and announcements for that particular month.

**6. Facebook Accounts/website:** Bcn Pattanakarn; [Bcn2015@yahoo.com](mailto:Bcn2015@yahoo.com); **BCIS Facebook account:** BCIS, Bangkok Christian International School; **Website:** [www.bcis.ac.th/](http://www.bcis.ac.th/)

Please add us on your friend's list to see your child's activities at school.

**7. Other ways of communication** are through emails, letters, and through phone calls (**Tel. 0-2322-1979, 0-2322-1983,0-2322-4440 Fax: 0-2322-1978 / E-mail: [bcisinfo@bcis.ac.th](mailto:bcisinfo@bcis.ac.th)**).



**Parents' Agreement with the BICN Rules and Regulations stated in this Handbook**

Yes, I have read and understood the BICN Handbook for academic year 2018/2019.

I hereby agree to fulfill my duties stated in this handbook as a parent of

\_\_\_\_\_.

(Child's Name)

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**God Bless you!!!**