



BICN HANDBOOK

SY 2024-2025



General Rules and Guidelines for Students and Parents

Vision:

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

Mission Statement:

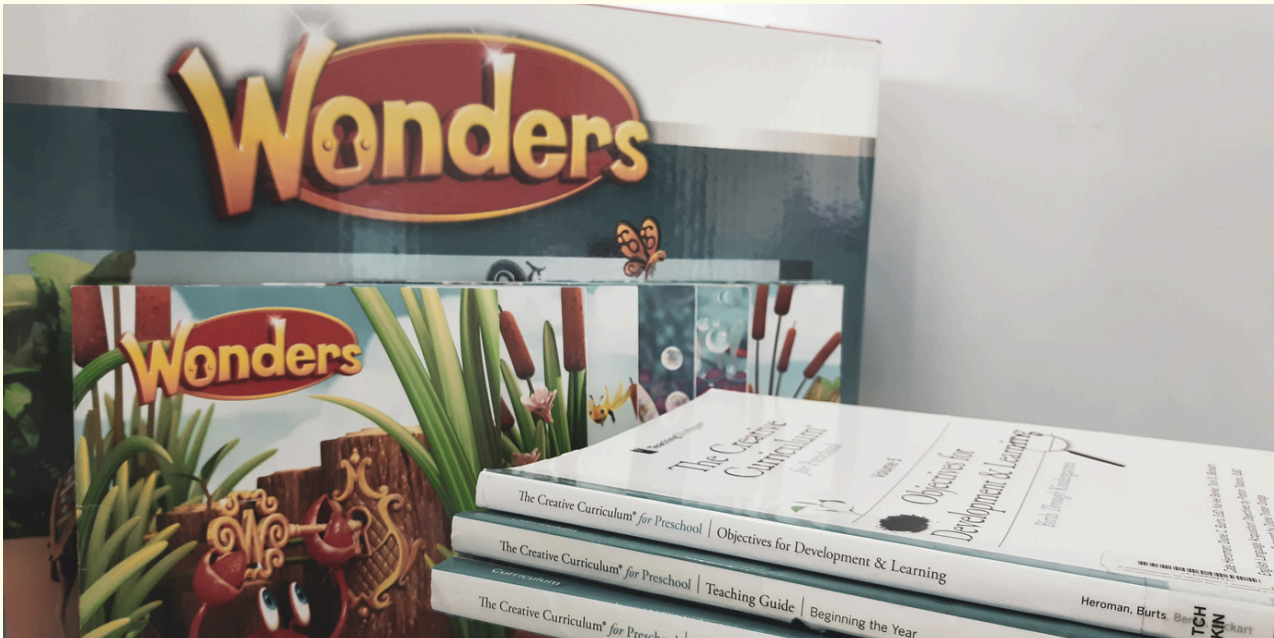
To equip our students to live and serve effectively in our global community by teaching them to apply wisdom through the comprehension, appreciation, and evaluation of our world in light of God's inspired Word.

Proverbs 22:6

"TRAIN UP A CHILD IN THE WAY HE SHOULD GO: AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT."

Bangkok International Christian Nursery

SY 2024-2025



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 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!

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BICN Routines and Regulations

The safety of your child is of 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.

Start of the Day 7:30am

Parents may bring children to school at 7:30. Your child should eat breakfast before coming to school. Please bring your child early enough to be on time for the Fine Motor activity as this is an important part of the day. Your child will be marked Late or Tardy after 7:50. However, for very young students who belong to K1 Class, they will be marked Tardy after 8:00 A.M.

End of the Day 2:00 - 2:30pm

The BICN day finishes at 2:00 p.m. We please request all parents to pick-up their children on time. Students will be brought to the designated waiting area in front of the first floor bleachers and will sit in the assigned seating area according to their pick-up time schedule.

K1 - 2:00 K2 - 2:15 K3 - 2:30

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

1. **Flap Gate:** Your child will be provided with a student ID to be able to enter the flap gate.
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.) The 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.

3. 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”.
4. The teacher on duty will check that the person collecting the child matches one of the photographs shown on the ID Card.
5. 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.
6. Parents who wish to collect their child before 2:00 p.m. are asked to inform the office in advance. You will also need to fill in a permission slip to be presented to the Security Guard.

Late Pick-up Policy

For 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 - 3:15 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 reasons.

Out of Hours Program:

1. We offer Reading and Art Clubs on Tuesdays and Thursdays at 2:30-3:15. There will be 16 sessions per semester for each club.
2. After school tutoring is also offered. The department head helps assign the teacher who can help improve the language and literacy skills of your child. The tutoring begins at 2:30 until 3:30 P.M.

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

Admissions Information and Enrollment

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

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 results, and the age of the child.

Please see the admissions officer at the school office for more details about the admissions process and criteria.

