

Dear Parents,

Thank you for choosing and welcome to Little Giants Preschool – where small kids start BIG!

At the core of our preschool is a commitment that our students will receive quality care and education. It is our vision to provide a stress-free environment to facilitate the development of our students' over-all development through positive enforcement and stimulating programs.

Parent Acknowledgment

Parents are required to read this Handbook comprehensively. Parents should be willing to accept, abide by, support and trust the school's decisions, policies and regulations which may be occasionally changed subject to needs.

Parents should agree to preserve and to support the school in achieving the dignity of Little Giants Preschool, and its goal to provide a quality education for their children.

Please take note of our contact details:

Little Giants Preschool

Perumahan Green Ville Blok I No. 14

West Jakarta 11510

Mobile No - 0856 900 9992

Phone No - (021) 567 2228

BB Pin - by request

Email – littlegiantspreschool@yahoo.com

www.lgp-littlegiants.weebly.com

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Arrival and Pick-up Times

To avoid disrupting ongoing classes, students are advised to come to school on time.

Likewise, please ensure that your child is promptly picked up after school.

Please see the table below for the Arrival and Pick-up schedule:

LEVEL	ARRIVAL	PICK-UP
Toddlers	8:00 am	9:30 am
Pre-Nursery	7:30 am	10:30 am
Nursery (morning)	7:30 am	11:00 am
Nursery (noon)	9:15 am	12:30 pm
K1	7:30 am	11:30 am
K2	7:30 am	12:00 pm

We understand that separation can be stressful for both the parent and child, especially in the early days, so we allow one (1) parent/caregiver to accompany the child for:

- Toddlers, Pre-Nursery and Nursery – five (5) days starting from first attendance
- K1 and K2 – two (2) days starting from first attendance

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Waiting Area and Eating Area

Parents and caretakers must stay in the designated waiting area during school hours. If you would like to give your child snacks or meals, please do so **only** in the designated waiting area.

Due to limited space we are unable to provide parking spaces for parents'/guardians' cars. Parents/drivers should only drop off the children in the morning, and should only arrive 10 minutes before dismissal to pick up their children.

Safety and Security

Little Giants Preschool adheres to a safety-first policy. *All teachers and staff follow strict guidelines to ensure the students' physical and emotional well-being.* Your child will be under the supervision of authorised personnel at all times within school hours. Kindly refer to the [Arrival and Pick-up Times](#) section for the school hours.

Students from all levels will be accompanied to the toilet by assigned school staff. Teachers will personally check on a student should he/she not return to class after a reasonable amount of time.

*For your child's safety, we need every assigned pick-up person (maximum of **3 adults per student**) to register his/her fingerprints.* We will only release students for pick up to those whose fingerprints have been verified. *Furthermore, please register your mobile number(s) with the school.* Should an emergency arise and someone else whose fingerprints are not registered has to pick up your child, please send an SMS/WhatsApp message or call the school secretary with your registered mobile number. This will help us to identify your message/call is a legitimate one.

Attendance and Remedial

In the event that a child cannot come to or will be late for school, parents are advised to notify us.

If a child has to miss school for several days due to illness, the teacher will devote extra time each day until the child catches up with any missed lessons during the absence. However, if a child has to miss school for an extended period of time due to personal holidays, no remedial classes will be given and missed school work shall simply be sent home.

Emergency Closing

Little Giants Preschool will make every effort to open on time and remain open during any weather. However, in case of extreme conditions such as flood or power outage, it may be necessary to delay or cancel classes to ensure the safety of our students and staff. School closings will be announced immediately via email and Whatsapp/SMS.

Health and Hygiene

Little Giants Preschool will check the temperature of each child every day. Children with body temperature of, or more than, 38 degrees Celsius will be sent home. We will also immediately notify the parents if a child is too sick to carry on with the lesson.

The school will require a doctor's note or medical certificate stating the cause of absence should a child miss school for more than three (3) days.

If a child contracts any of, but not limited to, the following common contagious diseases

- mumps
- sore eyes or conjunctivitis (5 school days/ 1 week)
- chicken pox
- measles
- HFMD or hand, foot and mouth disease
- hepatitis A

for your child and the other children's well-being, we will impose a **compulsory two-week absence** starting from the first day the child is required to miss school.

If a child contracts head lice, the child will not be allowed back to school until the matter has been resolved.

Parents have to support the school's decision to prevent the spread of a particularly infectious disease or illness. This includes sending students home if they are not well enough to study, or to prevent further spread of the disease to other students if any symptoms are observed.

If a child has to miss school for several days due to illness, the teacher will devote extra time each day until the child catches up with any missed lessons during the absence.

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(Health and Hygiene cont.)

If your child has any allergies, e.g. to dairy, it is very important that you inform the school. Your child's health and safety is of utmost importance to us so let us work together to ensure that.

If a child is too disruptive and is a danger to other children, Little Giants Preschool reserves the right to expel the child after two (2) previous grave misbehaviour warnings to parents.

Snacks

We will provide freshly-prepared food every day at our school for the children's snacks. We understand that children have different eating habits and can be finicky eaters so the menu will only contain common children's favourites. We will endeavour to not only offer delicious but also healthy snacks. In case the child doesn't like, or is unable to, eat the prepared meal on any given day, the child is allowed to bring his or her own food, which should be labelled with the child's name.

Birthdays

Birthdays are important events for children and we are happy to allow our students to arrange a small celebration to take place in school during break time. Parents wishing to arrange a celebration are **required** to inform the Class Teacher **at least 1 week** before the proposed celebration and invitations can be given for distribution to the students in the class. Scheduling in advance will also help avoid having multiple birthday celebrations at once and ensure that the hall is available.

Parents must arrive at school before the arranged celebration time and should bring a cake, matches for the candles, cake knife, paper plates, spoons and tissues. Goodie bags/party favours may be given out during dismissal.

To avoid disrupting other classes, we discourage parents from inviting students from other classes to the celebration. Siblings are allowed.

Uniform

School uniform should be worn to school with a pair of white socks and black shoes.

Boys should sport clean-cut hairstyles and girls' long hair should be tied back in ponytails to avoid distraction or even injury during school activities.

Our playground is used as an extension of the classroom, and some activities will be conducted outside whenever weather permits. We also expect to do a good deal of arts and craft projects. These activities may get the children a little dirty. To this end, we require parents to pack an extra set of clothes and underwear in their child's school bag. Kindly label these items with your child's name. The school shall not be held responsible for any lost or damaged items.

Books

At Little Giants Preschool, we want the children to *love* reading. We have a growing library and a comfortable reading nook for the students to enjoy.

Students are allowed to borrow a book once a week, which will be given every Friday, and must be returned no later than the Wednesday after. We strongly encourage parents to read stories to their children for at least ten minutes each night.

Help us teach the kids to be responsible in handling the books. We value respect and care for public property and we encourage the children to learn the same.

Field Trips

As part of Little Giants Preschool's curriculum, field trips will be included in our program.

Prior to each trip, information will be sent home detailing the date, time, location, etc. The permission slip must be signed and returned to the teacher in time in order for each child to attend. Additional fees will only be charged should a parent/caregiver join the activity.

Communication and Documentation

Communication between teachers and parents is extremely important.

Parents must register their local phone and mobile numbers, as well as e-mail addresses, with the school. This will facilitate communication in a secure and fast manner.

We will send out any communication, e.g. notice or reminder, via WhatsApp and e-mail. The school website also provides important information such as contact details, monthly activities and the school newsletter.

If you have any special concerns, a meeting or phone conference may be arranged by contacting our school secretary by phone, WhatsApp or e-mail.

We understand that children grow up so fast, so we are committed to helping you document your child's growth and development when they are at school. Each parent will be able to access our class activity pictures via the **Dropbox** app, for which we will e-mail you a link for installation and invitation to our school's folders. For your child's academic progress, we will be sending you a progress report through e-mail at the end of each term.

The school year is divided into four (4) terms, each term comprising of three (3) months. A **Student Assessment Meeting** will be scheduled at the end of every fourth (4th) month of the school year. Parents' participation is required.

Marketing

Pictures and/or videos of Little Giant Preschool students taken during school hours or school activities can and will be used for marketing and promotional purposes. This can be in the form of posters, banners, brochures, web content, video or any other form of multimedia. Kindly inform the school in writing via e-mail if you would like to limit your child's exposure.

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School and Miscellaneous Fees

The School Fee must be paid before the beginning of each term.

TERM	MONTHS	PAYMENT DUE DATE
1st	July - September	20 th June
2nd	October - December	20 th September
3rd	January - March	20 th December
4th	April - June	20 th March

The Miscellaneous Fee must be paid together with the School Fee for the 1st Term.

All fees must be paid on time. A payment reminder shall be e-mailed two weeks before the due date. A two percent (2%) penalty charge will be applied for late payments a day after, and up to fifteen (15) days following the due date. A five percent (5%) percent penalty charge will apply for payments made after fifteen (15) to thirty (30) days following the due date. The school reserves the right to refuse service if payment is not made a month after the due date.

Payments should be made by bank transfer or credit cards only.

All payments made are non-transferrable and non-refundable.

Parents' Participation: What You Can Do

We strive to give your child the best early learning experience possible, but we will need your help and support

- when your child is struggling with a lesson
- when your child has to be disciplined
- when we have activities that require your presence and/or participation BECAUSE IT

TAKES A VILLAGE TO RAISE A CHILD. kids start BIG

All teachers and staff of Little Giants Preschool are committed to working together to give your child the best preschool experience possible, and a safe haven where they can be taught strong values as well as academic excellence. In this light, we will hold bi-annual meetings, e.g. seminars or open forums, for educational purposes because we understand that we are not just a preschool, but your partner in raising the children.