Enrollment Forms

Our school office will provide all the forms needed.

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 department head after consultation with the 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 headteacher about this important transition. Parents will be notified if there will be a change in their child's classroom assignment. Ultimately, the department head and subsequently, the principal if necessary is responsible for all classroom placement.

A student applying for the 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 the EFL LP Classroom.

The EFL program is designed to serve the language and literacy needs of the student. Your child will be moved to a mainstream class after his/her English language and literacy skills are suitable and proficient enough for success.

Program & Curriculum

Daily Schedule: Program hours are from 7:30 - 2:00 p.m. Monday through Friday on regularly scheduled school days. Our curriculum is strongly influenced by the Creative Curriculum. It emphasizes learning through a wide range of instructional strategies from child-initiated learning (through hands-on exploration of 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 a 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

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

Our school understands the need for younger children to have adequate time for outdoor play, proper and sufficient rest, go to bed at an appropriate time, and the opportunity for a child to be a child and have time to do the things that children love and that are an integral part of their growth and development. Therefore, there will be no homework sent home or required to be completed at home from the 2019/2020 academic year onwards. That being said, we do encourage parents to take some time to read with their child in English each night as research has clearly shown that this kind of activity definitely boosts school academic growth and achievement.

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 before 8:00 to be excused from the class. If you intend to take your child on a trip or holiday during the school term period then please contact the homeroom teacher in advance.

Tardiness

A student arriving after 7:50 without a valid excuse is considered late. However, for very young students who belong to Nursery and K1 Classes, they will be marked Tardy after 8:00 A.M.

3 unexcused tardiness is counted as a 1-day absence. A student who misses more than 36 total days in a school year cannot legally complete and pass their current grade level according to the latest education laws.

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.

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.

Summer Camp Program

It provides a balanced thematic-hands-on activities program. This is a program held in the first three weeks of June from 9:00 AM to 2:00 PM. New students are recommended to join the summer program as a head start. It will help your child get familiarized with the new environment and develop his/her social and emotional skills which is very essential when he/she starts the new academic year in August. he/she starts the new academic year in August.

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 the fee schedule at the school office or online at www.bcis.ac.th.

Vacations

Families who take children out of school for vacations will be held responsible for the full tuition. Parents are encouraged to check the school calendar before planning a vacation.

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. You will be required to fill out a withdrawal form and speak with our admissions officer directly before a withdrawal can be made official. No school records will be released until a withdrawal form is filled out and submitted to the admissions officer in person.

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's official uniform is mandatory.

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



Very Important: Please label your child's school uniform to prevent any clothing items from getting lost.

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 jewelry when they come to BICN as it can be dangerous or easily get lost.

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 she/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) accompany 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 snacks 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 counseling and to the principal in very serious cases.

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 the enrollment of a child if it is determined by the principal, department head, 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 and department head will attempt to identify the appropriate resources and alternatives available to the family.

Parents will be asked to sign the Enrollment Release Form better known as the withdrawal 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 headteacher 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: Hand, Foot & Mouth Disease, Influenza, Chicken Pox, Conjunctivitis (Pink Eye), Fifth Disease, Head Lice, Impetigo, Measles, Mumps, Pinworms, Ringworm, Scarlet Fever and Strep Throat.

Illness at BICN Daily Health Checks will be conducted by the school nurse when your child comes in the morning. Children with any of the following symptoms will be sent home: a fever, vomiting or diarrhea, rash, serious discharge from nose, ears or eyes, a combination of severe cough and colds, if the child seems very uncomfortable or lethargic or complains of a headache, stomachache, sore throat or earache. **Keeping a sick child at home** will help prevent the spread of viruses and/or bacteria and will minimize the risk of infection to everyone else at school.

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 the school nurse until a parent/caregiver comes to pick up the child. If a child has vomited or had diarrhea anytime 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.

Preventive Measures to prevent the spread of Contagious Diseases

1. To help develop good hygiene habits, classroom routines will include frequent hand washing and reminders to cover mouths while sneezing or coughing.
2. Students are asked to apply hand sanitizer before they enter the vicinity and after play.
3. Paper towels are provided to dry hands after washing.
4. Disposable cups are provided for drinking and students are asked to bring their own water bottle.
5. Toys are washed regularly and disinfectants are used for cleaning the classrooms.
6. Air purifiers are provided in each classroom.

Controlling The Transmission of Contagious Diseases

1. If the child is suspected of having a contagious disease at school, he/she will be removed from the class immediately. The child will be sent home and advised to get appropriate medical treatment.
2. Recommended period of exclusion by the doctor should be followed.
3. The Ministry of Health and the Ministry of Social Welfare and Development of Thailand will be informed if more than 2 students are infected with a contagious disease. School closure will be implemented upon the advice of the Ministry of Health and Education to control the transmission of the disease among all students in consultation with the school nurse and school principal. The principal's final decision after consulting with the ministry of health will be final.
4. The parent of a sick child must provide a doctor's certificate that signifies your child is safe to return to school.

Medication

The nurse cannot give a child non-prescription drugs. The school nurse will dispense only emergency medication. 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, the school nurse, 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 checkups, and weight/height measurements 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. The coverage is for 12 months. New coverage begins on the first day of school.

Insurance Medical Card must be brought to school always in case of emergencies to present to any hospital if and when an accident occurs.

BICN Air Quality Policy

(AQI = Air Quality Index)

AQI Levels	Action Plan
AQI Below 100 PM 2.5 reading	<ul style="list-style-type: none"> School activities continue as normal. All outdoor activities are permitted.
AQI Between 100 PM and 149 PM reading	<ul style="list-style-type: none"> Outdoor activities continue as planned. There may be some activities that are adjusted to avoid prolonged exertion and outdoor exposure for those sensitive to air pollution as identified through medical records.
AQI Between 150 PM and 199 PM reading	<ul style="list-style-type: none"> Outdoor activities are limited to a max of 20 minutes to Kindergarten students (take more breaks and do less intensive activities)
AQI Over 200 PM	No Outdoor Activities are permitted for any Grade level.

BCIS Heat Management Guidelines for Outdoor Activities and Sports

Heat Index	Possible Health Effects	Actions
<p style="text-align: center;">Normal</p> <p>Below 39 degrees C</p>	Fatigue is possible with prolonged exposure and activity. Continuing activity could result in heat cramps	<ul style="list-style-type: none"> Teachers should inform students to apply sun lotion before lessons, games and activities. All students should bring water bottles to PE classes. Recommended water breaks every 30 minutes Where possible, spend transitions, rest periods and direct teaching moments in shade provided around facilities. Students that want to take a break should do so at any time. Teachers should watch/monitor players carefully.
<p style="text-align: center;">Heat alert</p> <p>Between 40-46 degrees C</p>	Heat cramps and heat exhaustion are possible. Continuing activity could result in heat stroke	<ul style="list-style-type: none"> Teachers identify students who present a higher risk of suffering from heat related illness and provide these students with an alternative to training in heat. Teachers should brief students of increased risk at beginning of practices and lessons of increased heat illness risk within and above this zone. Students showing signs and symptoms of heat related illness should withdraw from the activity and be escorted to the nurse. Recommended water breaks every 20 minutes. Suggestion is that lessons take place in the shade as much as possible. Modify training or games to allow for regular hydration and rest.
<p style="text-align: center;">High Heat Alert</p> <p>Between 47-53 degrees C</p>	Heat cramps and heat exhaustion are likely. Heat stroke is probable with continued activity	<ul style="list-style-type: none"> Recommended water breaks every 15 minutes. Kindergarten and elementary outdoor activities must be shortened . Lessons or activities should be moved to shaded areas or indoors where possible. Students showing signs and symptoms of heat related illness should withdraw from the activity and be escorted to the nurse. Maximum duration of exposure at this temperature is one hour.
<p style="text-align: center;">Extreme Heat Alert</p> <p>From 54 degrees C and above</p>	Extreme danger — heat stroke is imminent	<ul style="list-style-type: none"> All non air conditioned activities are canceled.

Communication with the Parents

1. Google Class Group Chat/Space:

Your child will be provided with a Gmail account. Please download Google Chat on your phone and sign in using your child's Gmail address and password. We will be sending important class announcements & reminders using this online platform. You may also send class related questions to the homeroom teacher through this. FACTS may also be utilized.

2. **FACTS (formerly 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 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.

3. Parents and Teachers' Conference

For an urgent meeting with the homeroom teacher, parents need to call the office for an appointment. Parents/guardians are not allowed to enter 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 encouraged 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.

4. 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.

5. Student Folder

Your child will be provided a Student Folder at the beginning of the school year. You will also find the calendar, Class Schedule, Important Reminders, and Show & Tell Schedule.

6. BICN Newsletter

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

7. **BCIS Facebook account:** BCIS, Bangkok Christian International School; **Website:** www.bcis.ac.th/

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

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

Please share with us any suggestions or comments you may have. Your ideas matter since we are aiming to offer the best education and environment for your children. Please understand that teachers are busy with children during normal school hours. Unplanned discussions with the homeroom teachers can often be disruptive. Instead, kindly make an appointment for a conference with your child's teacher through the office.

Parent/Student Handbook Signature Page

Yes, I have read and understood the BICN Handbook for this academic year 2024-2025.

My signature below indicates that I understand and agree to abide by the expectations, policies, and procedures stated in this handbook as a parent of

Child's Name

Parent/Guardian's Name (Print)

Parent/Guardian Signature

Date